



# HEALTH AND SAFETY POLICY

BY LAW of

CHESTER STUDENTS' UNION

Passed at Trustee Board on

19/9/16

## **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 departmental 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. Department 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 Student Activity Manager is responsible for the health and safety of student activities, through the Student Activity Policy.
- 2.5. Sports and 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 department Manager.
- 2.8. Staff with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.

## **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 including risk assessments, food hygiene, manual handling, safe handling of hazardous substances 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 displayed in each department of the Union.

- 3.6. All new staff will be asked to complete a Health Questionnaire, and 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 will be located in each department of the Union. It is the department manager's responsibility to ensure that the boxes are maintained and any relevant accident are reported through RIDDOR.

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

- 5.1. This will be in accordance with the Major Incident Policy which is reviewed on an annual basis.

#### **6. Sports and Societies**

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

#### **7. Review**

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