

## **Health & Safety Policy of Liverpool Guild of Students (LGoS)**

### **FOREWORD**

The following sets out the commitment of the Liverpool Guild of Students to high standards of health and safety, and the arrangements for achieving them.

Ensuring the health and safety of all staff, students and visitors must be one of our highest priorities.

As Chief Executive, I am accountable for all aspects of health and safety within the Guild, but clearly feel I cannot do this without the full co-operation of individual members of the Guild in doing all they can to help maintain the highest standards in their own particular areas.

I am confident that all concerned recognise the need to take care for the health and safety of themselves and others, and to co-operate fully with the health and safety arrangements made by the Liverpool Guild of Students.

Tricia O'Neill  
Chief Executive



## **Health & Safety at Work etc. Act 1974**

### **Health & Safety Policy of Liverpool Guild of Students (LGoS) General Statement of Policy**

LGoS regards the promotion of health, safety and welfare as an essential objective. Our policy is to provide and maintain, so far as is reasonably practicable, a safe and healthy workplace and a safe working environment for all our employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The main objectives of this policy are to:

- **Provide a safe and healthy working environment including safe systems of work.**
- **Effectively manage and monitor the safety arrangements.**
- **Increase the awareness of all employees and students of their responsibility for the health and safety of themselves and others.**
- **Ensure a systematic approach to risk assessment and control.**
- **Ensure adequate resources, including the provision of competent personnel, are available to implement this policy.**
- **Provide all such information, instruction and training as is necessary.**
- **Provide suitable arrangements for employee consultation on matters relating to health, safety and welfare.**

LGoS will keep this Policy up to date, particularly as the business changes in nature and size. To ensure this, the policy and its operation shall be reviewed regularly and amended as necessary.

The Trustee Board give their full endorsement to this Policy.

Signed:

Name:

**Chair of Trustee Board**

## Responsibilities

### Board of Trustees

Overall and final responsibility for health and safety in the organisation lies with the Board of Trustees.

In particular the Board of Trustees will ensure that:

- The health and safety policy is effectively implemented to ensure statutory compliance at all times.
- Adequate resources are available for the provision of the appropriate health, safety and welfare arrangements.
- Competent persons are nominated to provide assistance on health and safety and external health and safety advice is available and sought as and when necessary.

They will manage the co-ordination and implementation of the company's responsibilities to ensure compliance with current legislation.

The Board of Trustees empowers the **Chief Executive** of LGoS to act on their behalf and deal with health and safety issues on a day to day basis.

### Specific Responsibilities of the Chief Executive;

- To introduce corporate health and safety policy to ensure statutory compliance at all times.
- To ensure the policy is reviewed regularly and amended as necessary.

### Competent Persons

The *Safety Advisors* will advise on statutory compliance, legal requirements and provide guidance on best practice.

The safety advisors will manage the co-ordination and implementation of the company's responsibilities in relation to health and safety. Suitable training will be provided to ensure capability in this role.

### Specific Responsibilities of Safety Advisers;

- To ensure the health and safety policy is reviewed regularly and amended as necessary
- To ensure that notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- To ensure that costed statistics for all accidents, incidents, dangerous occurrences and near misses are recorded, investigated and reported.
- To audit all statutory tests and inspection records.

- To complete the initial risk assessments and safe working practices and carry out audits to ensure they are reviewed regularly, updating and amending as necessary.
- To distribute and make available relevant health and safety information to employees.

## **Human Resources**

Specific Responsibilities;

- To ensure that all employees receive the appropriate health and safety induction at the start of their employment, including temporary and casual employees.
- To provide appropriate health & safety training on the job
- To provide a mechanism to record all health and safety training
- To ensure safety considerations are met during the recruitment and selection process.
- To maintain all safety training records, notifying all relevant parties of all statutory requirements.
- To ensure adequate qualified personnel are in place to maintain the health and safety policies.
- To control the occupational health policy.

## **Central Services Department**

Specific responsibilities;

- To ensure a daily inspection of the workplace is completed and any hazards or deficiencies in the safety arrangements are reported promptly to the Facilities Department or Landlord.
- To ensure daily checks of fire exits are carried out at all sites, to ensure they open and are free from obstruction.
- To assist with routine manual handling tasks.
- To assist in the completion and review of risk assessments and safe working practices, updating and amending as necessary.
- To be responsible for office equipment machine replenishment and maintenance.
- To be responsible for waste management control.
- Assistant Central Services/Facilities Managers will provide cover for safety positions in the absence of the nominated officers.

## **UoL Estates Department in conjunction with Central Services Department**

Specific responsibilities;

- To maintain the fire alarm system and all other related equipment and detection systems.
- To undertake fire drills, complete fire alarm testing, manage staff fire instruction training and maintain the fire logbook. Refer to fire section for specific arrangements.
- To complete and review fire risk assessments.
- To maintain all common work equipment, services and areas.
- To ensure that all statutory tests and inspections are undertaken as required and that records are maintained.
- To manage all security functions and responsibilities.

## **Departmental & Line Managers**

Have a responsibility, for those employees and students under their responsibility or within their designated workplaces for;

- Ensuring all personnel within their designated areas of control are aware of all potential hazards, understand the fire evacuation procedure, first aid arrangements and accident reporting procedure.
- Ensuring that all staff receive the appropriate induction and on the job training and receive information and instruction relevant to their duties.

- Ensuring that the safety arrangements are effectively implemented for all functions and activities under their control.
- Ensuring that injuries, diseases and dangerous occurrences notifiable under RIDDOR are reported to the Central Services Department.
- Instigating and controlling corrective and preventative action programmes as recommended by the Central Services Department in relation to accidents and incidents.
- Conducting regular inspections to ensure all safety arrangements and work practices are effectively applied and remain relevant.
- Ensuring that appropriate and suitable PPE (personal protective equipment) is provided, used and regularly inspected.
- Adopting risk assessments and safe systems of work and reviewing them regularly as required.

## **Consultation & Communication**

### **The Health and Safety Committee**

The remit of the health and safety committee is to advise upon, and keep under review, the health and safety policy and arrangements to secure the health and safety of employees, students, visitors and anyone affected by the activities of the LGoS. In fulfilling this objective, the committee will have the following responsibilities:

- To advise the Guild on all matters of safety and to make recommendations for such actions that are necessary to comply with the statutory requirements and the university safety policy
- To keep the implementation and effectiveness of safety policy under review, and to monitor safety standards and performance throughout the Guild
- To advise on and review measures for the promotion and awareness of safety throughout the Guild

#### *Composition of the Health & Safety Committee:*

Chief Executive (Chair)

Central Services Manager

Assistant Central Services Manager (HR)

Student Activities Manager

One member of the Staff Forum

One Student Representative Officer

Other staff members may be invited to attend when relevant

## **Employees**

All employees have a legal duty to take care for their own health and safety and that of others who may be affected by their acts or omissions, to co-operate with management to achieve a healthy and safe workplace and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.

#### Specific Responsibilities;

- To work in accordance with the training and instruction given.
- To follow the safety arrangements and rules established for work activities.
- To make use of all safety equipment provided.
- To advise their manager of any safety hazards or deficiencies in the safety arrangements and controls, observed accidents, dangerous occurrences or near misses.
- Not to undertake any task for which authorisation and or training has not been received.
- Ensuring a clean and tidy workplace is maintained.

**Breaches of safety rules or interfering with safety equipment will be treated as a serious disciplinary matter.**