

Health and Safety Policy

1.0 Introduction

Keele University Students' Union (Keele SU) has both a moral and legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, students and other non-employees (such as visitors and contractors) who may be affected by its activities and undertakings. The legal duty is imposed under the Health and Safety at Work Act 1974 (HSWA) and other associated statutory provisions. Where five or more persons are employed (as is the case at Keele SU) a written statement of the employer's policy, organisation and arrangements for health & safety must be produced and brought to the attention of all employees. This document constitutes the policy and statement of intent to ensure all relevant legislation is complied with. Any revision of this document must also be notified to employees.

Whilst Keele SU recognises and endorses the University's policy as it operates from its campus and is a tenant in a University building, in the eyes of the Health & Safety at Work Act, it is a separate undertaking as it is a separate 'employer.' Therefore Keele SU has its own policy and statement.

Keele SU is working towards a high standard in health & safety and for all staff to have a sensible attitude towards good working practices.

2.0 General Statement of Policy on Health & Safety

Keele University Students' Union (Keele SU) as an employer, has a duty under the requirements of the Health & Safety at Work Act 1974, European Directives and other associated legislation, to protect the health and safety of all its employees and to provide suitable provisions for their welfare, whilst they are at work. It also has a responsibility under the same Act not to expose to risks to health & safety, other persons who, though not employed by Keele SU, can be affected by its undertakings and activities.

In order to fully comply with these requirements it is the policy of the Keele SU to:

1. So far as is reasonably practicable, ensure the health, safety and welfare of all its employees whilst at work. To ensure, so far as is reasonably practicable, that any other persons who may be affected by Keele SU's undertakings and activities, such as students, visitors and the general public, are not exposed to risks to their health and safety;
2. Carry out its duty to perform suitable and sufficient assessments of the risks to health & safety to employees which they are exposed to whilst at work, and to persons not in the employment of Keele SU, but affected by its undertakings and activities;
3. Have clear and logical organisational and procedural arrangements in place to effectively carry out its duties;
4. Maintain, so far as is reasonably practicable, all equipment and provide both safe systems of work and a safe working environment for employees, students and others;

5. Maintain clear procedures for action to be taken in the event of fire and other emergencies;
6. Maintain suitable provision of first aid facilities, and procedures for action in the event of accidents, and for the reporting of injuries, diseases, dangerous occurrences and other incidents;
7. Refer employees expected to undertake work that requires statutory health or medical surveillance to an Occupational Health Service;
8. Provide such information, training, instruction and supervision to ensure, so far as is reasonably practicable, the health and safety of employees, students and others;
9. Implement and maintain procedures for consultation between employees, Trade Unions and Management on matters of health and safety;
10. Implement and maintain procedures for the effective monitoring, reviewing and auditing of this policy, the organisational arrangements and procedures in place to protect the health and safety of employees, students and others;
11. Encourage the development and maintenance of a positive attitude towards health and safety throughout Keele SU.

Signed for and on behalf of the board of trustees (*This policy will be reviewed and signed every 2 years. Please see the policy review section*)

3.0 Organisation

3.1 The Board of Trustees

The employer carries the ultimate responsibility for health & safety. The board of trustees is delegated to ensure that a Safety Policy is prepared and implemented. The Board of Trustees consists of the Sabbatical Officers, External Trustees and Student Trustees, with the Keele SU Leadership Team in attendance.

3.2 The Operations Managers (Services and Commercial)

The Chief Executive Officer (CEO) is the most senior staff member, and has overall responsibility on behalf of the Board of Trustees for the health & safety of all employees, students and others using the premises.

In the majority of situations the Leadership Team will also be the final disciplinary contact if refusal to comply with (or implement) safety measures has not been dealt with satisfactorily by Departmental Managers.

The CEO, Chief Operating Officer (COO), Central Services & IT Manager and Deputy Central Services Manager attend varying levels of University Health & Safety meetings and working groups. These members of staff will consult on Keele SU's behalf on matters brought to their attention relevant to these meetings and report on matters arising from them to the Board of Trustees and other relevant personnel.

