

POLICY – HEALTH & SAFETY

Owned by: General Manager

Date passed: 25/03/19

Body passing: Trustee Board

Review required: 24/03/22

1.0 General Policy Statement

- 1.1 Winchester Student Union is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities.
- 1.2 This document details the particular arrangements that are in place to meet this commitment, who is responsible for implementing this policy, the measures in place to monitor implementation of the policy and the system for reviewing the policy.
- 1.3 Winchester Student Union recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation.
- 1.4 Winchester Student Union is committed to ensuring that procedures are in place to identify hazards, assess risk and implement actions which improve the management of health, safety and welfare.
- 1.5 Winchester Student Union acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure it carries out its operations in a manner which meets its legal obligations.
- 1.6 Winchester Student Union is committed to developing a positive safety culture, based on the involvement of staff in health and safety management. Winchester Student Union will therefore use meetings, forums and other identified mechanisms to involve staff in health and safety management.
- 1.7 Winchester Student Union is an independent organisation, which is closely aligned to and works in partnership with the University of Winchester. Therefore, the relationship between the Union and the University is complex and important with regard to this policy.
- 1.8 The University has a legal responsibility to ensure the good management of the Union. As such, the University has an interest in

ensuring that adequate measures are in place to ensure health, safety and welfare within the Union.

- 1.9 The University has its own Health and Safety Policy and a Safety Officer with whom the Union works closely. This is particularly true in the management of the Union's facilities which are leased from the University.
- 1.10 The Union is a member of the University Joint Health & Safety Committee, which leads work across the University campuses. The Union works closely with the Committee to ensure its facilities and services maintain high standards with regard to Health & Safety.
- 1.11 Staff and officers of the Union should note that they are employees of Winchester Student Union and as such must adhere to the Union's Health and Safety Policy. Staff should also note that breaches of the Health and Safety policy will be treated with the utmost seriousness and could be deemed gross misconduct.

2.0 Organisational responsibilities and arrangements

The Board of Trustees	<ul style="list-style-type: none"> Establishing the strategic vision, policies and values of Winchester Student Union Ensuring a sound system of controls are in place and working effectively Reviewing and monitoring a Corporate Risk Register
University of Winchester	<ul style="list-style-type: none"> Ensuring the Union is well managed and sustainable, in line with any memorandum of agreement or similar Ensuring the Union facilities are structurally sound and its fixed assets in good working order Ensuring that roads, toilets, mechanical and electrical fixtures are in good order and well maintained Through the University Joint Health & Safety Committee: providing advice and access to expertise, training and resources to ensure the Union continues to meet its legal and partnership responsibilities
The General Manager	<ul style="list-style-type: none"> Designated Safety Manager for the Union Responsible for maintaining good risk management practice Strategic resource management – ensuring that financial, human resources and other resources are available to support the effective management of Health & safety within the organisation Representing the Union on the University Joint Health & safety Committee Working with the University safety officer to maintain a system of regular checks and safety audits. Maintaining records and reporting incidents as required to the Board of Trustees, University and statutory bodies. Remaining up to date with relevant legislation Ensuring adequate training is in place across the Union

	<ul style="list-style-type: none"> • Providing operational management of Health and Safety within the Union offices
Departmental Managers & budget holders	<ul style="list-style-type: none"> • Designated operational safety managers within their areas of responsibility. • Responsible for working with the General Manager to identify issues and implement actions accordingly. • Provide leadership within their teams, ensuring staff are aware of the Union's Health and Safety policy, their responsibilities and that staff have access to appropriate training. • Conduct regular checks and inspections within their areas to ensure standards of good practice are maintained • Inform the General Manager of actions taken or necessary to control immediate threats • To be responsible for the health and safety of all students, visitors, contractors or suppliers whilst within their area of responsibility • To be responsible for the safe usage, storage and maintenance of all equipment and machinery in their area of responsibility • Reporting any issues with the Union building to the University via the web system to ensure deficiencies are quickly rectified • Ensure staff are aware of safe practices when carrying out their duties, such as manual handling, COSHH and the safe use of Visual Display Screen equipment. • Record and report any accidents or incidents using the forms supplied
All Staff	<ul style="list-style-type: none"> • To be aware of the Union's Health & safety Policy • To take reasonable care in the performance of their duties of themselves and others around them • To co-operate fully with the Union and University management teams, ensuring any actions or controls are implemented as directed • Informing their manager(s) of any potential risks or concerns and reporting any incidents or faults immediately • Do everything in their power to maintain a safe working environment • Correctly use any personal, protective equipment (PPE) supplied to assist in carrying out their duties as instructed by their line manager or in line with instructions/manuals provided with equipment • Protect themselves and others by not interfering or misusing any equipment provided for health & safety purposes • Ensure all equipment is stored safely after use

Sport/Society Committees	<ul style="list-style-type: none"> • appointing suitably qualified activity leaders • ensuring they attend relevant training sessions • reading training materials provided • disseminating health and safety and other relevant information to members • undertaking risk assessments for their activities • reporting any concerns, incidents and accidents
Contractors, Partner organisations, Visitors & Students	<ul style="list-style-type: none"> • Take reasonable care of themselves or others who may be affected by their actions or omissions whilst on Union premises or attending union events • Co-operate fully with Union staff • Comply with all University and Union policy, safety regulations and instructions • Report all accidents, dangerous occurrences and incidents to the Union • Not to interfere with or misuse any equipment provided in the interests of health & safety or welfare. For example it is a legal offence to interfere with or move a fire extinguisher from its fire point.

