



Document Title:	RHSU Health & Safety Policy
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1. Introduction

It is the policy of Royal Holloway Students' Union (RHSU) to comply with the terms of the Health and Safety at Work Act 1974 and subsequent regulations: to provide and maintain a safe and healthy environment and working conditions for staff and students, as well as visitors and contractors working on our premises or who may be affected by our activities. RHSU is also committed to working with the College appointed Health and Safety representatives where necessary.

RHSU places great importance on the management of Health and Safety. This importance is reflected in a pro-active approach to the management, planning, organisation, control, monitoring and review arrangements established under individual policies and procedures associated with Health and Safety.

Staff, students, contractors and visitors to RHSU premises must meet their own legal responsibilities and not do anything that may prejudice the health, safety and welfare of themselves or others. They are expected to assist RHSU to achieve the objectives contained in this and other policy and procedure documents associated with Health and Safety. See **Appendix 1** for a list of all Health and Safety related Policies and Procedures.

A copy of this, and all other Health & Safety related policies, will be made available to all staff. New joiners will be given a copy of these policies as part of their health and safety induction into the organisation.

2. Policy Aims and Objectives

RHSU's Health & Safety policy aims and objectives are summarised as follows:

- Overall and final responsibility for health and safety compliance is that of the Board of Trustees
- Implementation, monitoring and review of the Health & Safety policy and associated policies is delegated by the Board to the Chief Executive Officer
- Responsibility for ensuring departmental activities are compliant and requirements are adhered to throughout their areas of responsibility falls to Heads of Department

	Policy Aims and Objectives	Responsibility of:	Action / Arrangements:
1.	To provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees	CEO	Welfare facilities provided. System in place for routine inspections of facilities and testing of equipment, vehicles and machinery and for ensuring that action is promptly taken to address any defects.

	Policy Aims and Objectives	Responsibility of:	Action / Arrangements:
2.	To provide adequate information, training and supervision to ensure employees are competent to do their work	Departmental Heads / Line Managers	Staff and any subcontractors are given necessary health and safety induction and provided with appropriate training and personal protective equipment.
3.	To engage and consult with employees on day-to-day health and safety conditions	Departmental Heads / Line Managers	Health and Safety Policy made available to all staff. New joiners receive policy at induction. Staff routinely consulted on health and safety matters as they arise and at staff meetings.
4.	To implement emergency procedures - evacuation in case of fire or other significant incident.	CEO Departmental Heads / Line Managers	Escape routes well signed and kept clear at all times. Weekly fire alarm testing to take place on the following days/times: Tuesdays @ 10:00 Annual Evacuation Drills Adequate Fire Marshals & Assistants trained to assist any evacuation.
5.	To prevent accidents and cases of work related ill health and provide adequate control of health and safety risk arising from work activities	CEO Departmental Heads / Line Managers	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed annually or earlier if working habits or conditions change.
6.	Plant and equipment requiring maintenance (excluding motor vehicles and sports and societies equipment) is addressed.	Departmental Heads / Line Managers,	Ensure effective maintenance procedures and schedules are drawn up and adhered to. Compliance with LOLER, PUWER regulations Servicing/ regular checks are undertaken on a timely basis. Through College, ensure new and second hand plant equipment meets health and safety standards before it is purchased. Hold copies of manufacturers detailed instructions on the maintenance of

	Policy Aims and Objectives	Responsibility of:	Action / Arrangements:
			machinery and that maintenance contracts are adhered to and renewed.
7.	To review this policy annually or sooner if work activity changes	Deputy CEO H&S Committee	

3. Compliance Information

Health and Safety law poster is displayed:	SU Building – Helpdesk, Tommy’s Bar Office, Staff Kitchenette Medicine The Packhorse Union Shop
First-aid boxes, Allergy Emergency Kits, AEDs and Accident books are located:	First Aid/ Allergy Emergency kits SU Building – Helpdesk, First Aid Room, Tommy’s Bar Office, Tech Balcony, Staff Kitchenette, Tommy’s Kitchen Medicine – Office, Main Bar The Packhorse – Office, Kitchen Union Shop AEDs SU Building Main Foyer, First Aid Room, Medicine Foyer Accident Book – online reporting
Near miss accidents to be reported to:	HR Manager (H&S Coordinator) who will report to the H&S Committee or Heads of Department
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by:	Deputy CEO

4. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g. membership, volunteers, members of the public.

The Board of Trustees, as the employer, has overall and final responsibility for health and safety matters at RHSU and for ensuring that health and safety legislation is complied with.

