



Health and Safety Policy

BYE LAW of
**UNIVERSITY OF BRIGHTON
STUDENTS' UNION**

Policy Version Number	003
Changes since previous version	Increased information on all staff duties 2.5
Date Passed By Trustee Board	April 2025
Date For Review	April 2028
Policy Owner	CEO

1. Purpose of this document

- 1.1 Brighton Students' Union (Union or BSU) takes the Health and Safety of its employees, members and visitors very seriously.
- 1.2 The Union will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, visitors) in accordance with the Health & Safety at Work Act 1974.

This policy explains BSU's strategic approach to Health and Safety, documents the roles and responsibilities of the Board of Trustees, the CEO, Managers and other key parties.

- 1.3 This policy should be read in conjunction with the Major Incident Plan and relevant departmental and activity specific risk assessments.
- 1.4 The achievement of high standards of health and safety requires the involvement and commitment of all employees at all levels of the organisation.

2. Responsibilities

- 2.1 The **Trustee Board**, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.
- 2.2 The Trustee Board delegates day to day responsibility to the **Chief Executive** who provides staff with appropriate support and advice, and is responsible for reporting any serious incidents to the appropriate authority.
- 2.3 **Department Managers** are responsible for their own department's health and safety including training, safe working practices, ensuring staff complete their workstation risk assessments and an annual review of risk assessments.
- 2.4 **Society committees** are responsible for maintaining the health and safety of their members by adhering to Union policies and procedures.
- 2.5 **All staff and members** are responsible for;
 - 2.5.1 Looking after their own work-related health and safety and the health and safety of others affected by their work activities.
 - 2.5.2 Complying with the Union by following safe working practices and carrying out their health and safety responsibilities as detailed in this and other Union health and safety related policies and standards.
 - 2.5.3 Timely reporting of any hazards, accidents, work-related ill-health, health and safety related incidents, hazards, near-misses or inadequacies in health and safety procedures to their line manager.
 - 2.5.4 Taking part in any health and safety training and development identified as necessary by the Union.
 - 2.5.5 Using work equipment safely and in accordance with instructions and/or training.
 - 2.5.6 Ensuring that activities, events or projects that they organise are risk-assessed as part of the planning stage and suitable control measures implemented.
 - 2.5.7 Seeking advice if they do not feel they require additional training to enable them to undertake their role safely and carry out their responsibilities.
- 2.6 Staff with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.

3. Training and Communication

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

- 3.2 Where appropriate, staff are trained on relevant health and safety aspects including risk assessments, food hygiene, manual handling, safe handling of hazardous substances and iosh.
- 3.3 Staff are consulted regularly on an informal basis as and when situations arise.
- 3.4 Health and Safety Law posters are displayed in each site of the Union.
- 3.5 All new established staff are asked to list any relevant medical information on their HR file, and the Union will make any appropriate reasonable adjustments for the comfort and safety of the employee.

4. First Aid and Incident Books

- 4.1 First Aid boxes and incident books are located in each outlet and reception areas of the Union. It is the area manager's responsibility to ensure that the boxes are maintained, incident forms completed and returned to the Chief Executive.

5. Fire Safety and Evacuation

- 5.1 This will be in accordance with the Major Incident Plan.