

Huddersfield Students' Union

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Health and Safety Policy	
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Key Terms used in this Policy

- 1.1. Health and safety refers to the practices, regulations, and procedures designed to prevent accidents, injuries, and illnesses, protecting the physical and mental well-being of people in workplaces and public environments by identifying hazards, assessing risks, and implementing control measures.

2. What is this Policy for?

- 2.1. As part of providing high quality opportunities and support, the Students' Union give the highest priority to the health, safety and wellbeing of its employees, students and others who may be affected by its activities and utilise its facilities.
- 2.2. Ensuring health, safety and wellbeing is integral to all areas of the Union's activities and facilities, such standards at least equivalent to those required by legislation.
- 2.3. Effective implementation of this policy document is crucial. This requires the commitment of all within the Union, accepting and carrying out individual and collective health and safety roles and responsibilities.
- 2.4. This policy should be read in conjunction with the University of Huddersfield's Health and Safety Policy (Link in Appendix A)
- 2.5. This policy applies to Huddersfield Students' Union and any trading subsidiaries wholly owned by the Union.

3. Who does this Policy apply to?

- 3.1. This policy applies to all activities and facilities considered to be wholly or partly under the Union's control. It covers all employees, students and others involved with those activities and accessing those facilities.

4. What will this Policy achieve?

- 4.1. Health and safety statements of intent

The Students' Union will: -

- (a) Take all reasonable care in the conduct of its activities and the provision of its facilities to ensure the safety, health and wellbeing of its employees, students and others who may be affected.
- (b) Ensure the necessary resources are available, as far as is reasonably practicable, to deliver successful health and safety risk management.
- (c) Provide and maintain clear structures to ensure appropriate levels of health and safety responsibility are assigned and are accepted across the Union's community.
- (d) Ensure the necessary systems and mechanisms secure effective dissemination and communication of, and consultation on, matters of safety, health and wellbeing.

- 4.2. Health and safety objectives

In successfully carrying out its statements of intent, the Students' Union will continually deliver its health and safety objectives of: -

- (a) Providing and maintaining a safe and healthy environment for all.
- (b) Individual acceptance of, and commitment to, health and safety being integral to all activities.
- (c) Ensuring the necessary information, instruction and training to competently carry out health and safety responsibilities.
- (d) Fulfilling, as a minimum, its statutory and common law duties of care.
- (e) Applying sensible health and safety risk management practices as the norm.



Lydia Blundell, Students' Union CEO

18th April 2024.

5. Who is responsible for this Policy?

- 5.1. **General Responsibilities** All members of staff, students, contractors, and other stakeholders have a general legal duty to comply with health and safety rules and procedures. They must not take actions that could harm others or interfere with equipment that is provided for health and safety or fire safety reasons.
- 5.2. Key responsibilities for key senior members of staff and stakeholders are listed below.
- 5.3. **Board of Trustees:** The Board of Trustees have ultimate responsibility for health, safety and wellbeing across the Students' Union, including an effective and up to date health and safety policy is in place.
 - (a) The Board of Trustees will ensure the necessary resources are made available for the effective implementation of the policy, thereby securing successful management of the risks to safety, health and wellbeing arising from the Union's activities and areas of responsibility.
 - (b) The Board of Trustees is advised on matters of health, safety and wellbeing by the senior management team.
- 5.4. **Chief Executive Officer:** The Chief Executive Officer has ultimate accountability for health and safety, and reports to the Board of Trustees on implementation of the Health and Safety policy
- 5.5. **Principal Health and Safety Officer:** The Chief Executive Officer is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters including:

- (a) Providing clear and visible information on health, safety and wellbeing;
- (b) Ensuring, so far as is reasonably practicable, the health, safety and wellbeing of the Union's employees, students and others affected by its activities;
- (c) Appointing personnel to provide the necessary competent assistance and advice on matters of health, safety and wellbeing.
- (d) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health, safety and wellbeing;
- (e) Ensuring the development, implementation and continuing effectiveness of the Union's health and safety policy.

5.6. **Senior Managers:** Senior Managers have responsibility for the health and safety of those working and operating within areas of their control including:

- (a) Ensuring that the Union's Health and Safety Policy document is implemented.
- (b) Undertaking risk assessments of activities and areas, and ensuring measures identified to manage the risks are implemented, adhered to and monitored.
- (c) Providing adequate information, instruction, training and supervision.
- (d) Effective consultation with staff and others.
- (e) Safe working procedures, and similar, are established, brought to the attention of those affected and adhered to.

5.7. **Departmental Managers:** Departmental Managers will have Overall responsibility for health, safety and wellbeing at departmental level.