3.0 Risk Management & Risk assessments

- 3.1 Risk Assessments are the cornerstone of how the Union manages risks.
- 3.2 A risk is any event or issue which could affect the ability of the Student Union to deliver its strategic ambitions or deliver its services to the standard expected.
- 3.3 Risk Assessments provide a structured consistent methodology for assessing and managing risks within the organisation and clearly identifying who is responsible for managing risks.
- 3.4 We all manage risks on a daily basis without always describing those as risks. We assess possible dangers and take actions to minimise the likelihood of those things happening or the impact when things go wrong.
- 3.5 As a public body the Student Union has a responsibility to ensure it carries out its functions in a manner which reduces any risks to the organisation and its stakeholders (which includes its trustees, staff, students, visitors and partner organisations).
- 3.6 It is impossible to completely eliminate all risks to the organisation. Good risk management is about identifying both any potential risks and any controls or actions that can be taken to minimise the likelihood or impact of those risks.
- 3.7 There are four distinct elements that form our approach to Risk Management:
- Identification of any potential risks
 - Assessment of the potential impact of that risk and the likelihood of that occurring
 - Identifying and implementing controls and actions to reduce the impact an likelihood of that risk to an acceptable level
 - Monitoring and reviewing our controls and procedures

- 3.8 Significant risks facing the organisation are recorded in a corporate Risk Register.
- 3.9 Risks associated with day to day activities of the union utilise risk assessments to identify controls that are employed to manage these risks. These largely cover health and safety legislative duties and include the activities of sports and societies.
- 3.10 A Guide to Risk Assessment and risk assessment forms are available from the Student Union.
- 3.11 Risk Assessments should be approved by the relevant departmental manager or General Manager. A register of Risk Assessments will be kept by the General Manager and reviewed periodically by the Union's Health & Safety committee.

4.0 Safety Audits

- 4.1 A Safety Audit is an independent, systematic process for inspecting safety systems within each area of The Union. Safety audits are undertaken with support from the University Safety Officer and follow University practice. A Safety Audit can be compared to a financial audit in that, they are conducted to independently assess and monitor the safety performance of each area within the organisation.
- 4.2 All aspects of safety are checked against predetermined criteria. However, because such an audit is by necessity of limited scope, it is not highly detailed, nor is it meant to be unnecessarily critical. The purpose of the report is to encourage good practice and highlight areas for improvement.
- 4.3 The audit will be carried out by the University Safety manager or their delegate. The audits seek to:
- Identify and assess the effectiveness of actions implemented following the last audit
 - Identify good practice
 - Identify areas for improvement and actions to undertake as result of the audit
- 4.4 Safety Audits will be conducted to a timetable agreed with the University but will occur not more than annually per activity so reviewed. Departmental managers are expected to be involved in the audit in their area and to supply documentation and information as required.
- 4.5 Other forms of inspection happen more frequently to maintain standards in between Safety Audits. These include:
- Fire inspections
 - Emergency evacuation practices (not less than twice annually)
 - Food Hygiene inspections (externally undertaken)
 - Electrical testing of all portable electric equipment (undertaken by the University)

- Fire alarms are systemically tested by the University, who are also responsible for maintenance of the fire alarm system by an approved contractor and that the database of such checks is kept up to date
- Emergency lighting is checked by the University and keep a database of these checks.

5.0 Health & Well-being at work

- 5.1 The workplace has a significant impact on people's health and well-being. Whilst this is usually a positive effect, the Union recognises that poor management of workplace health can lead to work-related ill health and to high levels of sickness absence. It recognises that effectively managing occupational health is key to being a good employer
- 5.2 The Union recognises it has a duty to create a workplace where health, safety and well-being is protected and promoted.
- 5.3 The Union also recognises that some absence is normal and usually related to short-term illness which has no on-going implications. However where this is not the case and a more long-term issue emerges the Union seeks to support employees to access advice and support and to return to work.
- 5.4 The Union's staff handbook attendance policy details how the Union deals with sickness absence and employees contractual duties to notify the Union when they are ill. This ensures the Union has a fair and consistent approach to ensuring employees return to work quickly.
- 5.5 The policy also details how, in some circumstances, the Union may seek the advice of an Occupational Health Practitioner to support an employee to return to work.
- 5.6 Equalities - The Union recognises that under the Equalities Act it has a duty of care to take account of diversity when assessing risk and managing health and safety. In particular it recognises that the following may experience particular risks within the workplace:
- Race & migrant workers – for example ensuring everyone understands their rights in the workplace
 - Gender- for example taking into account gender (social) and sex (biological) differences on workers
 - Disability – ensuring any reasonable adjustments are identified and put in place within the workforce
 - Young workers – who may not have experience or knowledge of risks within the workplace
 - Older workers – who may face differing physical challenges within the workplace
 - New employees – who may not be as familiar with a role and safety measures employed

5.5 Training & Communication

- 5.8.1 The Union is committed to ensuring that staff members receive appropriate training in Health and Safety.
- 5.8.4 The General Manager is responsible for ensuring appropriate staff are provided with generic training such as fire evacuation and first aid. They are also responsible for liaising with the University Joint Health & Safety Committee and department managers to co-ordinate training provision for team members.
- 5.8.5 Line Managers are also responsible for identifying and organising specific training for their staff and volunteers, such as food hygiene training.
- 5.8.6 The General Manager and Board of Trustees are responsible for ensuring adequate resources are in place to support training requirements.
- 5.8.7 Information regarding health and safety, including the contents of this policy and any amendments, is disseminated to staff and stakeholders in a number of ways:
- Through regular team meetings and training
 - Available on the Union's website
 - Hardcopy of the Health & Safety Policy available in the Union Office
 - Through department notice boards
 - Through notices and signs displayed within the Student Union

5.9 Pregnancy

Any female working at the Union has the responsibility to notify the Union in writing that she is an expectant mother. Their line manager will then undertake a risk assessment to identify any risks and controls to ensure the employees continued wellbeing at work. Further relevant details can be found in our parental leave policy.

