**Health and Safety Policy**

**Document Control**

**Title:** Health and Safety Policy

**Applicable to:** All Staff

**Date last reviewed:** May 2023

**Next Review:** May 2026

**Procedure Owner:** Head of Finance People and Central Services

Contents

[1. Policy statement 3](#_Toc121322577)

[2. Scope and Purpose 3](#_Toc121322578)

[3. Who is responsible 3](#_Toc121322579)

[4. What is covered by this policy? 3](#_Toc121322580)

[5. Standards of workplace behaviour 4](#_Toc121322581)

[6. Information and consultation 4](#_Toc121322582)

[7. Equipment 4](#_Toc121322583)

[8. Accidents and first aid 5](#_Toc121322584)

[9. National health alerts 5](#_Toc121322585)

[10. Emergency evacuation and fire precautions 5](#_Toc121322586)

[11. Risk assessments, DSE and manual handling 6](#_Toc121322587)

[12. Monitoring and Review 6](#_Toc121322588)

#  Policy statement

1.1 De Montfort Students’ Union (DSU) are committed to ensuring the health and safety of our staff, students, customers 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.

1.2 In particular we are committed to maintaining 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 cases of work-related ill health.

1.3 This policy does not form part of any employee’s contract of employment and it may be amended at any time.

# 2. Scope and Purpose

2.1 This policy covers all De Montfort Students’ Union employees, students and guests of the Students’ Union (collectively referred to as ‘staff’ in this policy).

# 3.  Who is responsible

3.1 TheBoard of Trusteeshas overall responsibility for health and safety compliance in line with the Health and Safety at Work Act 1974 and the operation of this policy. The Chief Executive Officer has however been nominated as the Principal Health and Safety Manager for health and safety matters with day-to-day responsibilities delegated to the Senior Management Team with support from the Operations Manager.

3.2 All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. Staff must consider the health and safety implications of their acts and/or omissions and take reasonable care for their health and safety and that of others.

3.3 Any health and safety concerns should be reported to their line manager in the first instance or the Operations Manager.

# 4. What is covered by this policy?

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

* Assessing risks to health and safety and identifying ways to overcome them.
* Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
* 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.
* Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained, and that appropriate protective clothing is provided.
* Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
* 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.

# 5. Standards of workplace behaviour

5.1 Staff must co-operate with the Principal Health and Safety Officer (the CEO), and managers and supervisors on health and safety matters and comply with any health and safety instructions.

5.2 Staff must take reasonable care of their own health and safety and that of others by observing safety rules applicable to them and following instructions for the use of equipment (including safety equipment and protective clothing).

5.3 Any health and safety concerns, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your line manager or the Operations Manager.

5.4 Staff must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

5.5 Staff must complete the relevant health and safety training required for their role. This may be online, in person or both and should be completed within the timescales set by their line manager or Operations manager.

5.6 Staff must ensure they adhere to the guidance outlined in this policy as well as following the guidance set by De Montfort University in their Health & Safety Policies when carrying out activities within DSU or other areas across campus.

5.7 Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure or Code of Conduct.

# 6. Information and consultation

6.1 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.

# 7. Equipment

7.1 All staff must use equipment in accordance with operating instructions, instructions given by managers or supervisors and any relevant training. Any fault with, damage to, or concern about any equipment or its use must immediately be reported to your line manager or the Operations Manager.

7.2 Staff must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

7.3 No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure or Code of Conduct.

# 8. Accidents and first aid

8.1 Any accident at work involving personal injury should be reported to your line manager or the Operations Manager so that details can be recorded. All staff must cooperate with any resulting investigation.

8.2 Details of first aid facilities and trained first aiders are available from the Operations Manager and displayed throughout the organisation.

8.3 If you suffer an accident at work you (or someone on your behalf) must report that fact to your manager or the Operations Manager as soon as possible. All accidents should be reported, however trivial. The accident will be recorded accordingly.

8.4 All near misses should be reported to your line manager or the Operations Manager as soon as possible.

# 9. National health alerts

9.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. We will also seek guidance from the University where appropriate. Any questions should be referred to your line manager or the Operations Manager.

9.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure or Code of Conduct.

# 10. Emergency evacuation and fire precautions

10.1 Staff should familiarise themselves with the instructions about what to do in the event of fire; these are available from your line manager or Operations manager and are also displayed throughout the building. Staff should also know where the fire extinguishers are, ensure that they are aware of their nearest fire exit and alternative ways of leaving the building in an emergency.

10.2 Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm staff must follow their instructions.

10.3 Regular fire drills will be held to ensure that our fire procedures are effective and to ensure staff are familiar with them. These drills are important and must be taken seriously. The routine test is held every Monday morning at approximately 8.45am with yearly fire drills carried out by the De Montfort University, Health and Safety Team.

10.4 Staff should notify their line manager or Operations Manager as soon as possible if there is anything (for example, impaired mobility) that might impede their evacuation in the event of a fire.

10.5 If staff discover a fire they should not attempt to tackle it unless they have been trained or feel competent to do so. They should operate the nearest fire alarm.

10.6 On hearing the fire alarm staff should remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions, do not use the lifts, and do not re-enter the building until told it is safe to do so.

# 11. Risk assessments, DSE and manual handling

11.1 General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

11.2 If staff use a computer for prolonged periods of time, they will be required to complete a workstation assessment upon commencement of employment. These will be repeated periodically or following any office relocation. Staff can request a workstation assessment by liaising with their line manager if they feel they need to be re-assessed. An assessment will also be required should staff inform their Line Manager of a change in personal circumstances, including pregnancy or disability. Information on the use of display screen equipment can also be obtained from the Operations Manager.

11.3 All staff are required to complete manual handling training.

# 12. Monitoring and Review

12.1 This policy will be revised periodically, giving due consideration to any legislative changes where necessary amendments may be made.