The Leadership Team will decide appropriate action on advice from the University Safety Advisor and other safety related personnel taking relevant matters to the Board of Trustees.

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The COO is the initial disciplinary contact if refusal to comply with (or implement) safety measures has not been dealt with satisfactorily or has been unable to be resolved by Departmental Managers.

The Leadership Team is responsible for the organisation of appropriate training, and maintenance of associated records.

3.3 University Health & Safety support

Each area within the University has dedicated Health & Safety Manager. The Health & Safety Manager's main function is to advise the head of that area (Leadership Team for the purpose of Keele SU) on all matters relating to health & safety affecting that department. Within Keele SU, the Central Services & IT Manager advises on and maintains health and safety. Other duties of the Central Services & IT Manager include:

1. Being fully familiar with the University's health & safety policy and the department/area's health & safety policy. Including ensuring adoption and implementation of University estates and building safety policies within Keele SU operations.
2. Acting with the delegated authority of the Leadership Team in matters of urgency.
3. Liaising with the University Health & Safety Manager and other central advisers on health & safety matters.
4. Co-coordinating health & safety activities within Keele SU, ensuring compliance with relevant legislation and statutory duties as regards health and safety.
5. Keeping the Health & Safety Policy & Statement under review and advising the Leadership Team on any amendments.
6. Maintaining a health & safety library.
7. Keeping proper records of any accidents or dangerous occurrences under RIDDOR
8. Carrying out of legal duties under the Health & Safety at Work Act 1974 and other associated regulations.
9. Preparation and revision (as necessary) of procedures and practices to ensure:-
 - Safe systems of work for all staff
 - Hazard reporting by employees and non-employees alike
 - Reporting of routine problems by employees
 - Accident reporting
 - Maintenance of premises, equipment and Union vehicles to a safe condition
10. Establishing and maintaining a system of internal audits and inspections, reporting issues to relevant departmental managers and where necessary, the Leadership Team.
11. Providing appropriate advice to the Leadership Team, Departmental Managers and other relevant persons on health & safety matters.

3.4 The Licensees

The Designated Premises Supervisor (DPS) is responsible for ensuring that the conditions of the premises license are met.

3.5 Departmental Line Managers

All departmental line managers have a line management have the following responsibilities:

1. To ensure that the policies, procedures and arrangements contained within this document are implemented within the department under their control.
2. To ensure that there are adequate arrangements for receiving and disseminating health & safety information to staff and that all, (especially new) staff, are given appropriate instruction, information and training, including provision of Guidance Notes and Safe Working Practice notes where appropriate.
3. To make staff aware of established safety procedures and take appropriate disciplinary action against individuals who persistently disregard safety rules and put themselves and/or others at risk.
4. To carry out risk assessments on their respective departments, ensuring that any significant risks to health & safety are removed or reduced to as low as is reasonably practicable.
5. To ensure that any accidents or dangerous occurrences are reported to the Central Services & IT Manager or Leadership Team.
6. They will act as Risk Co-ordinators for their department: The functions include:
 - a. To assist the Central Services & IT Manager has suitable and sufficient assessments of the risks to the health and safety of the staff, students and visitors.
 - b. To carry out risk assessments as and when they are necessary.
 - c. To identify when new assessments of the risks are required.
 - d. To keep records of departmental risk assessments.
 - e. To make a contribution to the health, safety & welfare of all employees of Keele SU.
 - f. To ensure the accurate and efficient reporting of accidents or dangerous occurrences in the workplace.
 - g. To assist the Central Services & IT Manager and/or Leadership Team in the investigation of incidents or dangerous occurrences.

3.6 Duty Managers/Supervisors

Duty Managers/Supervisors are responsible for ensuring that their staff work safely and, as far as is reasonably practicable, without risks to health. In particular, these persons are responsible for ensuring that their staff:

1. Are provided with the necessary instruction, information and training to enable safe working to be carried out.
2. Know and comply with the correct procedures for fire or other emergencies, first aid, and the reporting of accidents and hazards.
3. Know and comply with the correct procedures for use and storage of potentially hazardous materials or equipment which have been identified as requiring special precautions e.g. flammable/toxic liquids, dangerous equipment or machinery etc.
4. Are provided with adequate supervision, where appropriate, to enable the work to be carried out safely.
5. Use the appropriate protective equipment, clothing and materials.

