

Durham SU Health and Safety Policy

Policy Name:	Durham SU Health and Safety Policy		
Approval Date:		To Be Reviewed:	Every 1 year
Approved By:	Performance and Delivery Committee		
Noted / Endorsed:	Senior Leadership Team		
Related Policies:			

Review History			
Date	Name	Signature	Comments
March 2020	Kirsty Morrison		
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Health and Safety Policy Statement:

About this policy

Durham Students' Union is fully committed to ensuring the health, safety and welfare for all staff, members and anyone affected by our activities and to providing a safe environment for all those attending our premises through regular assessments of risks in the workplace.

In particular we are committed to maintain safe and healthy working conditions through control of the health and safety risks arising from our work activities, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and case of work-related ill health.

Who this policy applies to:

This policy applies to those working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed term employees, casual and agency staff and volunteers (collectively referred to as **staff** in this policy).

1. What is covered by this policy?

1.1 In accordance with our health and safety duties, we are responsible for:

- 1.1.1 Assessing risks to health and safety and identifying ways to overcome them.
- 1.1.2 Providing and maintain a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- 1.1.3 Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- 1.1.4 Ensuring the equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- 1.1.5 Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- 1.1.6 Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

2. Responsibilities for implementation of this policy

- 2.1 The Board of Trustees, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.
- 2.2 The Board of Trustees delegates overall 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 The Chief Executive has nominated Director of Services as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
- 2.4 The Principal Health and Safety Officer is responsible for all staff health and safety including training, safe working practices and an annual review of risk assessments. They are also responsible for health and safety of student activities.
- 2.5 Any health and safety concerns should be reported to the Principal Health and Safety Officer.
- 2.6 Durham SU Health and Safety Committee meets quarterly attended by key internal stakeholders from each team, and a representative from University Health and Safety department and Accommodation and Commercial Services respectively.

3. Standards of workplace behaviour

- 3.1 Staff must co-operate with the Principal Health and Safety Officer, supervisors and managers on health and safety matters and comply with any health and safety instructions.
- 3.2 You must take reasonable care of your own health and safety and that of others, by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).
- 3.3 Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment must be reported to the Principal Health and Safety Officer or your line manager.
- 3.4 You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.
- 3.5 Failure to comply with health and safety rules and instruction or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

4. Information and consultation

- 4.1 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.

5. Health and Safety Management Standards

- 5.1 A series of documented H&S Management Standards which set out what the Union expects to be achieved for each health and safety topic will be referred to by all staff. These are set out in the International Organisation for Standards (ISO) 45001 standards for OHSMS, published in March 2018. This policy sets out an OHSMS which aligns with the requirements of ISO 45001: *Occupational Health and Safety Management Systems*.
- 5.2 Each relevant standard must be attained by all services – sometimes a topic requires a specific health and safety guidance to be followed, a particular form to be completed or a level of training to be achieved – in this way staff and members are protected.

6. Assessment and Control of Health and Safety Risks

6.1 Types of Risk

The hazard identification, risk assessment and risk control processes are central to the OHSMS, which provides the means to control a number of linked risks, such as: risk of injury; risk of ill-health; risks to business continuity; risks of legal non-compliance and enforcement action; and reputational risks.

6.2 Responsibility

The responsibility for writing and implementing risk assessments rests with the manager directly in control of the activity, or with any person specifically delegated the task by the Principal Health and Safety Officer. Wherever possible, risk assessments

should be developed with the participation of those who will be completing the work and interested parties.

It is the responsibility of the Principal Health and Safety Officer to ensure that all of the hazards, which fall within that business unit, are systematically identified, assessed and controlled.

6.3 Hazard Identification

The Principal Health and Safety Officer implements a continuous and formal process of hazard identification, for all activity under the remit of the business units. A starting point is a consideration of the relevance to the business unit of the hazards listed on Risk Register. The hazard identification process also needs to consider whether there are other hazards in the business units which are not listed on the Risk Register; the diversity of operations at the Union means the Risk Register cannot be considered to be definitive and exhaustive for all areas.

As well as hazards associated with business as usual activity, hazard identification should also consider day-to-day fluctuations, for example, variations caused by holidays, illness or staff changes, and planned changes, such as major refurbishment. For this reason, hazard identification is not be a one-off event, but a continuous process which has the flexibility to incorporate changing circumstances.

6.4 Risk Assessment

Risk assessments are simply a formalised means of identifying items and activities which present risks to human health and/or safety, a quantification of the scale of those risks, and a description of the means by which those risks are controlled, so that the likelihood or scale of the risks are minimised.

