

Bath Spa University Students' Union

Health & Safety Policy



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THIS POLICY SHOULD BE USED IN CONJUNCTION WITH THE STUDENT ACTIVITIES HEALTH & SAFETY POLICY AND OTHER UNION PROCEDURES WHEN APPLICABLE

Approved by: Union Council
 Review: every two years

On:

Manager responsible for review: Membership Services Manager
 Manager responsible for implementation: Membership Services Manager
 Manager responsible for interpretation: Membership Services Manager

1.0 Policy statement

- 1.1 The Bath Spa University Students' Union (Bath Spa SU) is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities.
- 1.2 Bath Spa SU recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation.
- 1.3 Bath Spa SU is committed to ensuring that procedures are in place to identify hazards, assess risk and set objectives to improve the management of health, safety and welfare.
- 1.4 Bath Spa SU acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure health, safety and welfare.
- 1.5 Bath Spa SU is committed to developing a positive safety culture, based on the involvement of staff in health and safety management. Bath Spa SU will therefore use consultative forums and mechanisms to involve staff in health and safety management.
- 1.6 Bath Spa SU will include a section on health and safety in its strategic plan.
- 1.7 Bath Spa SU commits to reviewing this policy at least every 2 years.

2.0 Introduction

- 2.1 This document details the allocation of health, safety and welfare responsibilities, the particular arrangements that are in place to meet the policy statement (see 1.0 above), the measures in place to monitor implementation of the policy and the system for reviewing the policy.
- 2.2 This document details Union-wide policies, procedures and systems to ensure the management of health and safety. Individual Departments, teams, functions, areas, etc. within the Union will introduce more detailed policies and systems covering specific areas. For example, the Shop Department has more detailed policies covering Food Hygiene, whilst the Bars Department has more detailed systems in place covering fire safety. These policies, systems and procedures form part of the Union's Health and Safety Policy and are an appendix to this document.
- 2.3 Bath Spa SU is an organisation within its own right. However, the Union is an integral part of the Bath Spa University (the University) and could not exist without the University. Therefore, the relationship between the Union and the University is complex and important with regard to this policy.
 - 2.3.1 The University has a legal responsibility to ensure the good management of the Union and in particular the use of the Union's finances.
 - 2.3.2 As such, the University has an interest in ensuring that adequate measures are in place to ensure health, safety and welfare within the Union.
 - 2.3.3 The University has its own Health and Safety Policy and a Safety Office.

2.3.4 The Union is committed to working with the University Safety Office and where appropriate, ensuring that the Union's Health and Safety Policy is in accordance with the University Health and Safety Policy.

2.4 Staff and officers of the Union should note that they are employees of Bath Spa SU and as such must adhere to the Union's Health and Safety Policy first and foremost. Staff should also note that breaches of the health and safety policy will be treated with the utmost seriousness and could be deemed gross misconduct.

3.0 Responsibilities – people, places, equipment, tasks

3.1 As an un-incorporated charity, the Union is governed by trustees; the trustees of Bath Spa SU are the sabbatical officers. The trustees are responsible for ensuring that the Union complies with all relevant legislation, including health and safety legislation. The trustees' job descriptions will include reference to their responsibility to ensure that health and safety legislation is complied with.

3.1.1 The President of the Union will be the "Director" of Safety and as such will have lead responsibility amongst the sabbatical team to ensure that this policy is implemented and that health and safety legislation is complied with.

3.1.2 The trustees delegate many of their responsibilities to staff members, through the line management structure (see the Union's staffing structure).

3.2 The Safety Officer for the Union is the Membership Services Manager. The Safety officer is responsible for:

3.2.1 Implementing the Policy Statement and the details of this policy as shown below.

3.2.2 Reporting on a regular basis to the trustees about health and safety issues.

3.2.3 Providing accident statistics.

3.2.4 Remaining up-to-date with relevant legislation.

3.2.5 Conducting health and safety inspections on a regular basis.

3.2.6 Providing leadership on health and safety issues.

3.2.7 Chairing the Health and Safety Committee.

3.3 The Membership Services Manager delegates responsibility for implementation of the Health and Safety Policy to Department Heads (General Manager, Office Manager, Shop Manager and Events/Bars Manager, Membership Services Manager responsible for all other areas of the Union), who shall be responsible for:

3.3.1 The implementation of the policy within their department.

3.3.2 Providing leadership on health and safety issues and supervising staff to ensure that the Health and Safety Policy is complied with.

3.3.3 Promoting responsible attitudes towards health and safety.

3.3.4 Identifying and reporting risks, in line with section 7.0 of this policy.

- 3.3.5 Conducting health and safety inspections on a regular basis.
- 3.4 Department Heads delegate certain tasks within their departments to staff who have supervisory responsibilities. Line Managers and Supervisors shall be responsible for:
 - 3.4.1 The implementation of the policy within their sphere of influence.
 - 3.4.2 Providing leadership on health and safety issues for the staff they manage or supervise.
 - 3.4.3 Ensuring that staff they manage/supervise are aware of the Union's Health and Safety Policy.
 - 3.4.4 Ensuring that staff they manage/supervise report anything that may impact upon the safety of the working environment.
- 3.5 Every staff member (permanent and casual) has certain responsibilities under the Health and Safety Policy. All staff shall:
 - 3.5.1 Make themselves aware of the Union's Health and Safety Policy and adhere to it at all times when at work (taking particular note of point 2.3 above).
 - 3.5.2 Record any accidents or breaches of the Health and Safety Policy immediately, using the appropriate forms.
 - 3.5.3 Seek the advice of their line manager regarding any medical conditions or other conditions that may affect their or others' health, safety or welfare.
 - 3.5.4 Do everything within their power to ensure a safe and healthy working environment.
 - 3.5.5 Correctly utilise any Personal Protective Equipment (PPE) that is supplied for the purposes of safely carrying out a specific task.
 - 3.5.6 Protecting themselves and others and not interfering or misusing any equipment provided for health and safety purposes.
- 3.6 Responsibility for ensuring the health, safety and welfare of people (staff, customers, suppliers, visitors and others who may be affected by its activities) lies with a specific Manager, as shown below:
 - 3.6.1 Responsibility for staff follows the line management structure. For example, the Membership Services Manager is responsible for the Office Manager, Shop Manager, Events/Bars Manager, Membership Services Assistant Sabbatical and Part Time Officers. The Membership Services Manager is in return responsible to the General Manager who is responsible to the trustees.
 - 3.6.2 Responsibility for ensuring the health, safety and welfare of all students involved in Union activities on a voluntary basis lies with the Membership Services Manager.

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- 3.6.3 Responsibility for ensuring the health, safety and welfare of all visitors lies with the Department Head and/or the Membership Services Manager who is responsible for the area in which the visitor is present.
 - 3.6.4 Responsibility for ensuring the health, safety and welfare of all suppliers lies with the Head of the Department that the supplier is dealing with.
 - 3.6.5 Responsibility for ensuring the health, safety and welfare of all others who may be affected by its activities lies with the relevant Department Head.
 - 3.7 Responsibility for ensuring the health, safety and welfare of places (buildings, offices and each physical area of the Union) lies with a specific Manager, as shown below:
 - 3.7.1 The Campus Shop, stockroom and refuse area is the responsibility of the Shop Manager.
 - 3.7.2 The Newton Park Bar, including the lounge/games area, events equipment kitchen, store rooms, car park and refuse area behind the Bar is the responsibility of the Events/Bars Manager.
 - 3.7.3 Sion Hill Bar, including the store rooms, toilets and the refuse area is the responsibility of the Events/Bars Manager.
 - 3.7.4 The Union General Office at Newton Park is the responsibility of the Office Manager.
 - 3.7.5 The Union General Office at Sion Hill is the responsibility of the Membership Services Manager.
 - 3.7.6 All Sabbatical Offices, meeting room, beverage area, sports store, corridors and lobby areas, are the responsibility of the Membership Services Manager.
 - 3.7.7 The vending, games, and display areas of the Union at Newton Park and Sion Hill are the responsibility of the Membership Services Manager.
 - 3.7.8 The General Managers Office is the responsibility of the General Manager.
 - 3.7.9 All extra facilities/areas that the Union may from time to time use/hire in are the responsibility of the Membership Services Manager.
 - 3.7.10 All other areas are the responsibility of the General Manager.
 - 3.8 Responsibility for ensuring the health, safety and welfare of equipment (electrical, mechanical or otherwise) lies with a specific Manager, as shown below:
 - 3.8.1 All equipment relating to the Newton Park Bar including the games/lounge area is the responsibility of the Events/Bars Manager.
 - 3.8.2 All equipment relating to Sion Hill Bar is the responsibility of the Events/Bars Manager.
 - 3.8.3 All equipment relating to Ents and Events is the responsibility of the Events/Bars Manager.

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- 3.8.4 All equipment relating to the Campus Shop is the responsibility of the Shop Manager.
- 3.8.5 All equipment relating to the General Office at Newton Park is the responsibility of the Office Manager.
- 3.8.6 All equipment relating to the General Office at Sion Hill is the responsibility of the Membership Services Manager.
- 3.8.7 All equipment relating to the General Managers Office is the responsibility of the General Manager.
- 3.8.8 All equipment relating to the Sabbatical Offices, meeting room, beverage area, sports store, corridors and lobby areas, are the responsibility of the Membership Services Manager.
- 3.8.9 All equipment relating to activities including minibuses, sports equipment, societies equipment, is the responsibility of the Membership Services Manager.
- 3.8.10 All equipment relating to the vending, games, and display areas of the Union at Newton Park and Sion Hill are the responsibility of the Membership Services Manager.
- 3.8.11 All other equipment is the responsibility of the General Manager.
- 3.9 Responsibility for ensuring the health, safety and welfare of tasks (electrical, mechanical or otherwise) lies with the Head of the Department in which the task takes place. For example, responsibility for ensuring that the lifting of beer barrels in the Bar is conducted safely, lies with the Events/Bars Manager. This responsibility may then be delegated down through the line management structure.
- 3.10 All Health and Safety issues should be dealt with, as a matter of importance, by the Department Manager who is responsible for the person with the concern.
- Depending on the seriousness of the issue, the matter can be delegated to someone within the Department, eg. *if it is just a matter of a carpet in the General Office which needs pinning down*; then Membership Services Assistant can be asked to contact Property Services by logging a job with 'Maintenance'. If however, the matter is one of a more serious nature eg. *the a broken window with broken glass over where and people are in danger*; it should be dealt with directly by the appropriate Department Manager. Staff should always refer such issues in the first instance to their Area Safety Manager and only resort to contacting the Corporate Safety Adviser if no action is being taken. It should be appreciated that the role of the Corporate Safety Adviser is to provide guidance and set out matters of policy.
- Clear Guidelines for staff, concerning a whole range of issues, are provided on the Bath Spa University College Students' Union or Bath Spa University College websites in the H&S Sections. Topics of general concern or policy change are dealt with by the Union Health and Safety Committee.
- 3.11 University & Union Responsibilities
- 3.11.1 The Union will be responsible for:

- a) The interior of all its premises
- b) All areas used in its activities

3.11.2 The University has responsibility for:

- a) The structure of the building and fixed services
- b) All premises, roads, toilets and boiler rooms

3.12 All employees of the Union are legally obliged to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. They need to cooperate with management as regards any duty or requirements imposed on the University.

Students are non-employees of the University but are expected to fulfil the same obligations as that of employees.

All persons are legally required to not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. For example, it is a legal offence to move a fire extinguisher away from its fire point. Such interference or misuse is a disciplinary matter.

3.13 Contractors, Visitors and Students

The Union is responsible for the health and safety of its members, contractors and the general public using its premises, as far as reasonably possible.

3.13.1 While on Bath Spa SU's premises contractors, visitors and Union members must:

- a) Take reasonable care of themselves or others who may be affected by their actions or omissions and co-operate with Union employees.
- b) Comply with Bath Spa SU Health & Safety Policy and associated safety regulations and Code of Practice in respect of Health and Safety matters.
- c) Report all accidents and dangerous occurrences to the Union.

3.14 Safe Use Of Equipment

3.14.1 It is the responsibility of Union staff members to:

- a) Ensure that when using work equipment, they adhere to all health and safety recommendations and read the manuals/instructions provided, e.g. wearing appropriate protective clothing, using machine guards etc.
- b) Report any faulty equipment to their Line Manager or the Membership Services Manager immediately. The equipment must then be stored safely and a notice put on it to prevent use by others.
- c) Ensure the safety of themselves and other members of staff at all times.

