



**BRIGHTON**  
STUDENTS' UNION

# Health and Safety Policy

BYE LAW of

**UNIVERSITY OF BRIGHTON**  
**STUDENTS' UNION**

Passed at Trustee Board 18<sup>th</sup> February 2019

## 1. Purpose of this document

- 1.1 The Union takes the Health and Safety of its employees, members and visitors very seriously. The 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.
- 1.2 This policy should be read in conjunction with the Major Incident Plan and relevant departmental risk assessments.

## 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 be 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 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** must conform to the policy and to accept and carry out their responsibilities.
- 2.6 **All staff and members** must report any potential hazard to the department Manager.
- 2.7 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 department of the Union.
- 3.5 All new established staff will be asked to complete a pre employment Health Questionnaire, 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 area 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 which is reviewed on an annual basis.