

THE STUDENTS' UNION (THE SU) HEALTH & SAFETY POLICY

Vision: For The SU to be a safe place for its members and staff to carry out their activities within.

Rationale: To provide guidance on how The SU will implement the University's health & safety policy within its area of responsibility.

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Who is responsible for health & safety within The SU?

The University has a legal responsibility as an employer to provide a safe and healthy workplace for its staff, students and visitors.

The Board of Trustees have overall responsibility for monitoring health & safety within The SU.

The Chief Executive has a responsibility for ensuring that the health & safety policy is understood and followed by all managers within The SU.

Managers have a responsibility for ensuring that the health & safety policy is understood and followed by all staff within The SU.

Staff have a responsibility to ensure that while at work they take reasonable care for the health & safety of themselves and of others around them. For the purposes of this policy **staff** also means volunteers and student staff.

Termly health & safety audit

The SU carries out a termly health & safety audit with its staff to identify and address risks in the workplace.

Staff can also request a health & safety audit to be carried out at any time by contacting the safety co-ordinator.

Lone working

The SU will carry out a lone working risk assessment with staff as part of the termly health & safety audit.

Staff who are working in an area isolated from other staff and/or work outside normal office hours should contact the safety coordinator to have this assessment carried out if they haven't had one.

Staff who are lone working should in the event of any emergency or unwanted attention dial 666 from an internal phone or 01225 383 999 from a mobile to contact security services.

Staff safety rules

Staff should not drill, screw, unscrew or otherwise penetrate the fabric of Norwood House or 1 East as some walls contain asbestos. If they suspect asbestos has been disturbed or if any work to the walls is required they should contact the safety co-ordinator.

Staff should ensure that all electrical items, including items brought in by individuals, have been tested for safety by the safety co-ordinator.

Staff should ensure that their display screen equipment is set up correctly and that they review this regularly using the [University self-assessment tool](#).

Staff should ensure activities involving the manual handling of large, heavy or awkward materials are carried out in accordance with the [University's procedures](#).

Managing stress

Staff who feel they are becoming stressed and need some support should consider raising this with their line manager or, if unable to do this, [contacting Human Resources for advice](#).

Staff who spot that another colleague may be getting stressed should encourage and support them to do this.

For further information on managing stress including the signs to look out for go to this [university page](#).

Reporting a fire

Any person discovering a fire should trigger the nearest fire alarm and evacuate immediately. Once it is safe to do so dial 01225 383 999 from a mobile and report the location of the fire to security services.

Security services will contact and direct the emergency services to the fire.

Only trained staff should use fire extinguishers on a fire.

Fire alarm evacuation procedure

Staff should leave the building by the nearest safe marked fire exit along with any guests they have and assemble together in the foyer on Level 2 of 2 East. Lifts should never be used when evacuating the building.

Staff should not re-enter the building until University security or a fire officer declare it is safe to do so.

Managers should ensure that all staff know two ways to safely reach the assembly point on Level 2 of 2 East.

Personal Emergency Evacuation Plans (PEEPS)

Managers should ensure that anyone they have responsibility for who may have difficulty in following the fire alarm evacuation procedure has a personal emergency evacuation plan (PEEP) prepared for them in accordance with the University's safety procedures.

Staff who have not got a PEEP but believe that they have a relevant reason to have one should raise this with their line manager.

Both **managers and staff** have a responsibility to ensure that any guests that they know will have difficulty following the fire alarm evacuation procedure also have a PEEP prepared and given to them.

Reporting a medical emergency

In a medical emergency dial 666 from an internal phone or 01225 383 999 from a mobile and report the location of the medical emergency to security services.

All security staff are first aid trained.

Security services will, if necessary, contact and direct the emergency services to the correct location.

Recording an accident

Staff should report all accidents and near misses to the safety coordinator [via this online form](#).

The safety coordinator will then investigate and identify any measures that may be necessary to prevent a reoccurrence.

Finding a first aid box

The First Aid boxes are located in the staff kitchen area on level 3 of Norwood House and behind the Plug Bar. These are regularly checked and stocked.

Further reading

The University's [health & safety policy](#) will always take precedence over this policy in any matter concerning health & safety.