3.14.2 It is the responsibility of the Department Managers to:

- a) Ensure that work equipment is constructed or adapted so as to be suitable for the purpose for which it is used, having regard to working conditions and risks.
- b) Obtain adequate information from suppliers in the form of instruction manuals, leaflets and operational instructions which are readily comprehensible and make these available to staff who require them.

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- c) Ensure equipment is effectively safeguarded by the suppliers. It must be made clear to suppliers that we expect, as a contractual condition, that all equipment should comply fully with statutory requirements by integrating the appropriate safety measures and control systems.
 - d) Orders for equipment should reinforce the requirement that equipment should be supplied to meet the appropriate legislative and technical health and safety specifications.
 - e) Where a Risk Assessment identifies the need for PPE, Managers must ensure that PPE provided is suitable for its purpose and is properly maintained.

This policy applies to second-hand equipment as well as new.

4 Training

4.13 The Union commits to ensuring that staff members receive appropriate training in Health and Safety to ensure that they are able to fulfil their responsibilities under the Health and Safety policy.

4.14 The Union has determined minimum standards for health and safety training to ensure that all staff can fulfil their responsibilities. Attendance on these courses is compulsory for all staff. The Union will give staff time off to attend the following courses, and will pay any expenses necessary to provide the following training:

- 4.14.1 All Senior Managers will attend a one-day Health and Safety course or achieve a recognised Health and Safety qualification (IOSH Directing Safety Certificate or equivalent) within 1 year of approval of this policy, or 1 year from becoming a Senior Manager.
- 4.14.2 All line managers will attend a half-day Health and Safety course within 1 year of approval of this policy, or 1 year from becoming a line manager.
- 4.14.3 All supervisors (permanent staff only) will attend a half-day health and safety course within 1 year of approval of this policy or 1 year from becoming a supervisor.
- 4.14.4 All staff members (permanent and casual) will attend a health and safety induction course within 1 month of taking up a position with Bath Spa SU, covering as a minimum:
 - An outline of the Health and Safety Policy, including information about the Health and Safety Committee and their representatives on the Committee.
 - Safe manual handling.
 - Safe Visual Display Unit (VDU) use.
 - First aid procedures for the Union, including a list of first aiders and location of first aid equipment.
 - Fire procedures for the Union, including location of fire extinguishers, how to use fire extinguishers, fire blankets, fire exits and fire buttons.
- 4.14.5 In addition, all staff working in the bars will receive training in:
 - Food hygiene and other legislation related to the preparation, storage and provision of food. (Newton Park Only)
 - The Control of Substances Hazardous to Health (COSHH) regulations.
 - Alcohol and drug awareness.
 - Specific regulations in place to ensure the health and safety of staff, customers and suppliers within licensed premises.

- Safe cellar work.
- Cleaning Safety

4.14.6 And all staff working in the Shop will receive training in:

- The Control of Substances Hazardous to Health (COSHH) regulations.
- Basic food hygiene, covering in particular the rotation and storage of fresh/frozen food.
- Cleaning Safety

4.15 The Union recognises that there are many health and safety qualifications available and acknowledges that achieving such qualifications provides development opportunities to staff members and shows commitment to health and safety by the Union. Where relevant and in accordance with budgetary requirements, the Union will pay for staff to attain health and safety qualifications.

5 Health & Safety Committee

5.13 The Union Safety Officer shall convene and chair the Health and Safety Committee. The chair shall organise meetings, take and circulate minutes and ensure that positions on the committee are filled.

5.14 The committee shall have the following responsibilities:

5.14.1 Reviewing the Health and Safety Policy.

5.14.2 Implementing the Health and Safety Policy.

5.14.3 Drawing up plans for improving the management of health and safety.

5.14.4 Receiving reports on accidents, incidents, breaches of the health and safety policy, etc.

5.14.5 Compiling and reviewing health and safety statistics, including the number of days staff have taken off due to accidents, incidents and breaches of the policy.

5.14.6 Consulting with staff, volunteers and the University about health and safety issues.

5.15 The following people shall be members of the Committee:

5.15.1 The chair person shall be the Membership Services Manager.

5.15.2 The General Manager

5.15.3 All three sabbatical officers

5.15.4 The Events/Bars Manager.

5.15.5 The Shop Manager

5.15.6 The Office Manager

5.15.7 1 staff representatives, who shall not be a manager, elected from either the shop, bars of general Union staff. The staff representative shall be elected by and from within the groups above by secret ballot. Staff representatives shall serve on the committee for a period of 1 year. The Health and Safety Committee shall determine other conditions of service.

5.15.8 A representative from any recognised trade union.

5.15.9 The University College Safety Officer, in an advisory capacity.

5.16 The Health and Safety Committee shall meet at least every 3 months, normally in February, May, August and November.

6 Communication

6.13 Communication of the Health and Safety Policy is integral to ensuring implementation of the policy. Training staff forms part of the communication strategy and is detailed above. This section details the other mechanisms for communicating the policy and its constituent parts.

6.14 A copy of the policy will be distributed to permanent staff members as part of their induction programme. A summary of the policy, including all relevant parts, will be distributed to all casual staff as part of their staff handbook.

6.15 Annual appraisals for permanent employees will include a section on health and safety.

6.16 The Health and Safety Committee, as detailed above (see 5.0), includes staff representatives who shall assist in communicating the policy.

6.17 Health and Safety shall be included as a standing agenda item for the following meetings, enabling two-way communication:

6.17.1 Senior Managers Meetings (weekly)

6.17.2 Managers Meetings (monthly)

6.17.3 Sabbatical Officers and Senior Managers (monthly)

6.18 Health and safety signage is covered by legislation and includes fire extinguishers, fire points, fire exits, first aid points and safety management. The Union will ensure that appropriate signage is in place.

6.19 The Union will develop a 5-year health and safety plan, which will be incorporated into the Union's strategic plan, and will detail steps to be taken to improve the management of health and safety.

6.20 The Union has a staff 'intranet' web-site at www.bathspasu.co.uk/staff, in order to improve communication with its employees. The site will be used to communicate with staff members but also highlight health and safety updates and new initiatives, and would contain the Health and Safety policy and all health and safety forms.

6.21 The University Safety Office web-site goes into much more detail about health and safety matters than is practical in this Policy. Therefore, the Union encourages staff to use the University Safety Office web-site www.bathspa.ac.uk/departments/health-and-

safety/ on a regular basis and to read the various policy documents and guidance notes contained on the site.

6.22 The Union will designate an area of a notice board in each of the main Departments for health and safety notices for staff. Each of these will contain information about the Health and Safety Committee, staff Health and Safety representatives, Health and Safety training, first aiders and the Health and Safety Policy.

7 Auditing

7.1 What is a Safety Audit?

A Safety Audit is an independent, systematic examination of safety systems within each area of The University. All aspects of safety are checked against predetermined criteria and each category given a marked assessment. From this, an overall assessment of effectiveness is calculated, which provides managers with a benchmark of their safety performance. However, because such an audit is by necessity of limited scope, it is not highly detailed, nor is it meant to be unnecessarily critical. The purpose of the report is therefore to highlight and encourage good practice, whilst at the same time pointing out obvious shortcomings which require attention. In this way the overall 'safety culture' of an area can be assessed within the wider context. Safety Audits give a measure of the "health" of every area within the University College at a specific point in time. The audit is carried out by the Corporate Safety Adviser accompanied by a nominated representative from the department. They will visit each area, having previously alerted the Area Safety Manager and examined recent Safety Inspection Reports. Part of the assessment will be looking to ascertain what level of follow-up action has taken place as a result of the routine inspections.

7.2 Safety Audits will be conducted annually and include every part of the Union within a short space of time. Heads department are expected to co-operate with the Membership Services Manager and supply a member of staff to liaise with and guide him/her through the area and where necessary, supply documentation.

7.3 Each Department Manager will receive a report of the audit findings with an overall performance rating and accompanied by noteworthy areas of good practice as well as suggestions for improvement. In this way managers receive an assessment based on definite parameters, from which the safety performance of the area can be plotted and compared not only against other areas and the 'Union norm', but also against their own area's score from one year to the next. These statistics will be available through the Union's Health and Safety Committee.

7.4 'Safety Audit' should not be confused with other terms used to describe other forms of safety activity such as 'Safety Inspections', 'Safety Sampling', etc. each of which are techniques intended to reveal weaknesses and areas of potential loss, property damage or personal injury. A Safety Audit can be compared to a financial audit in that, they are conducted to establish the true position of an area. A Safety Audit's prime objective is to monitor from time to time, the safety performance of each area within the organisation by examining each area using independent assessors. The composition of the Audit will normally be the Membership Services Manager, another Union member of staff and a 'local' guide.

8. Risk Assessments

8.1 An integral part of health and safety management is conducting regular risk assessments, covering physical objects (e.g. buildings, sports equipment, etc.), people and tasks (e.g. using a pizza oven, putting up staging, etc.). The aim of risk assessments is to identify hazards, compile an action plan to minimise the risk of these hazards occurring and identify training needs for staff, hence the need for regular monitoring.

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- 8.2 A HAZARD is anything (e.g. chemical, electricity, working on a ladder etc) that could cause harm. A RISK is the likelihood of harm arising from a hazard in the considered situation.
- 8.3 The necessity to maintain thorough records of Safety Inspections, maintenance programmes and written records not only ensures that proper procedures are actually in place and operate, but also that the employer is taking safety seriously. The Bath Spa SU Health and Safety Policy sets out in detail procedures designed to uphold it's statutory obligations and 'duty of care' towards all staff, students, contractors and visitors.
- 8.4 Written records not only provide evidence that proper monitoring of safety is an integral part of normal procedures, but also record what actions have taken place. This is invaluable should an incident occur which involves investigation by an external agency, e.g. HSE, insurance company etc.
- 8.5 The following monitoring systems must be sufficiently and rigorously carried out with a written record maintained of the findings as well as what remedial action has been implemented.
- Health and Safety Inspections are carried out appropriate intervals
 - Emergency Evacuation practices are carried out regularly – twice per year is recommended.
 - Electrical testing of all departmental portable equipment is carried out annually by an approved contractor
 - Fire alarms are systemically tested by Property Services, who are also responsible for maintenance of the fire alarm system by an approved contractor and that the database of such checks is kept up to date.
 - Emergency lighting is checked weekly and maintained by Property Services along with a database of these checks.
 - Department Managers must fulfil their responsibility for facilitating regular Health and Safety training for all their staff, as and when appropriate in order to maintain a safe working environment.
 - The written records of monitoring safety systems are readily available for outside scrutiny. Such records may also be required for presentation at the BSUC SU Health and Safety Committee.
 - Agreement is established locally as to how these records are produced in the first place – who does what and who is responsible for control. All managers and staff ensure that health and safety is considered to be of paramount concern and that all staff are vigilant and report/manage all safety concerns as appropriate.
- 8.6 Bath Spa SU Health and Safety Committee will draw up an annual risk assessment programme, covering each area of the Union. The appropriate manager for the building, equipment, people or task will conduct or oversee the risk assessment and report back to the Health and Safety Committee. Immediate action must be taken on matters that are of medium to high risk.
- 8.7 The Health and Safety Committee will draw up an annual Health and Safety Action Plan, based on the hazards identified in the risk assessments, including a training plan.
- 8.8 The Health and Safety Committee will review implementation of the Action Plan and report annually to the trustees.

8.9 A Guide to Risk Assessment and risk assessment forms are available on the Union website at www.bathspasu.co.uk/staff or from the Union office.

RISK ASSESSMENTS SHOULD BE THE CORNERSTONE OF ALL ACTIVITIES CARRIED OUT BY OR WITHIN THE UNION.

9 Occupational Health

- 9.1 This section is concerned with work-related ill health and staff sickness. Both of which need to be monitored, controlled and reduced where possible. The Union's Stress Policy, detailed below, is related to this section and should also be referred to.
- 9.2 The definition of work-related ill-health used by the Health and Safety Executive is "any illness, disability, or other physical problem which reduces, either temporarily or permanently, the functioning of an individual and which has been caused, in whole or part, by the working conditions of that individual".
- 9.2.1 Work-related ill health is usually caused by exposure to causal agents over some, often lengthy, period and not to the consequence of a discrete event. Problems such as dermatitis and musculo-skeletal disorders usually develop during exposure but others, particularly work-related cancers, affect individuals many years after exposure has ceased.
- 9.2.2 Any suspected work-related ill health must be reported immediately to an employee's manager, using the appropriate form. The ill health problem might be an identifiable disease such as occupational asthma or a health problem which has developed over a period of time such as musculo-skeletal problems, for example recurrent low back pain or repetitive strain injury. Other possibilities are headaches, skin complaints, stress and depression; this list is not exhaustive.
- 9.2.3 Any reported ill health must be brought to the attention of the General Manager and appropriate action taken to address the problem.
- 9.3 The definition of staff sickness is any form of illness/sickness that prevents an employee from attending work, and that is not work-related as detailed above.
- 9.3.1 An employee who is unable to attend work must contact their line manager before the start of their shift. A message left on their manager's answer machine is sufficient, however, if an employee is unable to talk to their manager, they should also phone reception.
- 9.3.2 If the absence from work lasts for 7 days or longer, regardless of whether they are workdays, the employee must obtain a Doctor's Certificate. Further details of the reporting mechanisms for staff sickness are contained in the Union's Terms and Conditions of Employment.
- 9.3.3 If the absence from work is for less than 7 days, on returning to work, the employee must complete the Union's Self-certification and return it to the Membership Services Manager.
- 9.4 In cases of long-term sickness, the Union will normally ask the employee to see an Occupational Health Doctor, who will prepare a report for the employee and for the Union. The purpose of the report will be to examine causes of the sickness, the possibility of the employee returning to work and if so when and any reasonable adjustments that the employer may need to make to facilitate the employee's return to work.

