



Roehampton Students' Union Health and Safety Policy

1. Statement of Intent

1.1 The Health & Safety Policy is an integral part of the Student Unions Health & Safety Policy; the statement for which is as follows:

It is the policy of the Students' Union to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees, students, contractors and visitors and provide such information, training, supervision as they need for this purpose."

This policy shall be guided and bound by the Health and Safety at Work, etc, Act 1974. It will be reviewed annually and updated according to changes in legislation and in the organisation."

1.2 It is within the policy that the Students' Union also accepts responsibility for the health and safety of its student members whilst engaged in activities which are recognised, supported and/or funded by the Students' Union.

2. Responsibilities

2.1. The Trustee Board, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.

2.2. The Trustee Board delegates day to day responsibility to the Chief Executive who will provide staff with appropriate support and advice, and be responsible for reporting any serious incidents to the appropriate authority.

2.3. Line Managers are responsible for their own department's health and safety including training, safe working practices and an annual review of risk assessments.

2.6. All staff and members must conform to the policy and to accept and carry out their responsibilities.

2.7. All staff and members must report any potential hazard to the line Manager.

2.8. Staff with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.

3. Training and Communication

3.1. This statement will be brought to the attention of all staff. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate areas by further statements relating to the work of particular departments or groups of workers.

3.2. Where appropriate, staff will be trained on relevant health and safety aspects including risk assessments, food hygiene, manual handling, safe handling of hazardous substances and iosh.

3.3. Staff will be consulted regularly on an informal basis as and when situations arise.

3.4. Formal consultations will occur through the staff meeting as a fixed item on the agenda.

3.5. Health and Safety Law posters will be displayed in each department of the Union.

3.6. All new staff will be asked to complete a Health Questionnaire, and the Union will make any appropriate reasonable adjustments for the comfort and safety of the employee.

4. Risk Assessments

Risk assessment is the process by which hazards can be identified and measures implemented to eliminate or reduce the risk. Risk assessments will be completed for every project and its activities. Additional risk assessments will be completed for activities held outside of the usual area e.g. when taking service users on trips.

All Risk Assessments will be kept in the project file and copies should be sent to the Chief Executive. The Chief Executive will ensure that risk assessments are completed and that they are reviewed constantly.

5. First Aid and Accident Books

5.1. First Aid boxes and accident books will be located in each building of the Union. It is the line manager's responsibility to ensure that the boxes are maintained and any relevant accident are reported through their line manager.

6. Fire Safety and Evacuation

6.1. This will be in accordance with the University Policy which is reviewed on an annual basis.

This policy will be reviewed on an annual basis (or more frequently if deemed necessary by the Trustee Board).