- 5.9.1 The employee should pass on any advice from her registered medical practitioner or midwife that could affect the assessment of her risk at work.
- 5.9.2 Newly appointed female staff must notify the Union in writing if they have given birth within the previous six months or are breastfeeding.
- 5.9.3 If an employee continues to breastfeed for more than six months, she must notify the Union to enable any potential risks to both mother and baby to be considered.
- 5.9.4 Risk assessments should be regularly revisited to ensure that any changes in the condition of the expectant/new mother are dealt with.
- 5.9.5 The following are the main specific hazards that are associated with new and expectant mothers at work that may need to be eliminated or else adequately controlled. The risk assessment should cover these

and any others that may be identified. The medical condition of each new/expectant mother needs to be considered on the basis of advice from her doctor or midwife.

- Slips, trips and falls – the increasing size of a pregnant woman may adversely affect her balance, so slippery or uneven stairs, floors, paths etc are a particular concern
- Standing or sitting for long periods
- Mechanical - vibrations/movement – including travel
- Manual handling – lifting, twisting etc
- Excessive noise
- Exposure to radiation - non-ionising and ionising
- Extremes of temperature
- Infectious or contagious disease, e.g. German measles, listeriosis.
- Harmful substances, including exposure to other people's tobacco smoke
- Display screen equipment – IT work stations
- Working hours
- Work-related Stress (including working conditions, excessive workloads, travel during rush hour)
- Home working

5.9.6 If a risk remains after reasonable preventive and protective actions were taken, the Union must take the following steps:

- Adjust the working conditions or hours if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met,
- Identify and offer suitable alternative employment, and if this is not feasible;
- Suspend on full pay for as long as is necessary to protect the health and safety of the child.

5.10 Stress

5.10.1 The Union acknowledges that we all experience pressure regularly and it can motivate us to perform at our best. However it is when we experience too much pressure and feel unable to cope that stress can result. This can be detrimental to both physical and mental wellbeing. It can occur at all levels in the organisation.

5.10.4 The Board of Trustees are responsible for ensuring that the policies and strategic development of the Union proactively support well-being in the workplace.

5.10.5 Managers are responsible for being alert to possible symptoms of stress amongst their staff. Managers should work with staff to identify causes and solutions to reduce stress. Symptoms can include:

- Changes in a person's mood or behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance.

- Increased consumption of alcohol, tobacco, caffeine and/or possibly illegal drugs.
- Complaints about their health, for example frequent headaches.
- Increased sickness absence from work.
- Deterioration in timekeeping.
- Reduced quality of work.
- Increased number of complaints from customers.

5.10.6 Staff have a responsibility to inform their manager if they feel that they are suffering from pressure at work and/or work-related stress.

Managers must treat this information as confidential, although they may need to discuss strategies to overcome the pressure/stress with their line manager.

5.10.7 The Union is also committed to facilitating a healthy work-life balance for its staff and recognises this can positively contribute to employee stress levels. Further details can be found in the Staff handbook and the following documents:

- Parental leave policy
- Flexible working paper

5.11 Management of Smoking

5.11.1 It is the law of the land that all enclosed and substantially enclosed spaces including buildings, garages, sheds, huts, and vehicles used for work, are smoke-free. An enclosed space is defined as having a roof and being wholly enclosed by walls. It includes temporary structures such as tents and marquees. This includes the Student Union, any temporary event marquees and all vehicles owned or leased by the Union.

A substantially enclosed space is defined as having a roof and an opening in the walls representing 50% or less of the total wall area.

5.11.2 Smoking is not permitted from windows, on roofs, in doorways, and external stairways.

5.11.3 Smoking is permitted externally on campus, only in designated areas. Smokers have a duty to ensure that their smoke does not enter any enclosed or substantially enclosed space through windows, doors or other openings.

5.11.4 All persons on the University campus must adhere to the University's Smoking Policy, failure to do so will constitute a breach of the University's Health and Safety Policy staff and students may therefore be subject to disciplinary procedures.

5.11.5 It is illegal to sell cigarettes and tobacco to anyone under the age of 18. To ensure its duty, Union staff operate 'challenge 25' and should ensure that ID/proof of age is requested when they suspect someone is under the age of 25.

5.11.6 The Union shall ensure there are adequate signs telling members and guests that the Union is a no smoking area. The Union will promote smoking cessation and shall highlight the issues relating to smoking. The Union shall also make available information on advice and support available for people who are considering giving up smoking.

5.11.7 All staff and students have a personal responsibility for ensuring that their visitors and contractors comply with the Policy.

5.12 Drug and Alcohol Use

5.12.1 Staff must always be sober whilst at work. Staff should not drink or seek to become intoxicated immediately before work, whilst at work or during their lunch or other work breaks unless explicit permission has been granted by their line manager (such as a special occasion, i.e. a lunch time leaving party or a staff drink at the end of a shift).

5.12.2 It is totally unacceptable for staff to use illegal drugs or misuse prescribed drugs or substances (such as solvents) whilst at work or during their lunch or other work breaks. In addition to this, it is also unacceptable if drug or alcohol misuse occurs outside the workplace where such misuse affects the workplace, job role or brings the Union into disrepute.

5.12.3 The Union recognises that alcohol or drug dependency is a treatable condition, and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence.

5.12.4 It is also totally unacceptable for students and visitors to use illegal drugs or misuse prescribed drugs, alcohol or substances (such as solvents) whilst visiting the Union or any of its activities.

The Union recognises that alcohol or drug (mis)use is prevalent in all walks of life and as such will take practical measures to make available advice and promote harm reduction, in parallel with any necessary disciplinary sanctions.

5.13 Lone Working

5.13.1 Employees are classified as lone workers when undertaking solitary work, out of sight and hearing range of someone who could assist directly in the event of an accident or illness. The definition of lone working includes working alone on Union premises or off campus.