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- 9.4.1 “Long-term” sickness will normally be sickness that lasts for a period of 6 weeks or longer. However, the Union reserves the right to determine what length an absence from work must be for it to count as “long-term”.
- 9.4.2 On returning to work after a period of “long-term” sickness, the employee will be required to attend a return to work interview with M, the purpose of which will be to discuss any reasonable adjustments that the Union needs to make.
- 9.4.3 The Union encourages employees who are on long-term sick leave to stay in contact with their Manager and/or the Membership Services Manager.
- 9.5 Prior to offering employment, the Union will request a potential employee to complete a pre-employment health questionnaire. The purpose of the questionnaire is to check for any adjustments that may be necessary; the purpose IS NOT to ‘screen’ employees.
- 9.6 Any female working at the Union has the responsibility to notify the Union in writing that she is an expectant mother. Only then does the University College assess the added risks to the expectant mother. The individual’s line manager and Membership Services Manager should be informed. Generic risk assessments should recognise women may be of childbearing age.
- 9.6.1 The employee should pass on any advice from her registered medical practitioner or midwife that could affect the assessment of her risk at work.
- 9.6.2 Newly appointed female staff must notify the Union in writing if they have given birth within the previous six months or are breastfeeding. If an employee continues to breastfeed for more than six months, she must notify the Union
- 9.6.3 Risk Assessment
- Immediately after notification by an employee that she is pregnant, a specific and individual risk assessment must be made, reviewed with the expectant employee and the appropriate identified actions applied. Risks may arise from physical, biological, chemical agents, working conditions and processes.
 - The risk assessment should be regularly revisited to ensure that any changes in the condition of the expectant/new mother are dealt with. The physiological changes must be taken into account when assessing the risks, including
 - morning sickness
 - backache associated with prolonged periods of sitting or manual handling
 - haemorrhoids and varicose veins associated with posture
 - ready and easy access to toilets
 - increasing tiredness as the pregnancy develops
 - balance as size increases.
 - The purpose of completing risk assessments is to enable the employer to determine what measures need to be taken to eliminate and to control risk and, by acting on the findings, to demonstrate that the employer’s duty of care is fulfilled. High risk work should not be carried out until suitable controls are introduced, the work should only proceed when any remaining risks are acceptable.

9.6.4 SPECIFIC HAZARDS AND RISKS.

- The following are the main specific hazards that are associated with new and expectant mothers at work that may need to be eliminated or else adequately controlled. The risk assessment should cover these and any others that may be identified. The medical condition of each new/expectant mother needs to be considered on the basis of advice from her doctor or midwife. The generic risk assessment form is suitable for recording the risk assessment of new/expectant mothers
 - Slips, trips and falls – the increasing size of a pregnant woman may adversely affect her balance, so slippery or uneven stairs, floors, paths etc are a particular concern
 - Standing or sitting for long periods
 - Mechanical - vibrations/movement – including travel
 - Manual handling – lifting, twisting etc
 - Excessive noise
 - Exposure to radiation - non-ionising and ionising
 - Extremes of temperature
 - Infectious or contagious disease, e.g. German measles, listeriosis.
 - Harmful substances – exposure to other people's tobacco smoke, lead, organic mercury chemicals
 - Display screen equipment – IT work stations
 - Working hours – duration per day, night working (suspension on medical certificate)
 - Work-related Stress – working conditions, excessive workloads, travel during rush hour
 - Home working

9.6.5 PREVENTIVE AND PROTECTIVE ACTION

If a risk remains after reasonable preventive and protective actions were taken, the University College must take the following steps:

1. Adjust the working conditions or hours if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met;
2. Identify and offer suitable alternative employment, and if this is not feasible;
3. Suspend on full pay for as long as is necessary to protect the health and safety of the child.

10 Fire safety

- 10.1 The primary purpose of fire safety procedures (as with fire safety legislation) is the protection of people. Protection of property will normally follow on from such procedures, but is of secondary importance.
- 10.2 Fire Prevention Check list.

Although fire precautions are mainly common sense, staff need to understand what to look for and report any deficiencies to their Area Safety Manager.

- Area Safety Managers should ensure that their Fire Wardens carry out the procedures in check list below, at regular intervals and submit their monthly check sheets for filing.
- Fire fighting equipment is in order, unobstructed and in place;
- There are no obstructions, apparent defects or damage to fire alarm call points, detectors or alarm sounders;
- Means of escape are well sign posted and kept clear of obstructions at all times;
- All internal fire doors are clearly labelled and all self-closing devices are kept in working order. All fire exit doors lead to a safe area and can be easily and quickly be opened from the inside without the use of a key;
- All portable electrical equipment has been tested for safety and is suitably labelled with a valid date. The length of all flexible cables should be kept to the minimum and are securely routed, so that damage is unlikely and they are never under floor coverings or through doorways;
- Flammable material is not left near to a source of heat;
- There is never any accumulation of rubbish, waste paper or other materials which could catch fire. This is particularly important when the premises has been used for a seminar or an exhibition;
- Any festive decorations are flame resistant and are not be attached to lights, heaters or obscure fire safety notices and emergency lighting;
- Heating appliances are fixed in position at a safe distance from any combustible materials and are adequately guarded.

10.3 Staff Fire Training

The University College has a statutory duty to ensure that all their employees receive training about fire prevention, the arrangements in place to warn staff and what action they need to take to evacuate their place of work in the event of any emergency.

This training applies to all persons engaged on regular duties within the University College, including those who work outside normal office hours (e.g. domestic staff). It is important that all staff receive fire emergency instruction and evacuation practice and that it is appropriate to their responsibilities.

Practice evacuation exercises for all staff and the responsibility for organising them is that of the Area Safety Managers. They should be held at least twice annually in order that the routines remain familiar and action becomes automatic in the event of a real emergency. There are no exceptions as to which staff should participate in evacuation procedures and it is the responsibility of Area Safety Managers, to ensure that all new personnel must on their arrival in post be given familiarisation guidance to emergency procedures within their area of operation. This 'local' task is in addition to the health and safety guidance given as part of their general induction programme.

Staff training should cover the following:-

- a. All personnel receive a general safety talk given by the Corporate Safety Adviser as part of their initial induction session. During the latter participants, are given written instructions on emergency evacuation procedures. This session takes place for all newly engaged staff as soon as possible after their appointment.
- b. After the initial instruction in 'a' above, all staff should ideally receive an area specific session in their own work location. It is advised that refresher sessions are also given by Area Safety Managers once per year. Such exercises should take the form of a walk over escape routes, checking they are clear of obstructions, signs are up-to-date and understood, as are the positions and types of fire extinguishers.
- c. Practical Fire Evacuation Exercises for staff are carried out at least twice a year, the timing being at the discretion of the Area Safety Manager in conjunction with their Fire Wardens and at a time which ensures that such an exercise will be most effective. These may be combined with instruction as in 'b' above. One evacuation drill should be carried out with the main exit route not available, so that emergency exits must be brought into used.
- d. A departmental record of all the above practices and instruction must be kept. The following are examples of what needs to be included in such a record:-
 - Date of the practice or instruction;
 - Duration;
 - Name of the person in charge of a practice or giving instruction;
 - Names of the staff receiving training;
 - Nature of instruction, training or exercise.
 - Signature of Area Safety Manager

It is the responsibility of Area Safety Managers to organise staff training and to co-ordinate the actions of the staff in the event of an emergency through the use of their Fire Wardens.

10.4 Fire Practices

Fire practices are the responsibility of the Union's Safety Officer (Membership Services Manager), who will act as Area Safety Manager For The Union

- There is a legal responsibility for the Union to carry out fire practices twice per year. It is recommended that one is carried out at the beginning of the academic year ie. October each year and the second carried out early in the calendar New Year ie. January or February.
- All results must be recorded in writing using the standardised self-carboning *Fire Practice Record* form which must be retained in the Unions Health and Safety file. A copy of the report must also be forwarded to the University Safety Office immediately after each practice.
- Fire alarms at Newton Park are automatic and linked to the Fire Station. When it is intended to hold a practice, Property Services *must* first be contacted in order that the system is taken *off-line* and

a member of the maintenance staff joins the monitoring staff to activate the alarm.

- At Sion Hill the system is not connected directly to The Fire Brigade who therefore do not need to be informed, but again the alarms will be activated by a member of the maintenance staff.
- Routine checks - a brief sounding of 10-15 seconds - of the alarm systems are carried out by maintenance staff every week at a regular specific time.
- Instructions detailing what action is required by staff and students when alarms sound are set out on the yellow *Fire Instructions* sheet which are distributed to all new members of staff at their Staff Induction session. Blue and white *Fire Action* notices detailing these same actions and the nearest Assembly Point are also posted around the site, usually near the entrance to buildings.
- Fire extinguishers are strategically placed *for emergency use only*. These are serviced on an annual basis by a specialist contractor. However, if an extinguisher has been discharged, the Property Services Office must be informed **immediately** so that the extinguisher can be replaced as soon as possible by maintenance staff.
- The Corporate Safety Adviser also carries out an annual check of all extinguishers.
- Fire Safety Inspections are undertaken by local Fire Wardens once per month. All fire appliances, fire exit routes, doors etc. are checked as a matter of routine during these inspections to ensure that all systems are in place. A simple signed record of this check should be submitted to the Area Safety Manager for signature and retention in the Union's health and safety file.

Supplementary Notes.

(a) All staff are supplied during their Induction programme with a guide sheet *Fire Instructions*. The guidance given should always be followed and priority given to life rather than property during an emergency.

(b) Emergency exit routes are marked with Green signs depicting a running person and an arrow to showing the direction for safe evacuation.

(c) Area Safety Managers must ensure that all their staff are familiar with evacuation procedures and the position of Fire Exit Routes in all areas within which they operate, as well as the location of all associated Fire Assembly Points.

(d) It is recommended that the procedures for Fire Evacuation are reinforced by Area Safety Managers to all staff at regular intervals. Lecturers should be reminded that when the Fire Alarm sounds it is *their responsibility* to evacuate their class via the emergency Fire escape route and to gather at the designated Fire Assembly Point.

(e) It is important that appropriate arrangements are in place - at a local level - and understood by all staff, that ensure the safe evacuation of people who have **any** form of disability/handicap – *even if it is a temporary condition* - which is likely to impede their escape.

(f) All teaching staff must be conscious of their responsibilities set out in **(c)** and **(d)** above and draw the attention of all their students to the existence and purpose of escape routes as in **(b)** for that area and the precaution in **(e)** above.

(g) It is recommended that at least one of the annual Fire Practices should be conducted with all Main normal Exits blocked off during the practice, in order that personnel are alerted to the Alternative (Fire) Emergency Escape Routes.

(h) Buildings should be evacuated within two and a half minutes. If this target clearance time is not met, another practice should be organised within the next two weeks.

- 10.5 Emergency Evacuation (Fire) practices must be conducted twice per year in all areas of The University College and recorded on 'Fire Practice Record' forms by Area Safety Managers. The times of such practices should be at the discretion of the above, but such that they alert the maximum number of people who use the buildings. The initial practice in all teaching and residential accommodation areas should be held within the first few weeks of the start of every new academic year.

The following facts are to assist/inform staff about Emergency Evacuation procedures.