- (a) Managers will ensure suitable and sufficient organisational and management arrangements are in place to locally deliver successful health and safety management as it relates to:
- (b) Employees, students and others using its facilities or affected by its activities;
- (c) Areas and facilities assigned to the department.
- (d) Report any health and safety concerns to the Principal Health and Safety Officer or Senior Manager.

5.8. **All Employees:** All employees should take reasonable care for their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions while at work;

- (a) Cooperate with the Union on matters of health and safety to assist the Union in fulfilling its statutory and common law duties of care;
- (b) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and wellbeing;
- (c) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their own or any other person's health, safety or wellbeing; and
- (d) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided.

5.9. **The University.** The Union and University have agreements with regards to Health and Safety in the Memorandum of Cooperation (dated 1st June 2015), and in the Union's Lease Agreement (dated 1st December 2024)

6. Governance, Information and Consultation

- 6.1. We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.
- 6.2. Employees shall be consulted on matters relating to health and safety by Departmental Managers, Senior Managers or the Principal Health and Safety Officer under the 'Health & Safety (Consultation with Employees) Regulations 1996.
- 6.3. The Students' Union understands the importance of the Trade Unions role within health and safety. If Unison has appointed a safety representative, the Students' Union will consult them on matters affecting the employees they represent.
- 6.4. The Union will have a Health and Safety Committee; the membership and duties & responsibilities are outlined in Bye Law 12 – Committee Responsibilities.

7. Assessment and management of Risk

- 7.1. Suitable and sufficient assessments will be in place for activities giving rise to significant risks to the health and safety of employees, students and others who could be affected.
- 7.2. The resultant measures identified by these assessments to manage, including mitigation of, these risks will be implemented.
- 7.3. Staff supporting students leading activities associated with the Union shall ensure suitable and sufficient assessments are in place.
- 7.4. Monitoring mechanisms will ensure the risk management measures are in place and remain valid.

- 7.5. The key findings will be communicated to employees, students and others when relevant, including their roles and responsibilities in successfully delivering the risk management measures.
- 7.6. Risk assessments will be subject to necessary reviews to confirm, and where appropriate revised to ensure, continuing validity.
- 7.7. All risk assessments shall be stored on the Students' Union Sharepoint Site
- 7.8. The following areas are where specific regulatory requirements exist (but are not limited to) for relevant risk assessments:
- (a) Fire safety;
 - (b) Display screen equipment;
 - (c) Manual handling;
 - (d) Work at height;
 - (e) Noise at work;
 - (f) Hazardous substances;
 - (g) Young persons; and
 - (h) New and expectant mothers
- 7.9. These regulatory requirements will be fulfilled through considering the risks as part of existing assessments or assessments that focus specifically on the area of risk.

8. Personal Protective Clothing and Equipment (PPE)

- 8.1. PPE will not be the 'first line of defence' and the Union will seek to reduce risks in other ways, such as using safer processes/substances.
- 8.2. Appropriate personal protective clothing and equipment will be provided to members of staff free of charge where risk assessments dictate that it is required.
- 8.3. Processes will be in place for:
- (a) Issuing of new and replacement PPE;
 - (b) Inspection and maintenance of PPE, reporting any defects and obtaining replacements;
 - (c) Storage of PPE; and
 - (d) Training and awareness for, and resultant monitoring of, employees and students to ensure PPE are used correctly and remain an effective risk management measure.

9. Use of Equipment

- 9.1. All staff must use equipment in accordance with operating instructions, instructions given by managers or supervisors and any relevant training. Any fault with,

damage to or concern about any equipment or its use must immediately be reported to the Principal Health and Safety Officer.

- 9.2. Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.
- 9.3. No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.
- 9.4. All steps will be taken to reduce the risk of injury including:
 - (a) Storing items appropriately
 - (b) Lifting and moving of objects with mechanical devices where possible
 - (c) Ensuring equipment is appropriate for the task
 - (d) Instruction and training in correct methods and limitations e.g. for assisting disabled persons
 - (e) Not lifting or attempting to lift or move a load which is too heavy to manage comfortably
 - (f) Asking for assistance from a colleague.