The Union promotes a standard approach to the assessment of risks, and various template risk assessments are available through the intranet site, along with guidance on the approved method of risk assessment. Generally, the guidance requires a consideration of the hierarchy of control, and controls may be adopted from a variety of levels within that hierarchy. Courses on risk assessment methodology, to promote the consideration of the hierarchy of control, are included in the HSS (University Health and Safety Services) training programme.

Significant findings identified during the risk assessment process are recorded. Risk assessments are reviewed when there are significant changes to the scope of the assessment or the hazard it controls, when accident or incident investigations suggest that it may not adequately define necessary controls, when legislation emerges or is amended, or at least annually.

It is essential that the development of the risk assessment includes the participation of those who will be completing the task and any interested parties so that they participate in the ownership of the risks and controls, and ensure that the risk assessment reflects the planned activity.

6.5 Assessment Register

The Union maintains a register of all hazards under its remit, and the details of the risk assessments which have been completed to control those hazards. As a minimum, this Risk Assessment Register shows: the hazard; the name of the risk assessment that controls the hazard; who completed it; the date it was completed; the current version control number; and the scheduled review date. The Risk Assessment Register is made available, on request, to the University HSS for collation and reporting purposes.

6.6 Risk Register Review

Every risk assessment is reviewed at least annually, The Risk Assessment Register, particularly as it relates to the hazards which are identified under it, is also formally reviewed by its owner and agreed at least annually.

6.7 Guidance

For every hazard identified on the Risk Register, HSS makes available a guidance document, which sets out the University's expectations in respect of the appropriate control of the hazard, and the roles and responsibilities of those designated with duties to control the hazard. Each of the guidance documents has a designated owner within HSS, who is responsible, in consultation with interested parties, for formally reviewing the sufficiency of the documents, at least biennially

7. Legal and Other Requirements

7.1 Legislation Register

The Principal Health and Safety Officer maintains a Health and Safety Legislation Register. The Legislation Register works from the hazard inventory contained within the Risk Register and, in each case, identifies the primary and other legislation which applies to the hazard.

7.2 Emerging Legislation and Guidance

The Principal Health and Safety Officer is responsible for alerting the Union to emerging or amending health and safety legislation, or guidance, directly linked to the requirements of the University's regulators. This awareness is supported through the competent resource in University HSS.

8. Competence, Training and Awareness

8.1 Competence

The Union ensures that all members are suitably competent to conduct the tasks expected of them, in a safe and healthy manner. Health and safety competencies are reviewed, acquired and maintained throughout Union staffs' time with the organisation. Responsibility for the review of health and safety competencies lies with the Principal Health and Safety Officer

Competency requirements are driven by the risk assessment process. Suitable methods of acquiring the required skill, knowledge and experience, including awareness of the associated hazards and controls to conduct tasks, are established and actioned prior to work commencing.

8.2 Training Needs Analysis

All business unit leads conduct training needs analyses across their area(s), to ensure all members hold the appropriate skills to manage risk.

Health and safety training may include training in: manual handling; first aid; stress management; and the role of the fire warden. Generally, these courses are not in house, but can be sought from the University or external providers.

8.3 Local Induction

This induction includes, as a minimum, the contents of any local risk assessment which cover the work of the appointee and local arrangements for emergency response and accident reporting. Initial assessments of competence for all of the tasks the Union

member may be reasonably expected to undertake are also completed at this local induction.

The induction covers the means by which the member, or interested party, should remove themselves from work situations which present imminent and serious danger to their life or health. In some cases, depending on the nature of the work, the contents and receipt of this induction are formally recorded and retained within their HR records.

8.4 Compulsory Training

All members are required to complete through the provision of an online general health and safety induction module. This module covers, inter alia, obligations and responsibilities, accident and incident reporting, the management of slips, trips and falls, use of display screen equipment and sources of support. In addition, there is an online fire safety management module, setting out the University's expectations in respect of fire safety management and the role that all staff play in this which is replicated in the Union. .

These two modules are compulsory for all staff, must be completed within the first four weeks of appointment, and are available through DUO, the University's online learning environment.

There is also an online display screen equipment training and assessment module, on DUO, which is compulsory for all users of display screen equipment.

8.5 HSS Training Delivery

The HSS provides a fully-structured programme of health and safety training throughout the academic year, set in advance and published to the HSS's intranet site. Some of this training is delivered by the HSS team, with the rest being provided by contracted partners. In general, these courses are available to all relevant staff.

8.6 Health and Safety Coordinators

Health and Safety Coordinators are required to hold a formal, recognised health and safety qualification. Accepted qualification is the NEBOSH General Certificate in Occupational Health and Safety (to cover high risk activity). Assessment of lower risk activity can have the accepted qualification IOSH Managing Safely.

8.7 Registers and Refresher Training

Some health and safety training does not have an expiry schedule; however, most will require periodic refresher training. For internal training, the refresher date can be incorporated into the training booking system.