- a. To arrange a Fire Practice, the Property Services Office should be contacted. They will arrange for the alarms to be put "off-line" for the duration of the practice and also provide a member of the maintenance staff to operate the alarm system.
- b. Before embarking on a practice, the Area Safety Manager in-charge of the practice must ensure that his/her Fire Wardens and Fire Marshals are available to clear through their own areas of the building - top downwards - during the practice and to ensure that all areas have been vacated.
- c. All escape routes are marked with Green Signs with White symbols of a man running into a space. An arrow shows the direction of travel for safe escape.
- d. Fire Wardens must have a check-list of all personnel based in their area of responsibility. At the Assembly Point all names on this list must be accounted for, before giving a situation report to the Area Safety Manager supervising the practice. Any person unaccounted for, must be highlighted to the Area Safety Manager at this time.
- e. Once the Area Safety Manager has received assurance from their Fire Wardens and/or tutors that all personnel have been accounted for, he/she will then either:-
 1. In the event of a real incident or a false alarm, report the situation with regard to personnel to the Senior Fire Officer immediately upon the arrival of the Fire Brigade. Give the number and probable location of any unaccounted personnel.

2. Once the incident is under control, the Senior Fire Officer and only the Senior Fire Officer will decide if the building is safe and authorise that it is safe for personnel to re-enter.
 3. Where the evacuation is a practice, the Area Safety Manager will give a debriefing to all evacuees as to the efficiency of the practice, before they disperse.
 4. An unsatisfactory practice should be repeated within two weeks.
- f. All staff and students are supplied during their Health and Safety induction programmes with a yellow guidance sheet "Fire Instructions", which are similar to 'Fire Action' notices in all buildings - usually near entrances - these also list 'Fire Assembly Points'. The Union sets personal safety as having priority over property.
 - g. Area Safety Managers should ensure that all their staff are familiar with evacuation procedures and the position of all Fire Exit Routes and their associated Fire Assembly Points in all areas within which they operate.
 - h. It is important that suitable arrangements are known for the safe evacuation of people with any form of disability/handicap which is likely to hinder their evacuation. This includes people who are temporarily incapacitated by such things as a broken leg.
 - i. All Union staff and officers must draw the attention of all new members to the procedures in (c) and (f.2) above.
 - j. At least one of the bi-annual Fire Practices should be conducted with all Main Exits blocked off during the practice; this is to alert personnel to the use of Alternative (Fire) Emergency Escape Routes.
 - k. Buildings must be evacuated within a maximum of two and a half minutes; if this target is not met, another practice should be organised within two weeks.

10.6 Fire Warden Responsibilities.

Department Managers are designated Fire Wardens and are responsible for carrying out the following functions:-

- To carry out systematic monthly Fire Safety checks of their assigned area to ensure that all fire equipment, exit signs etc. are in place and in good working order.
- To submit "Fire Wardens' Monthly Check-sheets" to the Membership Services Manager for any necessary action and filing for reference.
- To bring to the attention of the Area Safety Manager in writing, particular causes for concern using a BSUC "Fire Safety Defect sheet".
- During a Fire Evacuation, whether real or a practice, to 'take charge' of a designated Assembly Point and receive Personnel and Area condition/situation reports from Fire Marshals.
- Always ensure that a trained deputy is available to cover during absence due to holidays, resignations, transfer of staff, etc.
- During a real emergency liaise with the Senior Fire Officer immediately on the arrival of the Fire Brigade.

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- Supply the Senior Fire Officer with a brief situation report as regards to the condition of both the building and evacuation of people. This should contain:-
 - Situation of personnel from Fire Marshal's check-lists.
 - Establish how many people are unaccounted for in the building, who they are and where they are likely to be located.
 - Assess where you think the seat of the fire is likely to be located.
 - Suggest the best route to reach trapped personnel and the seat of the fire.
 - Highlight any dangerous hazards or chemicals stored in buildings that are likely to hinder or cause danger to Fire Brigade personnel.
 - Ensure that before any people re-enter the building, personnel wait until the Senior Fire Brigade Officer-in-charge, gives all buildings the "All clear".

Practice Emergency Evacuations should be:-

- Practised twice per year and organised and supervised by the Area Safety Manager. It is recommended that one is always carried out at the beginning of the academic year and the other soon after the start of the new calendar year.
- Timed and recorded to check performance - an evacuation time of more than 2½ minutes is not acceptable and should be repeated within two weeks.
- The main access/egress route should be cordoned off during the second practice, so that personnel are familiar with the emergency exit routes.

10.7 Fire Marshal Responsibilities.

All Union staff are designated as Fire Marshals, they are there to assist during both a real and practice emergency evacuations to:-

- Ensure that all people in their sector, leave the building in an orderly manner and by the nearest available safe escape route.
- If a real fire occurs, assess if it is safe to tackle with an extinguisher – flames should not be more than waist height - never fight a fire single-handed
- Once at the Assembly Point, check their Personnel lists and report any person who is not accounted for to the Fire Warden in charge of the Assembly Point.
- In addition, report any useful information about your area eg. Source or type of fire, to the Fire Warden in charge of the Assembly Point.

If you decide to tackle the fire:

- If in any doubt - don't
- Make sure that there are no other fires in the area.
- Never tackle a fire alone or if flames are above waist height.
- Instruct a person evacuating to inform the Fire Warden in-charge of the Assembly Point, where you and your sentry are and what you are doing.

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- When using a fire extinguisher, keep low and make sure that you attack the fire with the correct type of extinguisher
 - Once the fire is extinguished, report the fact to the Fire Warden at the Assembly Point before checking your personnel list.

If you decide not to fight the fire:

- Leave the area and check on your way out, that toilets, store rooms, etc. are empty of people, but only if it is safe to do so.
- Confine the fire by closing doors and windows on your way out, if it is safe to do so and does not cause you undue delay.

Action on leaving the building:

- Make your way to the Assembly Point and check your staff list and immediately report any person not accounted for, to the Fire Warden.
- If the Fire Warden is not present, take charge of the Assembly Point. In such a situation collect 'Personnel and Area reports' from other Fire Marshals and liaise with the Senior Fire Brigade Officer immediately on the arrival of the Fire Brigade.
- Prevent any people from re-entering the building for whatever reason, until the "All clear", is given by the Senior Fire Brigade Officer.

11 First Aid

- 11.1 Under the Health and Safety (First Aid) Regulations 1981, the Union is required to ensure that there is adequate first aid provision on its premises. The regulations refer only to provision for employees, however the Union is committed to ensuring adequate provision for the large number of customers in its commercial outlets and visitors to other areas of the Union. This section details the provision of first aid equipment, first aid personnel (first aiders) and dissemination of first aid information to other staff.
- 11.2 Each building or area of the Students' Union must contain at least one first aid box, placed in a clearly identified and accessible location. First aid boxes should protect their contents from dust and damp and be clearly identified with a white cross on a green background.
- 11.3 The Manager responsible for the building/area in which a first aid box is located is responsible for periodically (at least every monthly) checking the contents of each first aid box.
- 11.4 Each vehicle owned by the Union will also contain a first aid kit.
- 11.5 Department Heads must ensure that an adequate number of his/her staff are trained as first aiders, in order to provide cover during all normal working hours. Although the Health and Safety Executive guidance is only for one first aider for every 50 employees, the Union's policy is to endeavour to have at least one first aider present in each building under its control during normal working hours.
- 11.6 Training in first aid is organised by the Union Safety Officer on a regular basis. There are two courses offered a basic 1 day course that leads to the First Aid Certificate and a 4 day and leads to the First Aid at Work Certificate, both lasts for 3 years.
- 11.7 The current list of staff who are trained first aiders is available in on the H&S notice board in each department

- 11.8 First aid information will be communicated to all staff through distribution of this policy, annual health and safety induction and clear signage.
- 11.9 All accidents, of whatever severity, must be reported, either by the injured person, his/her supervisor or the first aider, via the standard Accident Report Form. These forms will be readily available from Students' Union receptions, Department Heads and the near vicinity of first aid boxes. Completed Accident Report Forms should be copied to the Membership Services Manager and sent directly to the University Safety Office.
- 11.10 All sports clubs and any other club/society that takes part in offsite or medium risk activities must have a trained first aider present for any activity.

12 Manual handling

- 12.1 Work related musculo-skeletal injuries from manual handling can affect all staff. Manual handling includes lifting, lowering, pushing, pulling, supporting, carrying and moving loads by hand or by bodily force. The Manual Handling Operations Regulations 1992 apply to these activities.
- 12.2 The Manual Handling Operations Regulations 1992 require that hazardous manual handling is avoided whenever it is reasonably practicable to do so. Where not possible, the Regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest level, which is reasonably practicable.
- 12.3 In order to reduce the risk of injury from manual handling, department heads must:
- 12.3.1 Identify, and where practicable avoid, manual handling operations that present a risk of injury.
- 12.3.2 Fully investigate incidents that result in musculo-skeletal injury to staff and review risk assessments and systems of work in the light of such incidents.
- 12.3.3 Ensure that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of the requirement of the post. The applicant should then decide whether s/he is suitable for the post and/or whether any adjustments may be required.
- 12.3.4 Ensure that staff in post continue to be suitable for the work and that staff are not pressurised by supervisors or systems of work into undertaking operations (by weight or rate of work) which are beyond their safe capability.
- 12.3.5 Provide suitable information, training and supervision for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed.
- 12.4 In order to reduce the risk of injury from manual handling, staff must:
- 12.4.1 Use any mechanical aids which have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to their manager.
- 12.4.2 Inform their manager if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- 12.4.3 Not undertake any manual handling operation that they believe is beyond their capability.

12.4.4 Report any unsafe systems of work to their manager.

12.4.5 Guidance notes for staff on safe manual handling are available on the Union website at www.bathspasu.co.uk/staff. Department Heads should ensure that these are displayed on staff notice boards and that staff receive appropriate training.

13 Electrical safety

13.1 The use of electricity leads to fewer accidents than slips and trips or manual handling. However, the chance of serious injury from electrical accidents is greater than from most other types of accidents. The majority of electrical accidents are caused by electric shock but many others result in burns from arcing or fire. Shock from a voltage as low as 50 volts a.c. or 120 d.c. is potentially lethal.

13.2 About a quarter of all electrical accidents reported to the Health and Safety Executive involve portable appliances. Accidents may also be caused by faulty flexible cables, extension leads, plugs or sockets as well as defective electrical equipment. A programme of regular inspection and/or testing considerably reduces the risk.

13.3 Purchasing the right equipment for the job is essential and ensuring that new equipment conforms to the appropriate British Standard. Prior to use, new equipment should be checked by an electrician from the UKC Maintenance Centre.

13.4 When using electrical equipment employees must:

13.4.1 Comply with the manufacturer's instructions.

13.4.2 Take care not to overload circuits

13.4.3 Avoid the use of wall-mounted adapters because of the danger of damage to the wall sockets caused by the weight of a "tree" of adapter(s) and plugs. If an adapter is required, a fused and switched strip adapter should be obtained.

13.4.4 Take care to prevent trailing cables from becoming a hazard; they should be tucked away or lifted above walk-ways but, if a cable lying across a walk-way is unavoidable, the trip hazard should be reduced by the use of a cable cover.

13.4.5 Take care to avoid obstructing any air grill or fan outlet on equipment.

13.4.6 Switch off all equipment at the appliance itself and at the wall socket at the end of the working day (unless designed to be left on permanently).

13.5 A qualified electrician will test all electrical equipment at least every 24 months. After a successful test the piece of equipment is fitted with a label stating the date of the test and the date of the next test due.

13.6 Employees should also conduct a visual check on any electrical equipment that they are using. The check should be for damaged cables, sockets, wiring etc. For office equipment such as computers, faxes, etc. visual checks should be conducted weekly, for more hazardous equipment such as catering equipment the checks should be conducted daily.

13.7 The procedures above apply equally to personal electrical equipment that an employee brings into work, for example a stereo.

14 Control of Substances Hazardous to Health (COSHH)

- 14.1 Substances hazardous to health are present in many products used on a daily basis at work, for example bleach, cooking oil, paint, etc. Some examples of the effects of hazardous substances include:
- Skin irritation, dermatitis or even skin cancer from frequent contact with oils;
 - Asthma from sensitivity to substances contained in paints or adhesives
 - Being overcome by toxic fumes
 - Poisoning by drinking toxic liquids accidentally
 - Cancer from exposure to carcinogenic substances at work
 - Infection from bacteria and other micro-organisms
- 14.2 The Control of Substances Hazardous to Health Regulations (COSHH) provide a legal framework to protect people against health risks from hazardous substances used at work. For the purposes of COSHH, substances hazardous to health are:
- Substances or mixtures of substances classified as dangerous to health under the current CHIP¹ Regulations, these can be identified by their warning label and the supplier must provide a safety data sheet for them;
 - Substances with occupational exposure limits;
 - Biological agents, if they are directly connected with the work or if exposure is incidental to it;
 - Any kind of dust in a substantial concentration;
 - Any other substance which has comparable hazards to people's health, but which, for technical reasons may not be specifically covered by CHIP;
- 14.3 Hazardous substances that have been brought into the Union will normally include a warning label and information about safety precautions that should be taken when using the substance. The Safety Data Sheet for such products should be obtained from the supplier of the substance, by the manager of the area in which the substance is being used, and the guidance on the sheet should be followed.
- 14.4 Department Heads must identify the presence of substances covered by COSHH. As mentioned above, most will already be clearly labelled. Once identified, the risk associated with the use of the product must be assessed and any necessary precautions identified and implemented. The implementation of any precautions must be monitored by the appropriate manager, for example, the Catering Manager should ensure that all catering staff comply with systems for the use and disposal of cooking oil.
- 14.5 All cleaning products must be kept in locked cupboards or rooms.
- 14.6 Gas cylinders for beer pumps must be kept in a locked cage, which must be firmly attached to a wall, outside the relevant building and should be sheltered from intense sunlight.
- 14.7 CO₂ monitors will be installed in all areas where gas cylinders are stored, for example cellars in bar areas.