The Chief Executive Officer

The Chief Executive Officer has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the CEO is named as the 'competent person' who will ensure compliance with health and safety. In particular the CEO is responsible for:

- i. The setting of health and safety standards and objectives.
- ii. The allocation of the necessary financial resources.
- iii. Identifying and allocating health and safety responsibilities to Senior Managers / Departmental heads.

The Deputy CEO has delegated responsibility for:

- iv. Ensuring general risk assessments are undertaken and made available to all employees.
- v. Monitoring and reviewing the effectiveness of RHSU health and safety activities and its Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- vi. Ensuring accidents are investigated and reported to the Board of Trustees.
- vii. Putting in place arrangements to monitor the maintenance of the premises and equipment.
- viii. Chairing the RHSU Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- ix. Keeping under review this Health and Safety Policy and the health and safety performance of RHSU.

Departmental Heads and Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational health and safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e. Risk Assessment, COSHH) and where appropriate (IOSH, NEBOSH) to ensure areas/ teams are managed safely.

Departmental Heads and Line Managers are responsible for:

- i. Ensuring that departmental activities are conducted in accordance with RHSU, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- ii. Ensuring that employees receive sufficient information, training and supervision on health and safety matters.
- iii. Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- iv. Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- v. Investigating accidents to establish causes and prevent recurrence.

- vi. The health and safety induction of new staff and students and ensuring that information, instruction and training is provided to meet individually identified needs.
- vii. Identifying and monitoring the adequacy of the specific health and safety responsibilities of staff and students.
- x. Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff and Students

Individual members of staff and students have a legal duty to co-operate and comply at all times with the health and safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported to HR Manager as H&S Coordinator) as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the health and safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through RHSU's Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1:1 meetings, team meetings and at RHSU staff meetings, which occur every 2 weeks or at the Student Staff Forum which occurs once per term.

5. Health and Safety Committee

The Health and Safety Committee will comprise the following:

- Deputy CEO (Chair)
- Head of Membership Support & Engagement
- HR Manager (H&S Coordinator)
- Licensed Trade Manager
- Student Opportunities Manager
- Packhorse Manager
- Union Shop Manager
- Venue Operations Manager (Entertainment & Events)
- Any other member of staff or student staff as and when required

The Health and Safety Committee will meet at least once per term, although additional meetings may be called by the CEO, Sabbatical Officers, or the Health & Safety Committee should the need arise. The Committee will have the following terms of reference:

- i. To maintain and review the measures necessary to ensure the health, safety and welfare of RHSU employees, students and others engaged in legitimate activities on its premises.

- ii. To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture
- iii. To monitor the management processes employed within RHSU to mitigate risk, notably the implementation and annual review of risk assessments.
- iv. To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- v. To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- vi. To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards
- vii. To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- viii. To submit an annual report to the Board of Trustees summarising the committee's output and effectiveness.

6. Monitoring the Policy

The implementation of this Policy and the requirements of individual policies and procedures associated with Health and Safety will be continuously monitored at departmental level and any issues reported to the H&S Committee. Departmental Heads will be expected to carry out routine on the spot inspections, recording any areas where corrective action may be necessary. A formal Health and Safety audit will be conducted every three-years.

The Deputy CEO will produce annual accident/incident statistics which will be circulated to the Board of Trustees and Health & Safety Committee. Such reports will facilitate a critical review of trends and necessary corrective action.

Signed by the Chief Executive, Tom Flynn on 1 December 2019

Appendix 1

List of all RHSU Health and Safety associated policies and procedures

No:	Policy Name:
i.	Fire Safety Policy & Evacuation Procedure
ii.	First Aid at Work Policy & Procedure
iii.	Risk Assessment Policy & Procedure
iv.	Display Screen Equipment Policy and Procedure
v.	Accident/ Incident Investigation and Reporting Procedure
vi.	Control of Substances Hazardous to Health Policy
vii.	Manual Handling Policy
viii.	Verbal & Physical Abuse Policy
ix.	Working at Height Policy
x.	Personal Protective Equipment Policy
xi.	Lone Working Policy
xii.	Laser Safety Policy
xiii.	Driving and Vehicle Safety Policy
xiv.	Maintenance of Portable and Transportable Electrical Equipment Policy
xv.	Body Spillage Procedure
xvi.	Slips/ Trips and Falls Policy
xvii.	Noise Exposure Control Policy
xviii.	Working Safely in Confined Spaces Policy & Procedure
xix.	Workplace Temperature Policy
xx.	Construction (Design & Management) Policy
xxi.	Pressure Systems Policy
xxii.	Safeguarding Policy