5.13.2 Department Managers should ensure that the risks of lone working are assessed and recorded ahead of the work starting. The likelihood and consequence of foreseeable accidents needs to be considered and adequate controls and emergency arrangements need to be implemented.

5.13.3 Individuals working on their own, particularly at unsocial hours and in remote locations are likely to be unable to obtain prompt emergency aid due to the absence of other persons close at hand. Working alone is generally not more risky with regards to undertaking work, but in the

event of an injury, accident or other incident the lone worker is more likely to remain unattended for a significant time.

5.13.4 Lone working must not be undertaken if it is reasonably foreseeable that an accident would be sufficiently serious that a second person needs to be present to respond. The following are examples where lone working should normally be prohibited:

- Use of ladders where the height of the ladder is such that footing by a second person is required and the ladder cannot be adequately secured
- Use of dangerous machines where there is a risk of entanglement, entrapment, crushing, impact or injury from cutting or shearing, stabbing or puncture
- Work on or near live electrical conductors

5.13.5 The risk factors that need to be assessed include:

- Person's Suitability
- Machinery, Equipment, Materials or Handled Items
- Environment
- Emergency procedures
- Communications
- Supervision

6.0 Fire Safety

6.1 The primary purpose of fire safety procedures (as with fire safety legislation) is the protection of people. Protection of property will normally follow on from such procedures, but is of secondary importance.

6.2 Although fire precautions are mainly common sense, staff should understand what to look for and report any deficiencies to the Union's Operational Safety Manager, through their Manager. The Union's Operational Safety Manager is the General Manager.

Departmental Managers will be considered fire wardens for the purposes of this policy and will receive training commensurate with that role and responsibility. Those managers may select deputies from amongst their staff team as receive adequate training with those individuals as above.

6.3 Fire Safety checks

The Operational Safety Manager will ensure that staff working in the capacity of a 'fire warden' carry out the procedures in check list below, at regular intervals and submit their monthly check sheets for filing:

- Firefighting equipment is in order, unobstructed and in place;
- There are no obstructions, apparent defects or damage to fire alarm call points, detectors or alarm sounders;

- Means of escape are well sign posted and kept clear of obstructions at all times;
- All internal fire doors are clearly labelled and all self-closing devices are kept in working order. All fire exit doors lead to a safe area and can be easily and quickly be opened from the inside without the use of a key;
- All portable electrical equipment has been tested for safety and is suitably labelled with a valid date. The length of all flexible cables should be kept to the minimum and are securely routed, so that damage is unlikely and they are never under floor coverings or through doorways;
- Flammable material is not left near to a source of heat;
- There is never any accumulation of rubbish, waste paper or other materials which could catch fire. This is particularly important when the premises has been used for a seminar or an exhibition;
- Any festive decorations are flame resistant and are not be attached to ignition sources (such as lights, heaters) or obscure fire safety notices and emergency lighting;
- Heating appliances are fixed in position at a safe distance from any combustible materials and are adequately guarded.

6.4 Fire training

- 6.4.1 The Union has a statutory duty to ensure that all their employees receive training about fire prevention, the arrangements in place to warn staff and what action they need to take to evacuate their place of work in the event of any emergency. This training applies to all persons engaged on regular duties within the Union, including those who work outside normal office hours. It is important that all staff receive fire emergency instruction and evacuation practice and that it is appropriate to their responsibilities.
- 6.4.2 Practice evacuation exercises for all staff and the responsibility for organising them is that of the Operational Safety Manager. They should be held at least twice annually in order that the routines remain familiar and action becomes automatic in the event of a real emergency. There are no exceptions as to which staff should participate in evacuation procedures and it is the responsibility of the Operational Safety Manager to ensure that all new personnel must on their arrival in post be given familiarisation guidance to emergency procedures within their area of operation.
- 6.4.3 All personnel receive a general safety talk by their Line Manager part of their initial induction session. This session takes place for all newly engaged staff as soon as possible after their appointment and includes information on fire exit routes and assembly points.

- 6.4.4 It is advised that refresher sessions are also arranged by line managers once per year. Such exercises should take the form of a walk over escape routes, checking they are clear of obstructions; signs are up-to-date and understood, as are the positions and types of fire extinguishers.
- 6.4.5 Practical Fire Evacuation Exercises for staff are carried out at least twice a year, the timing being at the discretion of the Operational Safety Manager in conjunction with department managers, and at a time which ensures that such an exercise will be most effective. These may be combined with instruction as above.
- 6.4.6 A departmental record of all the above practices and instruction must be kept. The following are examples of what needs to be included in such a record:-
- Date of the practice or instruction;
 - Duration;
 - Name of the person in charge of a practice or giving instruction;
 - Names of the staff receiving training;
 - Nature of instruction, training or exercise.
 - Signature of Operational Safety Manager
- 6.4.7 It is the responsibility of the Operational Safety Manager to organise staff training and to co-ordinate the actions of the staff in the event of an emergency. The guidance given should always be followed and priority given to life rather than property during an emergency.
- 6.4.8 Venue Managers should receive training annually as part of the University training programme. This includes the use of fire extinguishers.
- 6.5 Signage and Equipment
- 6.5.1 Blue and white Fire Action notices detailing what to do if you discover a fire and the nearest Assembly Point are also posted around the union building, usually near the entrance to buildings.
- 6.5.2 Emergency exit routes are marked with Green signs depicting a running person and an arrow to showing the direction for safe evacuation.
- 6.5.3 Where events are held in a marquee the Operational Safety Manager must ensure signage and fire extinguishers are in place at the temporary venue.
- 6.5.4 Fire extinguishers are strategically placed for emergency use only. These are serviced on an annual basis by the University of Winchester via a specialist contractor. However, if an extinguisher has been discharged, the University must be informed **immediately** so that the extinguisher can be replaced as soon as possible.
- 6.5.6 It is important that appropriate arrangements are in place and understood by all staff that ensure the safe evacuation of people who

may require additional support to evacuate the building in the event of an emergency. This includes the knowledge and use of refuge points.