15 Food safety

- 15.1 The Bars have a separate guidelines for food handling and preparation, which will be distributed to all staff working at the Newton Park Bar.
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- 15.2 It is the responsibility of the Events/Bars Manager to ensure that the Food Safety Policy is adhered to. Responsibility for implementing the Food Safety Policy on a daily basis is delegated to the day supervisors.
- 15.3 All permanent staff who work with food must achieve the Basic Food Hygiene Certificate within two months of starting employment with the Union.
- 15.4 All casual staff who work with food will receive training in food hygiene.

16 The Bar Areas

- 16.1 Glass presents a hazard to staff and customers within licensed areas. Therefore, the Union will endeavour to use plastic drinking utensils wherever possible, including sourcing suppliers of plastic bottled drinks. Managers will also ensure that empty glasses and bottles are collected on a regular basis and that broken glass is cleared away as quickly as possible. Bottles and glasses will not be allowed onto dance floors.
- 16.2 Staff in the Bars will often work late at night. Staff who work late at night will be asked to discuss any issues with their line manager.
- 16.3 The Union is committed to protecting its staff from violent or abusive customers. The Union recognises that customers are particularly liable to violent, threatening and abusive behaviour after consuming alcohol and as such special measures must be in place to protect staff. The Union will not tolerate violent, threatening and abusive behaviour; the Union's Student Disciplinary Procedure details action to be taken if a student is found to have been violent, threatening or abusive.
- 16.4 Entertainment staff, who may work with electrical equipment, and other heavy objects, will be closely supervised by the Events/Bars Manager and will receive training in health and safety.

17 Vehicles

Please see minibuser guidelines for further details:

- 17.1 The Union leases a number of minibuses, which are predominantly for the use of the Union's sports clubs. The use of the vehicles is tightly controlled in order to assure the safety of the drivers, passengers and anyone else who may be affected by their use.
- 17.2 The Membership Services Manager is responsible for the operation of the Union's minibuses and for assuring that they are used safely and in compliance with this policy.
- 17.3 Driving licences issued after 1/1/97 do not allow the holder to drive minibuses unless certain requirements are met. The holder may drive a minibus with up to 16 passenger seats if s/he:
- drives on behalf of a non commercial body for social purposes
 - is aged 21 or over
 - has held a car (category B) licence for at least 2 years
 - is providing their service on a voluntary basis (i.e. s/he does not receive any payment or consideration for doing so other than out of pocket expenses)
 - the minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers
 - only drives the minibus in the UK

- does not tow a trailer

In addition, the Union requires that anyone wishing to drive one of its minibuses first pass the Bath Spa University College minibus test.

17.4 The Union is obliged to hold and display a Small Bus Permit in each minibus.

17.5 Drivers must ensure that:

- the pre-journey checklist is completed
- passengers wear seatbelts
- the maximum number of passengers is not exceeded
- passengers do not move around the vehicle whilst it is moving
- all legislation regarding driving, minibuses and vehicles is adhered to
- any faults or damage to the vehicle is reported to the Membership Services Assistant, Membership Services Manager or Union Reception as soon as possible
- any accident involving another party is reported to the Membership Services Assistant, Membership Services Manager or Union Reception immediately.

17.6 In the case of an accident involving another party, the Membership Services Assistant, or the Membership Services Manager must inform the Union's insurers as soon as possible.

17.7 Staff travelling on work-related business are encouraged to use public transport where practicable. If it is necessary or cheaper to travel by car, the driver must adhere to all appropriate legislation and if travelling a long distance, should take breaks at least every 2 hours.

18 VDU Use

18.1 Many staff will use visual display units (personal computers) on a regular basis. The incorrect use of VDUs and/or the use of badly designed equipment can cause musculo-skeletal problems, visual fatigue and mental stress.

18.2 The Health and Safety (Display Screen Equipment) Regulations 1992 cover the use of VDUs. This section of the Health and Safety Policy details the procedures in place to ensure that VDUs are used correctly, that equipment is adequate for its purpose and explains how to use VDUs correctly.

18.3 Each workstation will be assessed by the user and their manager to assess any risks associated with using VDUs. If the assessment shows that changes to the workstation or work-practices are required, the appropriate remedial action will be taken as soon as possible.

18.4 Responsibility for ensuring that the use of VDUs complies with the Health and Safety Policy lies with each individual in the first place. Secondary responsibility lies with a staff member's line manager.

18.5 There are a variety of steps that should be taken to minimise the risks associated with the use of VDUs. Staff members should familiarise themselves with these steps and ensure that they are followed:

18.5.1 It is important that the correct posture is used – see Appendix A7 for further details. Ensure that obstacles are removed from underneath your desk and that you use a document holder if you are working from hard copy.

- 18.5.2 Eyestrain can be caused by poor screen legibility. Ensure that your screen is clean, that the brightness and contrast are set to optimise display and that reflections are minimised.
- 18.5.3 Keep workstations free from clutter, but keep within easy reach those things that are in use frequently. Ensure that breaks are taken on a regular basis and always before you feel tired.
- 18.5.4 The use of a mouse may cause aches and pains in fingers, hands, wrists, arms and shoulders. To avoid these difficulties: ensure that the mouse is positioned within easy reach; don't grip the mouse too tightly and keep the action of the fingers as light as possible; relax your arm in between use; support your forearm on the desk.
- 18.5.5 The use of a portable computer for prolonged periods is inadvisable due to their smaller screen and keyboard. If it is necessary to use a portable computer for a prolonged period, consideration should be given to attaching a full-sized monitor and keyboard.
- 18.6 Bath Spa SU will contribute towards eyesight tests and appropriate spectacles in accordance with the "Policy for the payment of eye-sight tests and appropriate spectacles for Display Screen Equipment Users".

19 Stress Policy

- 19.1 Stress is the adverse reaction people have to excessive pressure. It isn't a disease, but if it is intense and goes on for some time, stress can lead to mental and physical ill health.
- 19.2 One in five of the UK workforce says that stress is the single biggest barrier to improved productivity. For an organisation, stress amongst its employees can lead to low staff morale, high staff turnover, poor timekeeping, higher levels of sickness absence, reduced levels of customer service and lower levels of productivity. It is therefore obvious that tackling stress at work has to be a priority for Kent Union.
- 19.3 Kent Union is committed to eliminating stress amongst its employees, recognising that what is best for its employees is also best for the organisation. Kent Union will:
- Work with staff to identify pressures at work that could cause high and long-lasting levels of stress
 - Work with staff to identify strategies to reduce pressure at work.
 - Monitor and review strategies to reduce pressure.
 - Involve staff in identifying long-term strategies to reduce pressure at work.
- 19.4 The first step in eliminating stress is to identify stress amongst staff. Managers in particular must look out for symptoms of stress amongst their staff. Symptoms include:
- Changes in a person's mood or behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance.
 - Increased consumption of alcohol, tobacco, caffeine and/or possibly illegal drugs.
 - Complaints about their health, for example frequent headaches.
 - Increased sickness absence from work.
 - Deterioration in timekeeping.
 - Reduced quality of work.
 - Increased number of complaints from customers.

- 19.5 Staff have a responsibility to inform their manager if they are suffering from pressure at work and/or work-related stress. Managers must treat this information as confidential, although they may need to discuss strategies to overcome the pressure/stress with their manager, the Union's Safety Officer and/or the HR & Admin Manager.
- 19.6 Staff (particularly managers) should be aware of common work-related stressors. Through awareness of these common stressors, staff will be more likely, in conjunction with their manager, to be able to prevent stress occurring. Common stressors and action that can be taken to prevent stress occurring are detailed in Appendix A11.
- 19.7 Kent Union is committed to facilitating a healthy work-life balance for its staff. As such, the Union commits to introducing flexible working conditions where appropriate and will introduce a policy on flexible working by September 2002.
- 19.8 The Union will provide stress management training where appropriate.

20 Smoking Policy

- 20.1 Smoking can cause serious damage to health, either through active or passive smoking. Bath Spa SU recognises that some of its staff, customers and visitors will be smokers, however, the Union has an obligation to protect its staff, customers and visitors from the ill effects of passive smoking.
- 20.2 Smoking is not allowed in the Union's premises, except those areas licensed to serve and consume alcohol, and then only in areas that are designated as Smoking Areas.
- 20.3 In smoking areas, the Union will take steps to reduce smoke in the atmosphere, for example by installing ventilation systems. The Union will ensure that in Licensed Premises, non-smoking areas are provided. The Union will also ensure that smoking is not permitted in the near vicinity of food or drink serving areas.
- 20.4 The Union will ensure that "No Smoking" signs are displayed prominently in all areas except those designated as smoking areas.
- 20.5 Smoking is not permitted in any vehicles that are leased, rented or owned by the Union.

21 Drug and Alcohol Use

- 21.1 Staff must always be sober whilst at work. Staff should not drink whilst at work or during their lunch or other work breaks unless it is a special occasion, i.e. a lunch time leaving party or a staff drink at the end of a shift.

It is totally unacceptable for staff to use illegal drugs or misuse prescribed drugs or substances (such as solvents) whilst at work or during their lunch or other work breaks. In addition to this, it is also unacceptable if drug misuse occurring outside the workplace and outside working hours impacts on performance whilst at work.

- 21.2 The Union requires staff to attend work in a fit and appropriate state, with no impairment from the effects of alcohol or from the misuse of drugs. This policy applies equally to all staff regardless of grades and types of work. As with the main Health & Safety Policy the final responsibility for this statement lies with the Executive, however, Managers and Supervisors will be responsible for implementing this policy and ensuring compliance in their own areas of responsibility. All employees have a responsibility to behave in accordance with this policy and take reasonable care of their own health and safety and that of others that may be affected by their behaviour.
- 21.3 The Union recognises that alcohol and drug dependency are treatable conditions and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence. We encourage staff to seek help voluntarily and we will help put them in contact with the relevant support organisations and endeavour to do all we can to help staff through this process. Absence from work for treatment will be regarded as normal sickness and we recognise that relapses may occur. If you feel that you need help with a problem then please contact your Manager, the General Manager, the Membership Services Manager or VP Student Support
- 21.4 If a member of staff fails to address an alcohol or drug related problem that persistently affects their work performance or refuses help, this could justify the commencement of disciplinary action proceedings. Dismissal action may also be taken in cases of gross misconduct.

Full details of the policy can be found in the Union's Health and Safety policy found in the staff file in your department or on the SU website, further details are available from the Membership Services Manager.

22 Door Supervisors and Security of Events

- 22.1 The Union is committed to providing a safe environment for Union events. The management of events in Unions premises requires crowd control and door supervision, with this in mind the Union employs door supervisors and security guards.
- 22.2 The Union will employ University Security staff. These security staff will be responsible for patrolling the venue and crowd control. A ratio of one guard to one hundred people attending the event.
- 22.3 The Union will employ and train student door supervisors who will take charge of taking monies and restricting access to Union members and their guests.
- 22.4 All members must possess a current Bath Spa SU card, which must be shown on entry. Guests must be signed in by Bath Spa SU card holders, Bath Spa SU card holders may sign in up to three guests. Guests must have current id and this will be
- 22.5 Guests will remain the responsibility of the registered Bath Spa SU card holder and any behaviour that contravenes any Bath Spa SU policy and both the guest and Union member will be asked to leave the premises and further action taken in line with the Union's Disciplinary Procedure.
- 22.6 In the event that a member of guest behaves in a manner that contravenes any Bath Spa SU policy security staff will deal with the situation. The guards will be expected to make a written report of the situation for the Events/Bars Manager. The Events/Bars Manager will pass these reports onto the Membership Services Manager.