3.7 Employees

Whilst the overall responsibility rests at the highest management level, all employees at every level have to accept degrees of responsibility for carrying out the Policy.

It is the legal duty (under section 7 of HSWA) of all employees whilst at work to:

1. Take reasonable care for the health & safety of themselves and other persons who may be affected by the way in which they carry out their work or activities.
2. Co-operate with supervisory or senior staff to enable the organisation to carry out their statutory health & safety duties.
3. Report to their supervisor or member of senior staff any situation, working practice or procedure which they know or feel is potentially hazardous, or that which has been reported to them as such.
4. Report accidents or dangerous incidents/occurrences to the appropriate supervisor or senior member of staff and the Central Services & IT Manager (or via KeeleSU Duty Manager).
5. Use, and not misuse protective clothing, equipment or materials provided in the interest of health & safety (including firefighting and detection equipment).
6. Comply with health & safety instructions, both verbal and written, which are issued to them.

3.8 Contractors

Both Keele SU and contractors have a responsibility to each other to ensure that whilst the contractor is on Keele SU premises neither parties' activities expose themselves or others to risks to health & safety. Therefore there must be co-operation between both parties to provide suitable information and instruction to enable assessment of any risks. Contractors (or sub-contractors) must be made aware of and adhere to Keele SU's (and the University's) safety rules for contractors at all times.

3.9 Clubs & Societies

The Activities and AU Departments have responsibility for ensuring that Clubs & Societies are properly risk assessed and insured. Clubs & societies themselves also have a responsibility to report any and all activities including relevant risk assessments to the Activities Department so that proper consideration of risk can be given. Any activity which is deemed to be unusual or high risk should be discussed with Endsleigh Insurance by the Activities and/or AU Departments.

3.9 Safety Representatives

Under the Safety Representatives and Safety Committees Regulation 1977, the recognised Trade Union in Keele SU has appointed a 'Safety Representative' (Central Services & IT Manager) to represent their members on Health & Safety Matters. The function, (within their discretion) of the Safety Representative is:

1. To assist in, or carry out their own investigations of accidents and hazards.
2. To investigate complaints by members.
3. To discuss health & safety matters with management as part of the joint consultation procedure.
4. To carry out inspections of the workplace.
5. To receive information from the Inspectors of the HSE.
6. To attend meetings of the union Health & Safety Committee as appropriate.

3.10 Workplace Health & Safety Committee

Keele SU Health & Safety Committee sits three times per year. The committee comprises of the CEO, COO, Deputy CEO, a representative Sabbatical Officer, Central Services & IT Manager, and other relevant departmental managers.

To consider, scrutinise, review, approve or otherwise have oversight of;

- Health and safety statement
- Health and safety legislation
- Health and safety policy and practice
- Incident & Accident review and learning
- Major incident review and reporting
- Staff and volunteer training needs

3.11 Persons with Purchasing Responsibility

All staff with purchasing responsibilities have a duty to ensure any work equipment, (machinery, appliance, apparatus or tool etc.) bought by them on behalf of Keele SU, complies with relevant British and European standards and legislation (such as the Provision & Use of Work Equipment Regulations 1998). Any items purchased classed as Portable Appliances must be reported to the Central Services & IT Manager so that these items can be recorded and tested accordingly.

3.12 Senior Fire Steward and Fire Stewards

These are nominated and trained persons with responsibility for taking decisions during a fire emergency, e.g. ensuring controlled evacuation, assembly at external meeting points and prevention of re-entry into the evacuated building until the Fire Brigade state that it is safe to do so. The duty manager acts as senior fire steward.

Please refer to section 5 of Keele SU health and safety manual – Keele SU Fire Safety Policy.