10. Working at Height and Ladders

- 10.1. A risk assessment will be carried out for any activities that involve working at heights.
- 10.2. The main categories of working at height are:
 - (a) working above ground or floor level
 - (b) where there is a risk of falling from an edge, through an opening or fragile surface
 - (c) where there is a risk of falling from ground level into an opening in a floor or a hole in the ground
 - (d) the use of 'access equipment' - such as step ladders, kick stools (sometimes called daleks or elephants feet), ladders, scaffold towers, mobile elevated working platforms, scissor lifts
- 10.3. Employees must not generally stand on furniture to work at height.
- 10.4. Appropriate formal training and/or certification must be in place for all other types of working at height, and advice will be sought from the University's Office of Health and Safety,

11. Health and safety information, instruction, training and awareness

- 11.1. Employees and students will receive the necessary levels of health and safety information, instruction, training and awareness to enable competency in carrying out their work and activities under the responsibilities of the Students' Union.
- 11.2. Local mechanisms will ensure any new employees are identified so that they receive a health and safety induction within two weeks of commencing employment and key information (e.g. emergency procedures) is conveyed on their first day.
- 11.3. Students leading activities supported by the Students' Union will receive suitable and sufficient health and safety inductions at the earliest opportunity.

12. Young and vulnerable persons participating in Students' Union activity

- 12.1. Young and vulnerable persons participating in Union activity will be appropriately supervised to ensure their health and safety, and the health and safety of others who may be affected by their actions.
- 12.2. Except for formally organised events or work placements, young and vulnerable persons will be prohibited access to:
 - 12.2.1. Areas where any hazardous substances or equipment are in use; or
 - 12.2.2. Areas where management determines it appropriate because of the nature of health and safety risks within.
- 12.3. Young and vulnerable persons being brought to work because alternative care arrangements are not possible must be considered only as a last resort, and nothing more than a temporary arrangement. In such instances:
 - 12.3.1. Authorisation will be granted by the CEO; and
 - 12.3.2. Supervision will be the responsibility of parents and guardians.

13. First aid

- 13.1. Adequate first aid arrangements will be in place for activities and facilities under the Students' Union's control.
- 13.2. First aid personnel will have received the necessary training and refresher training including, where appropriate, to ensure any qualifications are kept up to date.

14. Fire safety

- 14.1. The Students' Union and its employees will adhere to the Universities Fire Risk Assessments and associated procedures.
- 14.2. Fire-specific or general risk assessments may need to be completed by the Students' Union that will consider the: -
 - (a) Arrangements for day-to-day fire safety management of activities; and
 - (b) Provision of information, instruction, training and supervision to employees, students and any other persons.

- 14.3. Where appropriate the findings from the aforementioned risk assessments will be relayed to the Directorate of Estates and Facilities to assist in fulfilling the fire safety-related responsibilities.
- 14.4. Appropriate evacuation procedures will be in place for the areas under the Students' Union's control. These procedures will be communicated to all relevant personnel, including those assigned specific roles to assist in carrying out those procedures.
- 14.5. Arrangements will be in place to ensure the continued safety of anyone with a disability that could adversely impact on their evacuation in the event of an emergency.
- 14.6. Cooperation and coordination will take place between the Students' Union, respective schools and support services within buildings having shared occupancy, including periods where areas of buildings are utilised by external organisations.
- 14.7. Further details can be found on the Office of Health and Safety web pages <https://staff.hud.ac.uk/healthandsafety/>

15. Electricity at Work

- 15.1. The campus main electrical system is tested every five years by an external contractor appointed by the University's Directorate of Estates and Facilities.
- 15.2. The Union is responsible for maintaining a register of portable electrical equipment and this must be maintained in line with an inspection schedule (PAT) that complies with the Electricity at Work Regulations and HSE guidance.
- 15.3. All electrical equipment must only be used for its intended purpose and users are responsible for the safe management of equipment including cables.

16. Incident, Accident and Near Miss reporting and investigation

- 16.1. All Students' Union staff will be aware of: -
 - (i) The importance of reporting incidents, irrespective of circumstances or outcomes; and
 - (ii) How to report incidents.
- 16.2. The Principal Health and Safety Officer shall be responsible for: -
 - (i) Receiving reports submitted
 - (ii) Coordinating follow up investigations
 - (iii) Monitoring actions arising from incident investigations, as appropriate, to ensure implementation and continued effectiveness.
 - (iv) Analysing and reporting relevant information to committees.
- 16.3. The Principal Health and Safety Officer will coordinate with the University's Office of Health and Safety to investigate, or support investigations for incidents that are reported via the University.