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- 22.7 In the event of an incident that brakes any laws, the police will be called to attend to the incident.
- 22.8 In the event that the incident results in an injury to a member of staff, Union member or guest, the security guard attending the incident will ask for a Union first aider to attend to the casualty, the Events/Bars Manager or Supervisor will inform the main security office who will call an ambulance.
- 22.9 In the event of an incident on a night when there no security guards in attendance, the incident will be attended to by the Events/Bars Manager or Supervisor, they may call University Security for assistance if they feel that the incident warrants it.

23 Major Events And Balls

The Union organises a number of major events and balls throughout the year including Freshers' Week, Summer Ball and Jon Ball 7's. These events are attended by a high number of members and guests.

These events require different management and have different health and safety requirements the general Union as they often use different venues and equipment.

23.1 Marquees:

- 23.1.1 In the event of use of a marquee to provide a space for an event the Union will treat the space as if it was any other Union building.
- 23.1.2 The Union will only hire reputable companies to supply and erect marquees. Certificates of insurance will be inspected before erecting.
- 23.1.3 During erection and taking down of the marquee the area to be used for the marquee will be marked off to prevent students, staff or guests to the site endangering themselves by walking across the area.
- 23.1.4 During the event no candles or other naked flames will be allowed. This does not include smoking.
- 23.1.5 Appropriate fire extinguishers will be placed near every door to the marquee and other appropriate areas.
- 23.1.6 The numbers permitted to attend the event will be calculated after consultation with the University Safety Officer. This will depend on space and fire exits.
- 23.1.7 Before the event is held the Union will ensure that there is appropriate safety signs in place.
- 23.1.8 The Union will ensure that there is a system of singling that there is a fire and evacuating the area. This will be undertaken by the senior security guard in attendance at the event.
- 23.1.9 Before the event begins Union staff and security guards will be briefed on the evacuation procedure, guards and staff will be designated areas of the marquee that they will be responsible in the event of an evacuation.
- 23.1.10 In the event of a fire all security guards and Union staff that are inside the marquee will be expected to assist in the evacuation.

The Senior Security Guard will call University Security who will call the fire brigade and co-ordinate with them.

All staff/guards must report to the senior security guard that their area of the marquee is cleared.

23.2 Security & Door Staff

The Union will treat any event held within the Union buildings or organised in another space by the Union in exactly the same way. See Door Supervisors and Security of Events section for further details.

23.3 Security Fencing

Some events organised in marquees will require the area to be fenced off using security fencing.

23.2.1 In the event that security fencing is used a reputable company will be used to supply and erect the fencing. Certificates of insurance will be inspected before the company fencing is erected.

23.2.2 The fencing will be erected in accordance with the erecting companies specifications.

23.2.3 During the erection process a gate will be made into the compound that will remain unlocked throughout the event and manned by a security guard. In the event of an evacuation this gate will be opened fully to allow those attending the event to evacuate the compound safely.

23.2.4 The security fencing will be removed as soon as possible after the event and the area will remain marked off until the marquee and all other equipment.

23.2.5 Only staff employed by the erecting company will be used to erect and takedown the fencing.

23.4 First Aid Cover at Major Events

23.4.1 Some Union events organised outside the Union building will require extra first aid cover. In the event that extra cover is required either the British Red Cross or St Johns Ambulance will be used.

23.4.2 The extent of first aid cover required for an event will be calculated with consultation of the organisation that will provide cover.

23.4.3 In the event of an event having over 750 people in attendance the Union will require an ambulance to be in attendance throughout the event.

23.4.4 Any other event held within Union buildings will be covered by Union trained first-aider

23.5 Fire and Evacuation

23.5.1 During the event no candles or other naked flames will be allowed. This does not include smoking.

23.5.2 Appropriate fire extinguishers will be placed near every door to the marquee and other appropriate areas.

23.5.3 The numbers permitted to attend the event will be calculated after consultation with the University Safety Officer. This will depend on space and fire exits.

23.5.3 Before the event is held the Union will ensure that there are appropriate safety signs in place.

23.5.4 The Union will ensure that there is a system of signaling that there is a fire and evacuating the area. This will be undertaken by the senior security guard in attendance at the event.

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- 23.5.5 Before the event begins Union staff and security guards will be briefed on the evacuation procedure, guards and staff will be designated areas of the marquee that they will be responsible in the event of an evacuation.
- 23.5.6 In the event of a fire all security guards and Union staff that are inside the marquee will be expected to assist in the evacuation.
- 23.5.7 The Senior Security Guard will call University Security who will call the fire brigade and co-ordinate with them.
- 23.5.8 All staff/guards must report to the senior security guard that their area of the marquee is cleared.
- 23.5.9 Once the marquee and compound is evacuated the senior security guard will take responsibility for coordinating with the fire service.
- 23.5.10 No one can re-enter the marquee or compound until the fire service has declared it safe to do so.
- 23.6 Rides And Attractions
- 23.6.1 The Union will only hire reputable companies to supply and operate rides and other attractions. Certificates of insurance will be inspected before erecting.
- 23.6.2 Prior to the start of the event the Membership Services Manager will inspect the ride on behalf of the Union to insure it is safe and that appropriate fire safety equipment is on hand.
- 23.6.3 During the event any ride or attraction will be manned by an experienced operator supplied by the company supplying the ride or attraction.
- 23.6.3 Only staff employed by the erecting company will be used to erect, takedown or operation of a ride or attraction.
- 23.7 Food Vans and Other Non Union Food Outlets
- 23.7.1 The Union will only hire reputable companies to supply and operate food outlets at its events. Certificates will be inspected before they are allowed to operate.
- 23.7.2 Prior to the start of the event the Membership Services Manager will inspect the food van/outlet on behalf of the Union to ensure it is safe and that appropriate fire safety equipment is on hand.
- 23.7.3 The Union will require food vans/outlets to display appropriate safety signs.
- 23.8 Toilets
- 23.8.1 The Union hire in appropriate toilet facilities to cater for the numbers attending the event.
- 23.8.2 The Union will only hire reputable companies to supply toilet facilities for major events.
- 23.9 Electrics Including Generators and PA
- 23.9.1 The Union will only hire reputable companies to supply, install and operate pa and specialist lighting and electrical supply at its events. Certificates will be inspected before they are allowed to install or operate.
- 23.9.2 All electrics within and around the marquee must be installed by a trained electrician or technician.

23.9.3 All PA and specialist lighting within the marquee must only be operated by a member of staff supplied by the company or by a Union member of staff under their guidance.

23.9.4 Appropriate fire safety equipment will be placed in the vicinity of any electrical equipment.

23.10 Noise And Disturbance

23.10.1 The Union will liaise with the local authorities to ensure that noise disturbances to local residence is kept to a minimum.

23.10.2 During an event the sound levels will set and maintained by the PA specialist company hired for the event. In the event that there is a noise complaint security will inform the sound technician who will reduce the sound level and keep it lowered for the remainder of the event.

23.11 Risk Assessment

23.11.1 The Union will undertake a risk assessment for the event prior to the event. This risk assessment will be discussed with the University Safety Officer and any recommendations implemented. Please see Large Event Risk Assessment Check for further details of what should be looked at during a risk assessment.

23.11.2 On the day of the event the Membership Services Manager and University Safety Officer will inspect the marquee and compound to ensure that the area is safe and that it is fully compliant with any Health & Safety legislation.

24 Union Events In union Buildings

24.1 Risk Assessment

24.1.1 The Union will undertake a risk assessment for the every type of event it organises prior to the event. This risk assessment will be discussed with the University Safety Officer and any recommendations implemented.

24.2 Noise And Disturbance

24.2.1 The Union will liaise with the local authorities to ensure that noise disturbances to local residence is kept to a minimum.

24.2.2 The sound levels on the PA will be set by the PA specialist company employed by the Union. If in the event that there is a noise complaint security will inform the Events/Bars Manager or Supervisor who will turn the sound levels down immediately.

24.3 Security & Door Staff

24.3.1 The Union will treat any event held within the Union buildings or organised in another space by the Union in exactly the same way. See Door Supervisors and Security of Events section for further details.

25 Sports clubs and societies

Please see Students Activities Health & Safety Policy and Club/Society guidelines for further details:

25.1 The provision of sporting, social, academic and religious activities through Union clubs and societies is a key function of Bath Spa SU. The Union is committed to ensuring the health, safety and welfare of all members of Union clubs and societies. Inevitably, there are many

risks associated with sports clubs and societies. This section details how these risks will be identified and minimised.

- 25.2 Responsibility for the Union's clubs and societies lies with the Membership Services Manager. Responsibility for implementing the health and safety policy in the Union's sports clubs is delegated to the Sports Development Co-ordinator and responsibility for implementing the health and safety policy in the Union's societies is delegated to the Student Activities Co-ordinator.
- 25.3 Each club/society elects officers to oversee the running of said club/society. These officers also have a responsibility to ensure that their club/society is run in accordance with the Union's policies, including the Health and Safety Policy.
- 25.3.1 Club/society officers will be expected to conduct risk assessments for their activities, equipment and any trips that they organise. Assistance in managing the health and safety of their club/society will be provided by the Membership Services Assistant.
- 25.3.2 The Union will provide training in Health and Safety for club/society officers. It is mandatory that at least one officer attend this training each year. Failure to attend will result in the club/society's budget being frozen.
- 25.3.3 Many clubs/societies organise trips away for their members, these may be mountaineering trips, visits to museums, sports tours abroad, trips to conferences, etc. These 'trips' represent one of the main risks for clubs/societies and as such strict procedures are in place to identify and minimise such risks. Prior to any trip, the club/society must complete a Trip Registration Form, available from the Membership Services Assistant.
- 25.4 Many clubs/societies possess equipment relevant to their particular activity; this may be rowing boats, sub aqua equipment, tennis balls, videos, books or electrical equipment. Equipment represents another major risk for clubs/societies and as such, the following procedures must be adhered to:
- 25.4.1 All equipment must be purchased through the Union, in accordance with its financial procedures. All equipment must be logged with the Membership Services Assistant.
- 25.4.2 Where practicable, equipment must be stored in Union premises. If not possible, storage conditions must be discussed with the Membership Services Assistant.
- 25.4.3 All electrical equipment must comply with the Unions regulations.
- 25.4.4 All sports equipment must be thoroughly checked to ensure its fitness for purpose, at least annually, by an officer of the club and the Membership Services Assistant. The Membership Services Assistant must keep a written record of these checks.
- 25.4.5 All sports equipment should be checked for fitness for purpose each time it is used. In particular, equipment used for 'dangerous' sports such as hill walking, boating, etc. must be thoroughly checked each time it is used and in line with national sport bodies recommendations.
- 25.4.6 An independent insurer must check specialist sports equipment, e.g. diving or climbing equipment, on an annual basis. National Governing Body guidelines must be followed.
- 25.5 On an annual basis, each club/society will be required to complete a risk assessment form for their activity and for the space in which they will be conducting their activities. The completed risk assessment forms must be reviewed by the Membership Services Manager

and the Sports Development/Student Activities Co-ordinator. Strategies to address any risks that have been identified must be developed and implemented.

26 Volunteers

- 26.1 The Union co-ordinates volunteering opportunities in the local community for students. All volunteering opportunities are currently provided through another organisation, who acts as the 'placement provider' and as such has a responsibility to ensure the health and safety of the volunteer(s) whilst on their premises.
- 26.2 The Union will ensure that adequate health and safety management procedures are provided by the 'placement provider', including the completion of risk assessments, health and safety training and record keeping.
- 26.3 All placement providers ensure that volunteers are supervised during volunteering. Placement providers also complete a consent form stating that they are responsible for ensuring the health and safety of the volunteers and for supervising their activities.
- 26.4 Where necessary, placement providers will organise Police Checks of volunteers to ensure their suitability to work with children and/or vulnerable adults.
- 26.5 Volunteers are never on their own whilst volunteering and should not travel to and/or from their placement provider on their own.
- 26.6 To ensure the safety of volunteers whilst travelling to and from the placement, public transport costs will be reimbursed by the Union, if any of the following apply:
- The journey is of more than 1 mile
 - The journey will take place after dark
 - The volunteer will be travelling on their own

27 Working Alone

- 27.1 Lone workers are those who work by themselves without close or direct supervision. It is vital that a Risk Assessment is completed to identify any hazards, assess any risks involved and put measures in place to avoid or control risks associated with working alone. The employee/s in question must be consulted and informed about the Risk Assessment and its findings.
- 27.2 When working alone out of hours where there is no hazard involved in the activity, i.e. reading, writing, use of rooms for reference, staff must notify their line Manager.
- 27.3 If a hazardous activity is to be undertaken out of hours, the member of staff must NOT work alone. They must be accompanied by at least one other member of staff and prior permission must be obtained from their Line Manager and the Membership Services Manager.
- 27.4 A Risk Assessment should be completed before the task is undertaken and all those involved should be informed as to its recommendation.