6.6 Procedure for Emergency Evacuations

- 6.6.1 Procedures for emergency evacuations can be found as an appendices to this document.

7.0. **First Aid**

- 7.1 Under the Health and Safety (First Aid) Regulations 1981, the Union is required to ensure that there is adequate first aid provision on its premises. The regulations refer only to provision for employees, however the Union is committed to ensuring adequate provision for the large number of visitors to the Union. This section details the provision of first aid equipment, first aid personnel (first aiders) and dissemination of first aid information to other staff.
- 7.2 Each area of the Student Union must contain at least one first aid box, placed in a clearly identified and accessible location. First aid boxes should protect their contents from dust and damp and be clearly identified with a white cross on a green background. For the purposes of the Venue, a first aid room is provided in lieu of a single box.
- 7.3 The Manager responsible for the area in which a first aid provision is located is responsible for periodically (at least every month) checking the contents of each first aid box.
- 7.4 Each vehicle owned by the Union will also contain a first aid kit.
- 7.5 Departmental Managers must ensure that an adequate number of staff are trained as first aiders, in order to provide cover during all normal working hours. Although the Health and Safety Executive guidance is only for one first aider for every 50 employees, the Union's practice is to endeavour to have at least one first aider present during normal working hours. Where not practicable to be present, University Site Stewards should be called.
- 7.6 Emergency First Aid at Work Training is organised by the General Manager as required.
- 7.7 The current list of staff who are trained first aiders is available in the first aid room and held on record in the Union offices.
- 7.8 First aid information will be communicated to all staff through distribution of this policy, staff meetings, inductions and clear signage.
- 7.9 All accidents, of whatever severity, must be reported, either by the injured person, his/her supervisor or the first aider, via the standard Accident Report Form. These forms are readily available from the Union offices or the near vicinity of first aid boxes. Completed Accident

Report Forms should be copied to the General Manager and sent directly to the University Safety Officer.

- 7.10 All sports/societies that takes part in offsite or medium risk activities or greater, should seek to have a trained first aider present for any activity. Training for sport/society committees is organised annually as part of their training programme.

9.0 Control of Substances Hazardous to Health (COSHH)

- 9.1 The Control of Substances Hazardous to Health Regulations (COSHH) provides a legal framework to protect people against health risks from hazardous substances used at work. For the purposes of COSHH, substances hazardous to health are:

- Substances or mixtures of substances classified as dangerous to health under the current regulations, these can be identified by their warning label and the supplier must provide a safety data sheet for them;
- Substances with occupational exposure limits;
- Biological agents, if they are directly connected with the work or if exposure is incidental to it;
- Any fine dust in a substantial concentration;
- Any other substance which has comparable hazards to people's health

- 9.2 Substances hazardous to health are present in many products used on a daily basis at work, for example bleach, cooking oil, paint, etc. Some examples of the effects of hazardous substances include:

- Skin irritation, dermatitis or even skin cancer from frequent contact with oils;
- Asthma from sensitivity to substances contained in paints or adhesives
- Being overcome by toxic fumes
- Poisoning by drinking toxic liquids accidentally
- Cancer from exposure to carcinogenic substances at work
- Infection from bacteria and other micro-organisms

- 9.3 Under the COSHH (Control of Substances Hazardous to Health Regulations) the Union is obliged to carry out a risk assessment of any procedure that is likely to expose employees (and including students) to substances that could be harmful in any way to their health.

- 9.5 Hazardous substances that have been brought into the Union will normally include a warning label and information about safety precautions that should be taken when using the substance. The Safety Data Sheet for such products should be obtained from the supplier of the substance, by the manager of the area in which the substance is being used, and the guidance on the sheet should be followed.

- 9.6 Managers must identify the presence of substances covered by COSHH. As mentioned above, most will already be clearly labelled. Once identified, the risk associated with the use of the product must be assessed and any necessary precautions identified and implemented. The implementation of any precautions must be monitored by the appropriate manager, for example, the Venue Manager should ensure that all line cleans comply with systems for the use of high alkali line cleaning fluid.
- 9.7 All cleaning products must be kept in secured cupboards or rooms.
- 9.8 Gas cylinders for beer pumps must be kept securely in the cellar, be firmly attached to a wall and should be sheltered from intense sunlight. CO2 monitors are installed in all areas where gas cylinders are stored.

10.0 Food Hygiene

- 10.1 The Union works closely with Winchester City Council to ensure high standards of food hygiene are implemented and maintained. This is demonstrated through accreditation achieved through inspections by the Authority.
- 10.2 Guidelines for food handling and preparation are provided to all staff working in the Bars and Shops.
- 10.3 It is the responsibility of the Venue Manager and the Retail Manager to ensure that all staff receive appropriate food hygiene training. They must ensure standards are maintained on an on-going basis and all records maintained as instructed.
- 10.4 All permanent staff who work with food must achieve the Basic Food Hygiene Certificate within two months of starting employment with the Union.
- 10.5 All student staff who work with food will receive training in food hygiene.