17. Road safety and Travel

- 17.1. Work-related road safety risks will be considered through general or, where warranted, separate specific risk assessment processes.
- 17.2. Relevant personnel will be fully aware of the measures in place, including their personal responsibilities, for managing work-related road safety risks.
- 17.3. Employees using their own private cars on Union business must have a valid driving licence and must ensure they have adequate insurance cover for business use.
- 17.4. Procedures will be place to ensure the periodic checking of driving licenses and vehicle insurance details for employees whose work involves driving.
- 17.5. Where any transport is organised by the Union as part of an organised trip arrangements will ensure:
 - (a) The requirements for legality to drive, condition of vehicle and level of insurance cover when using private vehicles on Union business have been met.
 - (b) Vehicles hired are through the Union's provider and any driver is legally entitled to drive, and is competent in driving that particular vehicle

18. Employee Safety and Wellbeing

- 18.1. The Union takes the safety and wellbeing of it's employees very seriously. This policy should be read in conjunction with the Union's Wellbeing Policy Suite, which outlines the Union's approaches to Hybrid Working, Lone Working and Wellbeing support.
- 18.2. Staff working at home may still be exposed to risks associated with their work activity, such as the use of DSE equipment and stress.
- 18.3. There will be some situations where employees will be working alone or one-to-one with a student.
- 18.4. It is the policy of the University to reduce, as far as is reasonably practical, the risk of violence to staff and students. The Union will abide by University processes for reporting and investigating incidents of violence.

19. Contractors

- 19.1. Before engaging any contractor, the Union will be assured that the contractor is competent in respect of both the carrying out of the requested works and the management of the associated health and safety risks.
- 19.2. Contractors working for the Union will:
 - (a) Be responsible for ensuring the personnel they employ take reasonable care for their own health, safety and wellbeing, and that of others within the Union and University who may be affected by the actions or omissions of the personnel they employ;
 - (b) have in place the relevant insurances whilst undertaking the respective works

- (c) Cooperate with the Union and University on matters of health and safety to assist the Union in fulfilling its statutory and common law duties of care;
 - (d) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present significant risk to their health, safety or wellbeing, or that of any other person within the Union or University; and
 - (e) Abide by the Union's health and safety policy, and any procedures and arrangements of the department that has engaged their services, as these relate to the activities under their control
 - (f) Contractors' health and safety performance will be monitored. Any issues or concerns raised will be formally followed up with the respective contractor by the Principal Health and Safety Officer.
- 19.3. The Universities Directorate of Estates and Facilities will be notified of any proposed contractor activity that includes:
- (c) Fixing into, or the alteration of, a building's fabric, whether internal or external;
 - (d) Alterations to building service supplies or accessing plant rooms;
 - (e) Breaking into, or excavating within, the campus grounds; or
 - (f) Impacting on campus pedestrian routes or roadways.

20. Policy Review

- 20.1. The Principal Health and Safety Officer will ensure that this policy is reviewed formally reviewed every five years, or more frequently if needed. Such a review shall cover all sections of the policy and shall ensure the following;
- (a) The responsibilities continue to reflect the current staff positions within the Students Union;
 - (b) to reflect any changes in legislation, regulations, new appointments or any changes to working methods and materials used.

Appendix A: Related Procedures

<https://hudac.sharepoint.com/sites/S441-INT-StudentsUnionStaffHub/SitePages/Health-and-Safety.aspx>

<https://www.hud.ac.uk/policies/>

SU Wellbeing Policies

Appendix B: Organisation of Health and Safety



Appendix C: Training Matrix

The following outlines the minimum H&S focused training for each of the following rolls:

Mandatory	
Advisory	

Role – Core Staff	Fire Evacuation Procedure	H&S Awareness (CPL)	H&S, and Fire Awareness (Learnupon)	First Aid	Food Safety	Manual Handling	Working at Heights	Working with Noise	Age Verification	COSHH	University of Huddersfield Fire Safety	IOSH	NEBOSH	Mental Health First Aid
CEO														
Head of Business Development														
Head of Student Experience														
Activities Staff														
Events Staff														
Marketing Staff														
Voice and Representation Staff														
Advice Centre Staff														
Finance and HR Staff														
HudLets Staff														
Retail Staff														

Role – Student Staff	Fire Evacuation Procedure	H&S Awareness (CPL)	H&S, and Fire Awareness (LearnUpon)	First Aid	Food Safety	Manual Handling	Working at Heights	Working with Noise	Age Verification	COSHH	Practical Fire Safety	IOSH	NEBOSH	Mental Health First Aid
Activities Student Staff														
Events Student Staff														
Events Tech Staff														
Marketing Student Staff														
Voice and Representation Student Staff														
Advice Centre Student Staff														
HudLets Student Staff														
Retail Student Staff														

Role – Student Staff & Volunteers	Fire Evacuation Procedure	H&S Awareness	First Aid	Food Safety	Manual Handling	Working at Heights	Working with Noise	Age Verification	COSHH	Practical Fire Safety	IOSH	NEBOSH	Mental Health First Aid
Committee Members													