3.13 First Aid Services

It is the responsibility of the Central Services & IT Manager, to ensure that:

1. Keele SU has an adequate number of personnel that are trained in the provision of first aid in order we at least meet the requirements of the Health & Safety (First Aid) Regulations 1981.
2. Keele SU has adequate first aid cover for differing periods and events.
3. Keele SU has adequate first aid supplies, and that all first aid boxes and facilities are maintained to an acceptable level.
4. Ensure the testing at regular intervals of first aid equipment.
5. Manage the accident books and accident statistics

3.14 First Aiders

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These are trained persons who have one main responsibility, which is to provide first aid treatment to employees, students and others using Keele SU building. They act upon the instruction of the Central Services and IT Department.

4.0 Arrangements – Estates & Building Systems

Keele Students' Union operates within premises owned and maintained by Keele University. The University retains responsibility for the management, maintenance, and statutory compliance of core building fabric and systems.

Keele SU formally adopts the University's policies, procedures and management arrangements in the following areas:

1. Asbestos management
2. Electrical safety (fixed installations)
3. Gas safety
4. Legionella (water hygiene)
5. Fire safety systems and infrastructure
6. Heating and ventilation systems
7. Waste management and disposal
8. Permit to Work / Control of Works systems
9. COSHH
10. Lone Working
11. Manual Handling

4.1 Local Responsibilities

While the University manages these systems, Keele SU is responsible for:

- Complying with all relevant University policies and procedures
- Ensuring staff, student staff and contractors are aware of and follow these requirements
- Not undertaking any work that may interfere with building fabric or systems without prior approval
- Reporting defects, hazards or concerns to University Estates promptly
- Cooperating with inspections, testing and statutory compliance activities
- Implementing safe systems of work within SU-controlled spaces

4.2 Contractors

Keele SU retains responsibility for contractors it directly engages.

All contractors must:

- Follow Keele University contractor control procedures
- Be appropriately selected, inducted and supervised
- Provide suitable risk assessments and method statements (RAMS)
- Comply with the University's Permit to Work system where applicable

4.3 Permit to Work / Control of Works

All works that may impact the building, infrastructure or safety systems will:

- Be coordinated through the University's Permit to Work system
- Be approved in advance by the appropriate University department
- Only be carried out by authorised and competent persons

4.4 Building Systems and Safety

Keele SU adopts University arrangements for the following systems and will comply with all associated requirements:

Asbestos

Staff and contractors must not disturb building materials and must follow University procedures for any intrusive works.

Electrical Safety

The University is responsible for fixed systems. Keele SU will ensure portable equipment is maintained safely and removed from use if defective.

Gas Safety

All gas systems are managed by the University. Keele SU will not install or modify gas appliances and will report concerns immediately.

Legionella (Water Safety)

The University manages water hygiene. Keele SU will report concerns and ensure outlets are not left unused where identified.

Fire Safety

Keele SU adopts the University Fire Safety Policy and maintains local evacuation procedures, fire wardens and safe event management practices.

Heating and Ventilation

Managed by the University. Issues will be reported via the appropriate Estates process.

Waste Management

Disposal is managed by the University. Keele SU will ensure correct segregation and safe handling of waste.

4.5 Additional Safety Arrangements

Keele SU will also ensure safe working practices in the following areas:

Work at Height

Work at height will be avoided where possible. Suitable equipment will be provided and unsafe practices prohibited.

Pressure Systems (e.g. CO₂)

Where applicable (e.g. licensed premises), systems will be used and maintained safely and staff trained appropriately.

Hazardous Substances (COSHH)

Hazardous substances under Keele SU control will be assessed, stored and used safely.

4.6 Summary

Keele SU operates a shared responsibility model, relying on Keele University for the management of building systems while retaining responsibility for:

- Safe day-to-day operations
- Staff, student staff and contractor behaviour
- Activities within SU-controlled spaces

5.0 Policy Notes

Version 3

Updated: April 2023,

Review Date: April 2025

This policy will remain current unless a review is called for either due to an incident which will need to create a review or it is deemed that the policy or practices are in need for a review.