11.0 Use of Computers (Display Screen equipment)

- 11.1 Offices are equipped with visual display equipment, in the form of personal computers and laptops. Their use could result in musculoskeletal problems, known as work-related upper limb disorder (WRULD) or more commonly called repetitive strain injury (RSI), as well as eye strain (not damage), fatigue and stress.
- 11.2 Good practice in the layout and use of workstations should prevent any adverse risk. A workstation refers to the visual display equipment and its associated items including the furniture and the immediate work environment.
- 11.3 In law visual display equipment is called display screen equipment (DSE) and the Display Screen Equipment Regulations specify the duties of an employer who should:
- Assess the risk of workstations

- Deal with identified concerns
 - Provide training and information
 - Ensure eyesight is adequate and provide eye tests if required
- 11.4 It is appropriate that each user of a workstation completes an individual assessment of his/her workstation. A guide to best practice in workstation layout and use is provided on the University website at: <https://intranet.winchester.ac.uk/information-bank/health-and-safety>
- 11.5 The findings of the assessments should be reviewed by the appropriate line manager and any shortcomings should be dealt with as soon as is reasonably practicable.
- 11.6 The Union provides financial assistance towards the cost of eye tests and corrective lenses. Further details can be found in the Union's staff handbook.

12.0 Manual Handling

- 12.1 Manual handling injuries typically cause back injury, but hands, arms and feet are also vulnerable. The Manual Handling Operations Regulations came into force to reduce injuries from manual handling - the moving and lifting of loads by hand or by bodily force.
- 12.2 The Union will comply with the Manual Handling Operations Regulations which require that the risks specifically associated with manual handling activities are assessed, and eliminated or reduced as far as reasonably practicable. There is a priority of measures that need to be taken:
- a) Avoid manual handling operations as far as is reasonably practicable. This may be achieved by redesign of task and the use of mechanical aids;
 - b) Otherwise, assess the manual handling tasks;
 - c) On the basis of the assessment, reduce the risk of injury as far as reasonably practicable. This may be done by the use of mechanical aids, reducing the weight of loads, sharing the task between several persons etc.
- 12.3 Departmental Managers must ensure that work under their control is undertaken by applying the priority of measures described above.
- 12.4 All staff should follow the safe system of work developed from the risk assessment for handling operations, using any mechanical aids provided. Any faults should be immediately reported to their manager/supervisor.
- 12.5 When a manual handling operation could give rise to personal injury, there is a need for a specific risk assessment.

13.0 Safe use of equipment

- 13.1 The Union provides a range of equipment, including personal protective equipment (PPE) to enable staff to carry out their duties

efficiently and safely. The need for PPE is usually identified through a risk assessment. Examples of PPE include gloves in first aid kits and ear protection for live music events.

13.2 Safe Use of Equipment

It is the responsibility of Union staff members to:

- a) Ensure that when using work equipment, they adhere to all health and safety recommendations and read the manuals/instructions provided, e.g. wearing appropriate protective clothing etc.
- b) Report any faulty equipment to their Line Manager immediately. The equipment must then be stored safely and a notice put on it to prevent use by others.
- c) Ensure the safety of themselves and other members of staff at all times.

13.3 It is the responsibility of the Department Managers to:

- a) Ensure that work equipment is constructed or adapted so as to be suitable for the purpose for which it is used, having regard to working conditions and risks.
- b) Obtain adequate information from suppliers in the form of instruction manuals, leaflets and operational instructions which are readily comprehensible and make these available to staff who require them.
- c) Ensure equipment is effectively safeguarded by the suppliers. It must be made clear to suppliers that we expect, as a contractual condition, that all equipment should comply fully with statutory requirements by integrating the appropriate safety measures and control systems.
- d) Orders for equipment should reinforce the requirement that equipment should be supplied to meet the appropriate legislative and technical health and safety specifications.
- e) Where a Risk Assessment identifies the need for Personal Protective Equipment (PPE), managers must ensure that PPE provided is suitable for its purpose and is properly maintained.

13.4 This policy applies to second-hand equipment as well as new.

14.0 Vehicles

14.1 The Union owns two vehicles available to support students to access activities organised by the Union, its sports and societies. Both vehicles operate under a Section 19 permit.

14.2 The use of the vehicles is tightly controlled in order to:

- assure the safety of the drivers, passengers and anyone else who may be affected by their use.
- Ensure their operation is in accordance with the legal and insurance requirements.

14.3 Further details can be found in the Policy – Union Vehicles.

15.0 Alcohol & Drug Use

15.1 Alcohol

- 15.1.1 The Union has a legal responsibility for all its members and guests who are consuming alcohol in its bars, both while they are within the premises and outside the premises as they leave. Failure to undertake its responsibilities can lead to the loss of the Union's Premises Licence.
- 15.1.2 It is illegal to serve alcohol to anyone under the age of 18 years old. ID will be requested by bar staff if they suspect someone is under 18. To ensure its duty, Union staff operate 'challenge 25' and should ensure that ID/proof of age is requested when they suspect someone is under the age of 25.
- 15.1.4 Notwithstanding other legal restrictions, the consumption of alcohol purchased from the Union is permitted to be consumed by members, their guests or those having booked the union venue. Alcohol not purchased from the Union may not be brought onto or consumed on Union premises. Anyone found consuming alcohol not purchased from Union bars will be asked to leave the premises and further disciplinary action considered.
- 15.1.5 The Union reserves the right to refuse access to its premises to anyone that is felt to have been consuming alcohol excessively prior to gaining entry to the Union. Further details regarding rights of entry can be found in Paper – House Rules & Venue Entry.
- 15.1.6 Union staff should try to ensure that members and guests do not drink excessively within the Union. For this reason staff should not:
- serve drinks to anyone who appears to have been drinking excessively
 - serve no more than a double spirit in a glass
 - must not add a spirit to a bottled or draught drink
 - serve a spirit in a pint glass.
- 15.1.7 Irresponsible drinks promotions will not be permitted and a culture of responsible drinking will be encouraged. Staff who witness a member, guest or customer who is drinking in an irresponsible manner must report the incident to the Duty Manager, a Venue Supervisor or member of any event security staff who will deal with the incident.
- 15.1.8 The Union does not permit drinking games or any such drinking activities that may result in a member or guest becoming excessively intoxicated.
- 15.1.9 Members or guests that are deemed to have been drinking excessively within a Union bar will be asked to leave the premises. Staff (including security staff) shall ensure that the person is in a fit state to leave the premises safely.
- 15.1.10 The Union shall promote responsible drinking and the consumption of non-alcoholic drinks. These shall include displaying messages around

personal safety, drinking limits and information on sources of support for those who consider they may have a drink problem.

