



## **HEALTH AND SAFETY POLICY**

BY LAW of

**CHESTER STUDENTS' UNION**

Passed at Trustee Board on  
25 November 2019

## **1. Statement of Policy**

- 1.1. The Union takes the Health and Safety of its employees, members and visitors very seriously.
- 1.2. This policy should be read in conjunction with the Major Incident Policy and relevant risk assessments.

## **2. Responsibilities**

- 2.1. The Trustee Board, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.
- 2.2. The Trustee Board delegates day to day responsibility to the Chief Executive who will provide staff with appropriate support and advice, and be responsible for reporting any serious incidents to the appropriate authority.
- 2.3. Managers are responsible for their own department's health and safety including training, safe working practices and an annual review of risk assessments.
- 2.4. The Head of Opportunities is responsible for the health and safety of student activities, through the Student Activity Policy.
- 2.5. Society committees are responsible for the health and safety of their members. In accordance with the Student Activity Policy.
- 2.6. All staff and members must conform to the policy and to accept and carry out their responsibilities.
- 2.7. All staff and members must report any potential hazard to the Chief Executive
- 2.8. Staff with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence e.g. Fire Wardens.

## **3. Training and Communication**

- 3.1. This statement will be brought to the attention of all staff. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate areas by further statements relating to the work of particular departments or groups of workers.
- 3.2. Where appropriate, staff will be trained on relevant health and safety aspects using University Health & Safety Unit resources including;
  - risk assessments  
[https://portal1.chester.ac.uk/healthandsafety/Pages/Risk\\_Assessment.aspx](https://portal1.chester.ac.uk/healthandsafety/Pages/Risk_Assessment.aspx)
  - VDU self-assessment <https://portal1.chester.ac.uk/healthandsafety/Pages/DSE.aspx>
  - manual handling and IOSH.
- 3.3. Staff will be consulted regularly on an informal basis as and when situations arise.

- 3.4. Formal consultations will occur through the staff meeting as a fixed item on the agenda.
- 3.5. Health and Safety Law posters will be displayed at each Union site office.
- 3.6. All new staff will be asked to complete a Health Questionnaire, VDU Self-Assessment and familiarise themselves with the organisational risk assessment in appendix 1. The Union will make any appropriate reasonable adjustments for the comfort and safety of the employee.

#### **4. First Aid and Accident Books**

- 4.1. First Aid boxes and accident books are located in the Porters Lodge on each site

#### **5. Fire Safety and Evacuation**

- 5.1. This will be in accordance with the Major Incident Policy which is reviewed on an annual basis.
- 5.2. The Union will ensure we have trained Fire Wardens but recognise that having a majority part time staff team we all need to fire aware and ensure safe exit.
- 5.3. The University undertake regular Fire Drills to ensure the equipment and procedures work appropriately.

#### **6. Societies**

- 6.1. This will be in accordance with the Student Activity Policy.

#### **7. Risk Assessment**

Appendices contain the risk assessments for CSU's office floor space.

#### **8. Review**

- 8.1. This policy will be reviewed every 3 years or more frequently if deemed necessary by the Trustee Board.