28. Summery Of Duties & Responsibilities

THE UNIVERSITY & THE STUDENTS' UNION

The University has responsibility for:

- a) The structure of the building and fixed services.

- b) All premises, roads, workshops and boiler rooms.

The Students' Union has responsibility for:

- a) The interior of all its premises
- b) All areas it uses in its activities.

THE TRUSTEES

Overall and final responsibility for health and safety at Bath Spa University Students' Union (Bath Spa SU) is that of the Trustees

HEALTH AND SAFETY OFFICER

The Membership Services Manager acts as the Students' Union's Health and Safety (H & S) Officer to be responsible to the Executive for ensuring the implementation and monitoring of this Policy and to provide advice on matters relating to health and safety.

It will be the Health & Safety Officer's responsibility to undertake a central coordinating role in relation to general safety matters and to act as adviser to the Students' Union on particular safety issues.

Consultation between management and employees is provided by the Health & Safety Officer; either directly between all employees and the Health & Safety Officer, or between the Health & Safety Officer and Managers or departmental Health and Safety Representatives.

Health & Safety Officer duties will be:

- a) To act as adviser to Union staff at all levels.
- b) To maintain up to date information for reference at any time by members of staff, Department Managers and health and safety Representatives.
- c) To provide information and advice upon request on health and safety matters and promote health and safety training throughout the Union by circulating information on and organising courses.
- d) To ensure that all staff are kept aware of health and safety issues and of their responsibility for the health and safety of those who work with them.
- e) To maintain liaison with external safety organisations and other bodies able to provide information on relevant health and safety hazards and standards of compliance, including the University College.
- f) To investigate accidents and dangerous occurrences where considered appropriate and to initiate action required to remove any safety hazards which are identified during investigations.
- g) To maintain a record of all accidents within Bath Spa SU and report to the University College Health & Safety Officer.
- h) To compile accident data and report to the University College Health & Safety Officer.
- i) To organize training and instruction to staff upon procedures to be followed in the event of fire and in the use of fire fighting equipment to Managers and nominated staff.
- j) To assist in any other matters related to health and safety as necessary.

DEPARTMENTAL MANAGERS

The Managers of departments have the responsibility for implementing this Policy and ensuring compliance with legal requirements at departmental level. They are ultimately responsible for ensuring that their staff are adequately informed and trained according to the nature of their job. Support and advice can be sought from the Membership Services Manager.

Health and Safety responsibilities rest with the Manager of each department. Nominees of the Managers appointed to carry out specific health and safety tasks do not assume any responsibility

by doing so. In delegating health and safety tasks, Managers must ensure that the nominee has the appropriate training, experience, specialist knowledge and time.

WRITING & MAINTAINING RECORDS

The records that should be kept BY LAW in each department are as follows:

- Risk Assessments
- Manual Handling Assessments
- COSHH Assessments
- Portable Appliance Test (PAT) records (this will be conducted by and kept by the University College)
- Equipment/machinery test and maintenance records
- Staff health and safety training records
- Weekly/ monthly/ yearly checklists
- DSE Audits

Health and Safety records should be kept for a number of reasons:

- They are mandatory
- They are current working documents
- They can be used to track trends and patterns
- They show a history of our responsible health and safety management
- They can be used as a defense in common law prosecutions

THE ABOVE RECORDS MUST BE KEPT READILY AVAILABLE FOR CONSULTATION AND SHOULD BE RETAINED FOR FUTURE REFERENCE, SHOULD THEY BE REQUIRED.

GENERAL HEALTH AND SAFETY DUTIES

Managers should ensure that:

- a) All new staff (permanent and student) are inducted on their first day into the organisation, using the relevant Bath Spa SU Staff induction process. Staff should also receive a Staff Handbook.
- b) Relevant information on health and safety matters is disseminated within his/her department.
- c) Safe working practices are implemented within his/her department and regular inspections and reviews are carried out, either personally or through an appointed member of staff.
- d) Promote the ethos that every member of their department should take responsibility for health and safety of themselves and others.
- e) Assistance is given to the Health & Safety Officer with the implementation of regular safety audits and on any matters relating to health and safety.
- e) Any special or potential hazards are reported to the Health & Safety Officer and the possible solutions discussed to ensure the safest possible working practice.
- f) All members of the department, including student staff, are made aware of new developments, with particular reference to any changes of policy or procedure.

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- g) Accidents/incidents are reported promptly in accordance with BSU SU procedures and preventative action taken as appropriate. If feedback is required by the Health & Safety Officer on any accident or hazard report, this should be obtained WITHIN ONE WEEK of the request.
 - h) Maintain in good, safe working order equipment or machinery used by staff and under departmental control. If any work is required by the Maintenance team, a Maintenance Request form should be submitted immediately.
 - i) Gangways and doorways in the departments are kept clear of obstructions.
 - j) Cleanliness, safe waste disposal and other 'good housekeeping' practices meet with the policy and health and safety regulations.
 - k) First Aid boxes are checked regularly by a responsible and trained delegate.

EMPLOYEES AND STUDENTS

All employed persons are required by law (Section 7 of the 1974 Health and Safety at Work Act) to:

- a) Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- b) Co-operate with Managers and others having specific safety duties, so as to ensure that Bath Spa SU can comply with statutory obligations and achieve the aims and objectives of the Bath Spa SU Health and Safety Policy

CONTRACTORS, VISITORS AND SELF-EMPLOYED PERSONS

It is the intention of Bath Spa SU to ensure, as far as is "reasonably practicable", the health and safety of contractors and members of the public using Bath Spa SU's premises. Bath Spa SU will provide safe access and egress for the above and ensure that premises, plant and substances provided for their use in Bath Spa SU's premises are safe and without risk to health.

Whilst on Bath Spa SU's premises contractors, visitors and self-employed persons must:

- a) Take reasonable care of themselves or others who may be affected by their actions or omissions and co-operate with Bath Spa SU's employees.
- b) Comply with the Bath Spa SU Health and Safety Policy and associated safety regulations and Codes of Practice in respect of health and safety matters.
- c) Report all accidents and dangerous occurrences to the Membership Services Manager.

29. SUMMARY OF PROCEDURES & POLICIES

ACCIDENT AND HAZARD REPORTING

HAZARD REPORTING

Where an employee, Supervisor or Manager notices a health and safety hazard, they should, where possible, take action to rectify it immediately. If they are unable to do so, they must immediately discuss it with their Departmental Manager or the Health & Safety Officer in order to find an adequate solution.

ACCIDENT REPORTING

Any accidents, dangerous occurrences (near misses), or occupational ill health suffered by staff, students, contractors or visitors must be reported immediately. Some types of injuries must be reported to our enforcing authority within a certain number of days, or we are liable to a £2,000 fine. It is the responsibility of Department and Duty Managers to ensure that all accidents that occur within areas under their control are recorded on the standard BSUC Accident/Incident Report form and submitted to the Health & Safety Officer WITHOUT DELAY.

In addition, Accident forms must be completed as and when potentially hazardous incidents occur, even if there has not been any injury involved. The report form must also be completed in all cases where it appears that the work of the Department or Students' Union has had an adverse effect upon the health of employees and/or students, e.g. back strains, deafness etc. Departments should indicate on all accident forms whether the incident had caused absence from work.

All accidents are entered into an Accident database that is maintained by the Health & Safety Officer. Some accidents will require further investigation either by the Health & Safety Officer or the University College Health & Safety Officer. It is the responsibility of the Manager to assist in these investigations.

ALCOHOL AND DRUG MISUSE POLICY

RULES AND SPECIAL CIRCUMSTANCES

Staff must always be sober whilst at work. Staff should not drink whilst at work or during their lunch or other work breaks unless it is a special occasion, i.e. a lunch time leaving party or a staff drink at the end of a shift.

It is totally unacceptable for staff to use illegal drugs or misuse prescribed drugs or substances (such as solvents) whilst at work or during their lunch or other work breaks. In addition to this, it is also unacceptable if drug misuse occurring outside the workplace and outside working hours impacts on performance whilst at work.

AIMS

BSUC SU requires staff to attend work in a fit and appropriate state, with no impairment from the effects of alcohol or from the misuse of drugs. This policy applies equally to all staff regardless of grades and types of work. As with the main Health & Safety Policy the final responsibility for this policy lies with the Executive, however, Managers and Supervisors will be responsible for implementing this policy and ensuring compliance in their own areas of responsibility. All employees have a responsibility to behave in accordance with this policy and take reasonable care of their own health and safety and that of others that may be affected by their behaviour.

DISCIPLINARY ACTION

If a member of staff fails to address an alcohol or drug related problem that persistently effects their work performance or refuses help, this could justify the commencement of disciplinary action proceedings. Dismissal action may also be taken in cases of gross misconduct.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

COSHH regulations exist to ensure that employees and any other persons on our premises are protected where they might be exposed to hazardous substances, or any process that is used or carried out as part of our work activities. Where appropriate, Personal Protective Equipment (PPE),

written procedures and training are provided where hazardous substances are to be used within BSUC SU.

A "Hazardous" substance is defined as one that is: toxic, harmful, corrosive or an irritant. These are all identified by a BLACK SYMBOL on an ORANGE BACKGROUND displayed on the container with the relevant wording underneath.

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

At BSU SU the main requirements of the Display Screen Regulations are followed. These are as follows:

- Analysis of Users' workstations following the BSU SU DSE Audit. This assesses the risk to Users health and safety. A "USER" CAN BE DEFINED AS A PERSON WHO EXPERIENCES CONTINUAL PROLONGED USE OF DSE OR WHOSE PATTERN OF WORK INCLUDES SUBSTANTIAL USE OF DSE. (Where a workstation is shared, it should be assessed in relation to all Users). The DSE Audit will highlight any particular areas that may give rise for concern, and these will require further evaluation and corrective action as appropriate. Risks identified in the Audit must be remedied as quickly as possible.

The Audit or relevant parts of it should be reviewed in the light of changes to:

- Personnel using work station
 - A major change to software and hardware used
 - A major change in workstation furniture or location
 - A substantial increase in the amount of time required to be spent using DSE
 - A substantial change in other task requirements (e.g. more speed or accuracy)
 - If the lighting is significantly modified
- Ensuring work routines are introduced to allow breaks or changes in activity that reduces long periods of intensive work.
 - Allowing Users to have an appropriate eye test that may identify the need for corrective appliances for DSE work.
 - Providing Users with health and safety training in the use of workstations.

EYE TESTS

BSUC SU ensures the provision of appropriate eye tests, on request, to:

- BSUC SU employees who are already Users.
- Any non-User employees who are to become Users (in such cases the test must be carried out BEFORE the employee becomes a User).
- Any newly appointed member of staff who is to work with DSE to the extent that they will become a User.

Staff who wish to have an eye test must ensure that their Departmental Manager has carried out a DSE Audit and defined them as a User.

Currently BSU SU will contribute £10 towards the cost of a DSE eye test and £40 towards the cost of any spectacles/lenses required for DSE work.

EVACUATION OF THE STUDENTS' UNION BUILDING

Please make a mental note of your designated assembly point and ensure you know where it is located.

ON HEARING THE FIRE ALARM

Leave the building in an orderly manner using the nearest available exit and report to your Department Manager or area Supervisor at your designated assembly point.

Do not stop to collect personal belongings.

Do not re-enter the building until instructed to do so by the Fire Warden or Security at weekends and evenings.

Fire marshals should ensure that their area is clear and then leave the building reporting to the Fire Warden on the way out.

EVACUATION – DAYTIME (9am - 5pm)

Immediately operate the nearest alarm call point.

Ring security on extension 5555 giving full details of the location of the fire (Security will dial 999 and give the fire service as much information as possible and report that we are evacuating the building).

Try to attack the fire with the appliances provided, but **WITHOUT** risking your own safety and **ONLY** if you feel confident to do so.

Leave the building and make your way in an orderly manner to the emergency assembly point.

Do not re-enter the building until told to do so by the Fire Warden.

EVACUATION - EVENINGS (From 5pm till close of the building) AND WEEKENDS

If you discover a fire during the evening sound the alarm and leave the building.

Immediately operate the nearest alarm call point.

Ring security on extension 5555 giving full details of the location of the fire (Security will dial 999 and give the fire service as much information as possible and report that we are evacuating the building).

The Duty Manager/ Supervisor upon hearing the alarm will oversee evacuation of the building following established procedures (using staff to clear pre-designated areas).

