

Health & Safety Policy

General Statement

The Union of Brunel Students' Trustee Board and Chief Executive have overall responsibility for the health, safety, and wellbeing of staff at the Union and are actively committed to continuous improvement and to achieve best practice in assessing and minimising any risk. The health and safety of our staff and members is central to our work, and we take legal requirements as no more than our starting point.

The aims of this Policy are to ensure:

- That all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate.
- That there are effective channels of communication and consultation for health and safety for its employees and their representatives and that the arrangements for carrying out this policy are delivered through the induction process of the Union.
- That all accidents, injuries, ill health and near misses are reported, recorded and investigated to an appropriate level.
- A system of inspection, monitoring and auditing is established which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the Union.
- Visitors (including contractors and visiting public) are required to comply with the Union policy, codes and procedures, and report any problems to Union staff whilst on BUL premises.
- No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

The Union will:

- Make health and safety integral to the education and training we provide.
- Provide safe and healthy systems of work; plant and equipment; premises, access and egress.
- Allocate the necessary resources, and take action to assess and then manage all significant risks to our staff and to those who are not in our employment - students, contractors, and members of the public;
- Foster communication and co-operation with staff, students and volunteers in developing, monitoring and reviewing measures to improve our health and safety standards; and
- Provide the information, instruction; training and supervision which will ensure that management, staff, students and volunteers have the competence and knowledge to work safely and with minimum risk to health.

Organisation and Responsibilities

1. Trustee Board

The Board are responsible for safety in the Union and will monitor the Health and Safety policy on a regular basis ensuring that sufficient resources are allocated to comply with legislative requirements, to achieve agreed plans and objectives and to implement appropriate systems of work.

2. Safety Officer

The safety officer is the Chief Executive who reports directly to the Board and whose responsibilities include the following:

- Maintenance of health and safety records.
- Investigation of accidents with a view to the prevention of recurrence.
- Compilation of accident statistics; and
- Keeping a watching brief on changing safety legislation.

The safety officer is responsible for advising on all aspects of health and safety, obtaining specialist expertise as required.

3. Line Managers

Line managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each manager will:

- a) Ensure that each new employee is aware of the Union's health and safety policy and is given induction training, including the procedures appropriate to their specific jobs. (All new members of staff will as a minimum be shown the location of first aid boxes, fire exits and fire-fighting equipment on their first day).
- b) Ensure that all staff and volunteers are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
- c) Ensure that any temporary employee (before commences work), shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely.
- d) Keep up to date with health and safety matters applicable to their operations.
- e) Investigate all accidents with the assistance of the safety officer, with a view to prevention.
- f) Ensure good housekeeping standards are applied.
- g) Ensure equipment is properly used and maintained and is inspected in accordance with legislation and good practice.
- h) Carry out and record regular safety checks on all equipment and furniture.

4. Supervisors

Supervisors have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Supervisors must ensure that all tasks carried out in their departments are performed with the utmost regard for the health and safety of all those involved. Accidents must be reported immediately to the line manager. Particular regard will be paid to:

- (a) Equipment and methods of working to ensure they are safe and do not endanger health.
- (b) Providing safe arrangements for the handling, storage and movement of materials, equipment and substances and supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety.
- (c) Inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a daily basis to ensure their continued compliance with requirements.

- (d) Ensuring that the staff and volunteers for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

5. Employees

All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow Union procedures, ensure they use any equipment provided in accordance with the training that they have received and in particular to report any incidents which have or may have led to injury or damage, any serious or imminent danger, and any shortcomings in health and safety arrangements. This is to be reported using the online form www.brunelstudents.com/accident

Signed  _____

Kulvant Singh
President 2021-2022

Signed  _____

Craig Lithgow
Chief Executive & Safety Officer