- 15.1.11 The Union will be a member of, and actively promote the Designated Driver Campaign and adhere to the Best Bar None accreditation standards. Designated drivers will be allowed free carbonated soft drinks and juices on production of their car keys as proof they are a designated driver.
- 15.1.12 as per its statutory duty, the Union shall ensure that there is free tap water available during the bar opening hours for anyone who asks.
- 15.1.13 Bar prices will be set in order to achieve the targets approved by the Board of Trustees. Union funds must never be used to subsidise the price of an alcoholic drink from the Union Bars.
- 15.1.14 Union and security staff may ask for proof of identity at any time and may record details of members, guests or customers who are deemed to have been involved in an incident that may require action under the Union's Disciplinary Procedures.
- 15.1.16 Anyone deemed to be acting inappropriately and in contravention of Union Policy, or of being violent, abusive or destructive to Union property or property of other members or guests will be asked to leave the premises. The incident will be reported to the police as deemed necessary by the Duty Manager. Members shall be responsible for the actions of their guests at all times. Full details of the Union's disciplinary process can be found in Bye-law 2 – Code of Conduct.
- 15.1.17 The Union's policy in relation to the use of alcohol and drugs by staff is detailed in section 5 of this policy.

15.2 Drink Spiking

- 15.2.1 The Union has a moral responsibility to protect all its members and their guests from the harmful effects drugs and in particular, drink spiking. It is an offence for a person to knowingly allow illegal drugs to be used; this should be made even more apparent when related to drink spiking.
- 15.2.2 One of the main forms that drinks are spiked with is more alcohol. Staff should take care and ensure that they do not allow members or guests to pour one drink into another to make it stronger.
- 15.2.3 Staff should be vigilant at all times and report any suspicions to the Duty Manager or Supervisor. Recorded CCTV will be used to increase the management and security of people within the venue.
- 15.2.4 The Union will run awareness campaigns and shall highlight the issues relating to drink spiking. The Union shall also make available free, or at a minimal cost, anti-drink spiking devices to reduce the number of incidences.

- 15.2.5 The Union shall make members and guests aware that Union staff shall remove and dispose of any drinks that are unattended on tables etc. The Union will not replace these drinks as it is deemed that if left unattended for any length of time the owner no longer wants it.
- 15.2.6 If anyone suspects their drink has been spiked, staff should inform the Duty Manager or Supervisor who will deal with the incident, which should be reported to the police immediately.
- 15.2.7 Anyone suspected to have spiked a drink of another member or guest, will be subject to the disciplinary procedures as outline in Bye-law 2 – Code of Conduct. The Police will also be informed.
- 15.3 Misuse/Possession & Dealing of Drugs
- 15.3.1 This section should be used in conjunction with the Safe Clubbing Guide. It is an offence under the Misuse of Drugs Act for a person to knowingly allow illegal drugs to be used. To promote good health and conduct and satisfy its legal obligations, the Union and the University does not tolerate the abuse of drugs on its premises or at activities organised by the Union.
- 15.3.2 The Union will act within the University's Drugs Policy, which requires that any incident be reported to the police and the institution. The Union recognises that drugs related incidents on or around the Union or a Union run event will jeopardise the Union's Premises Licence.
- 15.3.3 The Union will ensure that its members are aware that the institution has the power to remove any student from his/her course if involved in a drugs related incident.
- 15.3.4 The Union will publicise to its members that the misuse of illegal substances on the premises, or at a Union run activity or event will not be tolerated.
- The Union will publicise to its members guidance and harm reduction information relating to illegal drugs usage.
- 15.3.6 Any drugs related incident will result in an immediate ban from Union premises and activities for the member involved until the matter is considered under the Union's Disciplinary Procedures. (Members shall be responsible for the actions of their guests). The incident will also be reported to the police.
- 15.3.7 The Union reserves the right to search members and guests entering the premises or attending events. In the event that illegal substances or items of concern are found they should be handed in to a member of Union staff, and the Duty Manager informed. Any such items so confiscated will be subject to procedures detailed in Paper – Weapon and Drugs Seizure.
- 15.3.8 The Union has a moral responsibility to protect all its members and their guests from the harmful effects of illegal drugs. The Union will run anti-drug campaigns and will highlight the issues relating to the misuse of

illegal substances. The Union shall also make available information on advice and support, available for people who consider they have a drug related problem. Harm reduction should go hand in hand with enforcement.

- 15.3.9 Staff should be vigilant at all times and report any suspicions to the Duty Manager or Supervisor. Recorded CCTV will be used to increase the management and security of people within the bar.

16.0 Venue Management

- 16.1 The Union has a full system of practices and procedures relating to the operational management of the Venue.
- 16.3 The Union is committed to protecting its staff, members and guests from violent or abusive customers. The Union recognises that customers are particularly liable to violent, threatening and abusive behaviour after consuming alcohol. Staff are trained and experienced in customer care and handling difficult situations. However the Union will not tolerate violent, threatening and abusive behaviour and any such behaviour will result in action under the Union's Disciplinary Procedures.
- 16.4 Managers will ensure that risk assessments and training will identify and address specific areas of risk for venue staff, including:
- Safe use of equipment
 - Manual handling
 - COSHH
 - Fire safety
 - First aid
 - Dealing with difficult customers
- 16.7 Any external contractors engaged for events, including food stalls and sideshow operators must provide risk assessments prior to events. They must also produce any insurance, qualification and inspection certificates as required.
- 16.8 The Marketing & Events Manager has responsibility for ensuring that appropriate management systems are in place for each phase of an event to make sure health and safety risks are controlled. This includes during the build up, load-in, breakdown and load-out as well during the actual event itself. Systems should follow the HSE guidance and Events Industry Forum Purple Guide to Health, Safety and Welfare at Music and Other Events.
- 16.9 The Venue Manager has overall responsibility for ensuring the proper co-ordination of all work activities at events, including ensuring a safe overall phased programme of work which takes into account contractor risk assessments and communication to all relevant parties.