Make your way in an orderly manner to the emergency assembly point.
Do not re-enter the building until told to do so by Security.

If you find any staff that are not accounted for, **MAKE NO ATTEMPT TO RE-ENTER THE BUILDING**. Inform the fire brigade when they arrive.

Do not re-enter the building until told to do so by Security.

EVACUATION PROCEDURES FOR DISABLED PEOPLE

ALL STAFF MEMBERS SHOULD OFFER ASSISTANCE TO ANY INDIVIDUAL/S WHO MAY HAVE DIFFICULTIES IN EVACUATING THE BUILDING, FOR WHATEVER REASON.

WHEELCHAIR USERS AND PEOPLE WITH MOBILITY DIFFICULTIES

Leave the building in an orderly manner using the nearest available exit. If you require assistance, please ask a member of staff. (Lifting wheelchairs with users still sitting in their chairs is the advised method). Only do this however if it is possible to aid without causing injury.

If this is not possible, and you are left within the building, it should be at the point furthest from the point of emergency. You **MUST** ensure that a Department Manager, their deputy or area Supervisor take the responsibility for informing the Security/ Fire Warden of your whereabouts.

THE FIRE WARDEN/SECURITY SHOULD THEN ENSURE THAT THE FIRE BRIGADE ARE IMMEDIATELY TOLD OF THEIR LOCATION.

PEOPLE WITH HEARING/SIGHT DIFFICULTIES

If the loud siren causes disorientation, please ask for assistance in evacuating the building.

FIRE DRILLS

A minimum of one practice fire drill of the entire building will be carried out per year, during term time, during the daytime. This evacuation drill will be arranged by the University College Health & Safety Officer.

An evening evacuation will occur once per term, to ensure compliance with our Bars License.

This evacuation drill will be arranged between the Ents'/Bars Manager and the University College Health & Safety Officer.

At the end of the practice drill, a report (verbal or written) should be given to the Health & Safety Officer by all Department Managers or Area Supervisors. This information which will also be available to be presented at the Health and Safety Committee meeting for discussion.

RESPONSIBILITIES OF STAFF DURING AN EVACUATION

ROLE OF THE SABBATICAL OFFICERS

In the event of a fire, it is the responsibility of the Sabbatical Officers to:

- Ensure that students and members of the public go to the designated assembly point.
- Ensure that people stay right away from the building until they are given the go ahead to return by the Evacuation Controller during the daytime or Duty Manager during the evening.

During the evening, security staff will also be preventing people from going back into the building.

ROLE OF THE DUTY MANAGER OR FIRE WARDEN

Daytime Procedure

- Check off all Managers/Area Supervisors as they report on their areas.
- Report any problems IMMEDIATELY to the Fire Brigade on their arrival and inform the General Manager/Executive as soon as possible.

Evening Procedure

- The Duty Manager/ Supervisors should act as Fire Marshals.
- Staff nominated by the Duty Manager/ Supervisor, clearing designated areas as instructed by the Duty Manager/ Supervisor,
- The Duty Manager reports to the Fire Brigade on its arrival.

DEPARTMENTAL MANAGERS OR AREA SUPERVISORS (APPOINTED DEPUTIES)

It is also the responsibility of Managers or their nominated area Supervisors to:

- Act as Fire Marshals in the event of a fire, carrying out the evacuation procedure as above, and clearing pre-designated areas of the building. A list of the areas to be checked can be found on a luminous yellow card within each department.
- Clearly inform all staff of their responsibility, if any, in the event of an evacuation.

Assist as necessary at the request of the Evacuation Controller.

FIRST AID PROVISION

The Union will ensure adequate first aid cover throughout working hours. A list of currently available first aiders are displayed within each department and area. (If you would like to become a Bath Spa SU first aider, please contact the Health & Safety Officer). All accidents/incidents should be dealt with in accordance with Bath Spa SU's accident policy.

The Students' Union will ensure the provision of fully stocked first aid boxes. Department Managers are responsible for the first aid boxes in their areas.

A new stock of first aid supplies can be obtained from the Health & Safety Officer.

Staff should make themselves aware of the location of both first aid boxes and the list of first aiders.

MANUAL HANDLING POLICY

Manual Handling Operations Regulations (January 1993) require us to evaluate and assess the risk of injury from manual handling within the workplace, and take action to reduce/prevent this risk.

Department Managers should request that every staff member with any requirements for manual handling within their role at the Students' Union, should complete a BSU SU Manual Handling self-assessment Questionnaire. (Available from the Health & Safety Officer or from Department Managers). The findings of the Questionnaire should then be discussed with the member of staff and a full BSU SU Manual Handling Risk Assessment should then be jointly produced. The findings of this must then be acted upon to ensure that adequate precautions are taken to prevent risk from manual handling.

Manual Handling Risk Assessments should be reviewed:

- Before any new manual handling task is carried out by an individual
- As necessary, i.e. where you “suspect that your assessment is no longer valid or there has been significant change”
- At least every three years (minimum).

Every individual who is required to handle manually in the course of their job role must be trained as soon as possible upon starting employment at BSU SU and thereafter at least once every three years.

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Where a Risk Assessment identifies the need for PPE, such as protective gloves, aprons or footwear, BSU SU will bear the cost of that equipment. Staff must keep the equipment in good repair and report any damage or loss to their Manager immediately. Managers must ensure that any PPE provided is suitable for its purpose and is properly maintained.

RISK ASSESSMENT POLICY

Risk Assessments are required to be completed by Health and Safety Law for any significant hazard, which exists, or is introduced into the workplace by new equipment or a new way of working or activity. They also need to be completed for particular people who may be at risk, such as young people, trainees, disabled employees or pregnant women and for particular events, such as a firework display or bungee jump.

RISK ASSESSMENTS SHOULD BE THE CORNERSTONE OF ALL ACTIVITIES CARRIED OUT WITHIN THE STUDENTS' UNION.

Risk Assessments allow the assessment of risks, in order to determine whether adequate precautions have been taken, or whether more are required to prevent harm to people at BSU SU. Risk Assessments should be “suitable and sufficient”. They should take account of requirements in regulations and what is “reasonably practicable” within the context of the Students' Union, considering time and money.

Risk Assessments should be:

- Completed before any new work/activity is carried out where the hazards are significant
- Reviewed and revised as necessary, i.e. where you “suspect that your assessment is no longer valid or there has been significant change”
- Reviewed at least every five years (minimum).

Only Departmental Managers, or a suitably trained delegate, should undertake Risk Assessments. Where other staff members, such as Section Heads, are required to complete a Risk Assessment, they should be trained or supervised by a trained member of staff. The Health & Safety Officer can be consulted where necessary. Risk Assessments should be completed on the relevant BSU SU Risk Assessment form.

All Risk Assessments should consult the members of staff involved in the activity or procedure. The contents of completed Risk Assessments should then be disseminated to all the relevant employees and the necessary actions, as specified in the precautions, such as training, should be undertaken as soon as possible.

SAFE USE OF WORK EQUIPMENT

It is the responsibility of members of staff to:

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- Ensure that when using work equipment, they adhere to all health and safety recommendations and read the manuals/instructions provided, e.g. wearing appropriate protective clothing, using machine guards etc.
 - Report any faulty equipment to their Manager or the Health & Safety Officer immediately. The equipment must then be stored safely and a notice put on it to prevent use by others.
 - Ensure the safety of themselves and other members of staff at all times.

SMOKING POLICY

All offices, meeting rooms and the Shop are designated NO SMOKING AREAS. The no smoking rule also applies in toilet facilities and the Reception area.

Smokers will be allowed smoke breaks, at the Manager's discretion, to be taken in areas where smoking is allowed, e.g. The Students' Union Bar, outside, etc.

The Students' Union bar at Sion Hill is non smoking during the day. And at Newton Park half the bar is non smoking between 12-2.30pm.

WORKING ALONE

Lone workers are those who work by themselves without close or direct supervision. It is vital that a Risk Assessment is completed to identify any hazards, assess any risks involved and put measures in place to avoid or control risks associated with working alone. The employee/s in question must be consulted and informed about the Risk Assessment and its findings.

When working alone out of hours where there is no hazard involved in the activity, i.e. reading, writing, use of rooms for reference, staff must notify their Manager.

If a hazardous activity is to be undertaken out of hours, the member of staff must NOT work alone. They must be accompanied by at least one other member of staff and prior permission must be obtained from a senior member of BSU SU staff and at least one member of the Executive. A Risk Assessment should be completed before the task is undertaken and all those involved should be informed as to its recommendation.

EVACUATION OF THE BUILDING

Each Manager has a designated area to clear in the event of an evacuation. In their absence, a nominated member of staff should be available to act as Area Supervisor. Areas of responsibility are kept in each department on a luminous yellow laminated card. A summary of all areas can be obtained from the Health & Safety Officer.

Managers (or their nominee) should report to the Fire Warden upon leaving the building to inform that their area is cleared and to advise of any problems. They should then go to their pre-designated door to prevent re-entry by staff, students or the public. Managers should also assist where necessary at the request of the Fire Warden.

Department Managers should ensure that all staff, including student staff, are aware of the fire evacuation procedure and ensure that fire evacuation notices are displayed in a prominent position within their area.

Managers should communicate this policy to their staff. They should also ensure that the relevant members of staff are instructed in the correct procedure for assisting with the evacuation of disabled persons.

RISK ASSESSMENTS

At Bath Spa SU it is the responsibility of Departmental Managers to ensure that:

- Within their areas of responsibility, comprehensive risk assessments have been carried out on working practices, the working environment and risks to consumers of their service, such as a visitor listening to music in bar or a distressed student receiving advice from the Student Advice Office.
- Consultations are made with the members of staff involved in the activity or procedure.
- The outcome of risk assessments is communicated to all relevant staff and any contractors working within their area of responsibility.
- The necessary action as specified in the precautions, such as training, should be undertaken as soon as possible.
- This process should be reviewed and, if necessary, repeated at least once per year and also when there are major changes to operations. If no change has occurred the report should state this.

MANUAL HANDLING ASSESSMENT POLICY

In order to comply with these regulations the following steps will be taken by the Department Manager:

- Hazardous manual handling operations should be avoided by redesigning the task or automating or mechanising the process.
- Assessments be made of any unavoidable handling operations for every member of staff with any manual handling requirements in their role at Bath Spa SU. The concluded risk of injury from these operations should be reduced so far as is "reasonably practicable". The Bath Spa SU Manual Handling Risk Assessment Form should be used to complete this assessment.

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

Department Managers should ensure that the main requirements of the Display Screen Regulations are met. These are as follows:

- Users workstations should be analysed in order to assess the risk to health and safety using the BSUC SU DSE Audit. Information provided by users is an essential part of an assessment.
- Ensure work routines are introduced to allow breaks or changes in activity that reduces long periods of intensive work.
- Allow Users to have an appropriate eye test that may identify the need for corrective appliances for DSE work.
- Provide Users with health and safety training in the use of workstations.

THE SAFE USE OF WORK EQUIPMENT

It is the responsibility of the Department Manager to:

- Ensure that work equipment is constructed or adapted so as to be suitable for the purpose for which it is used, having regard to working conditions and risks.
- Obtain adequate information from suppliers in the form of instruction manuals, leaflets and operational instructions which are readily comprehensible and make these available to staff who require them.

- Ensure equipment is effectively safeguarded by the suppliers. It must be made clear to suppliers that we expect, as a contractual condition, that all equipment should comply fully with statutory requirements by integrating the appropriate safety measures and control systems.
- Orders for equipment should reinforce the requirement that equipment should be supplied to meet the appropriate legislative and technical health and safety specifications.
- Where a Risk Assessment identifies the need for PPE, Managers must ensure that PPE provided is suitable for its purpose and is properly maintained.

This policy applies to second-hand equipment as well as new.

COSHH

The action to be taken by Managers to comply with the COSHH regulations is:

- All hazardous substances used in departments should be listed on an inventory form.
- Where possible, items defined as hazardous should be avoided and substituted for a safer substance that will still produce the same results.
- If this is not possible, appropriate controls will need to be established relating to storage, handling and use, including the provision, wearing and maintenance of personal protective equipment.
- All assessments should be collated with data sheets and kept together with inventory list.
- All staff must be instructed and trained so that they are aware of the health risks involved in their work and the precautions to take. The control measures and substance information/risks detailed on the written assessment forms and suppliers data sheets must be brought to the attention of staff, and kept readily available for them to refer to at any time.
- Regular routine checks must be carried out with corrective action being taken where staff are observed to be not conforming with laid down controls.
- Any necessary Personal Protective Equipment used should be checked regularly for signs of wear and tear and replaced as necessary.