17.0 Door Entry and Door Security arrangements

- 17.1 The Union is licenced under its Premises Licence to restrict entry to Union members, guests & other authorised customers.
- 17.2 The Union will ask for proof of membership (via a University of Winchester ID card) and where appropriate proof of age and ID prior to purchase and/or entry to events by members and their guests.
- 17.3 In the execution of its duty under the licencing act, the Union reserves the right to refuse entry or ask any member or guest to leave at the discretion of the Duty Manager, Supervisor or security staff.
- 17.4 Any incident must be reported immediately to the Duty Manager/Supervisor and an incident form completed. Where possible at the time the Name/ID numbers of members and guests involved will be taken, along with details and statements of witnesses.
- 17.5 The details of any member whose right of entry is currently suspended is held by the General Manager, who will notify the Venue Manager accordingly. They will ensure those members do not gain entry to venue events until any ban has expired.
- 17.6 Where an event is due to finish after midnight or where attendance is expected to exceed 100, or at other time as defined by the Venue Manager, security at a ratio of 1 per 100 for the first 200, and then 1 per 125 thereafter will be used.
- 17.7 All door staff employed must be SIA frontline trained. They must be SIA registered and their registration checked online.
- 17.8 The maximum capacity of the venue is 1000.
- 17.9 **The capacity set must never be exceeded.** Counters will be used at all applicable events to ensure an accurate count of numbers is kept.
- 17.10 The Union reserves the right to search anyone entering the premises or attending events. The Union will refuse entry to anyone known or suspected to be in possession of illegal substances, dangerous or hazardous substances, knives or dangerous weapons or alcohol not purchased from the Union. Large bags will not be allowed into events.

18.0 Student Activities

- 18.1 The Union organises and supports a wide range of sports, societies and extra curriculum activities to enrich the experience of student life.
- 18.2 Union staff are responsible for ensuring any activities directly organised by the Union are done so with due regard to its statutory responsibilities and in line with Union policy.
- 18.3 Union staff are responsible for providing training and support for Sport and Society Committees to organise their activities with due regard for Union policies and procedures. They are also responsible for monitoring the standards and effectiveness of procedures and systems employed. Training and support will cover:

- Risk assessment training, monitoring and review
- First aid training and equipment
- Basic understanding of good health and safety practice in line with this policy
- Insurance arrangements
- Ensuring activities and excursions are organised by reputable companies or individuals
- Vehicles usage and providing training to ensure drivers are competent
- Suitability of equipment to undertake activity (including protective equipment)
- Emergency procedures

18.4 The Sport and Society Committees are responsible for:

- appointing suitable committee members and activity leaders
- ensuring they attend relevant training sessions
- reading training materials provided
- disseminating health and safety and other relevant information to members
- undertaking risk assessments for their activities
- reporting any concerns, incidents and accidents

18.5 Activity leaders are responsible for ensuring that good health and safety practice is maintained throughout the organisation and running of any activity.

18.7 Where the Union works in partnership with or employs the services of an external company, for example a tour company, the Union must ensure they have suitable levels of experience, insurance and risk assessments for activities organised by them on behalf of the Union.

20.0 Reporting of Accidents and Incidents

20.1 Any incidents regarding the conduct of members as detailed under section 15 and 16 should be recorded on an incident report form and pass these to the Union's General Manager in line with the Union's Disciplinary procedures.

20.2 All other incidents, accidents and near misses should be reported in line with Union procedures using the appropriate form. All reports must be sent to the General Manager who in turn is responsible for maintaining the Union's Accident records.

20.3 Definition

20.3.1 An **accident** is unplanned and uncontrolled event that could or did result in results in an injury to persons. This includes non-consensual physical violence to a person at work.

20.3.2 A **near miss** is an accident in which injury or significant damage is fortuitously avoided but could have occurred. Tripping on a protruding paving stone is a near miss if you avoid falling and hurting yourself, but

evidently is an injury accident if you fall and injury yourself. Note: Reporting of near miss is important because it could result in an accident being prevented in the future.

20.3.3 A **dangerous occurrence** is an occurrence which arises out of or in connection with work and is of a class specified in Schedule 2 of RIDDOR.

20.3.4 A **major injury** means an injury or condition specified in Schedule 1 of RIDDOR.

20.4 Reporting Procedure

20.4.1 Accidents, Dangerous Occurrences and Near Misses are to be reported to the General Manager at the earliest opportunity. A report should be completed by anyone involved in the incident, including a First Aider and any prime witness.

20.4.4 In the case of a severe accident, Dangerous Occurrence or near miss that has serious implications, or loss of life, the University Site Stewards (01962 827666) and Union General Manager (07748 966006) must be contacted by phone without delay.

20.5 Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

20.5.1 There is a statutory duty to report the following notifiable events:

- Over seven day absences of employees injured at work
- Major Injuries of employees
- Fatalities
- Accident that results in a person not at work being taken to a hospital for treatment of an injury caused by anyone working.
- Dangerous Occurrences as defined by the Health and Safety Executive (HSE)

20.5.2 A detailed interpretation of the above terms including the list of Major Injuries and Dangerous Occurrences are available on the HSE website.

20.5.3 The reporting of notifiable events is required to be made by the quickest practicable means and then in writing within ten days to the HSE. The University of Winchester Safety Manager routinely communicates accidents reports to the HSE.