

CHRIST CHURCH
STUDENTS'
UNION



**'to better student life and enrich student experiences
at Canterbury Christ Church University'**

HEALTH, SAFETY AND WELLBEING POLICY

Officer Champions	Students' Union President President (Education & Wellbeing)
Staff Champions	Managing Director Finance Manager & Company Secretary
Approval bodies and date passed	Board of Trustees, 27th February 2015
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1. Policy statement

- a. The Christ Church Students' Union ('CCSU' or 'the Union') is an integral part of Canterbury Christ Church University ('CCCU' or 'the University') and all Union career staff are employed directly by the University, therefore, the relationship between the Union and the University is complex and important with regard to this Policy.
- b. The University has a legal responsibility under the Health and Safety at Work Act 1974 and other legislation, as does the Board of Trustees. The guidance from the

University is that the majority of health, safety and wellbeing responsibilities are delegated to departments of the University, and the Union is classed as a department in this instance. This Policy sets out the Union's approach to health, safety and wellbeing and the responsibilities of the Union as an organisation and those of the individual employees.

- c. The Union will continually review and develop its safety management systems, with the overarching aim of conducting its activities in a manner which does not adversely affect the health, safety and wellbeing of any staff, students, contractors, visitors and members of the public or the environment. The Union will provide information, instruction, training and supervision to ensure that staff and students are competent to supervise or undertake their work or event activities and are aware of any related hazards and measures taken to protect them.

2. Introduction

- a. This Policy details procedures and systems to ensure the management of health, safety and wellbeing. Individual departments, teams and areas within the Union will introduce more detailed policies and systems covering specific areas.
- b. Staff and volunteers should note they must adhere to the Union's Health, Safety and Wellbeing Policy first and foremost. Staff should also note that breaches of this policy will be treated with the utmost seriousness and could be deemed gross misconduct. These procedures apply to the whole of Christ Church Students' Union, including any sporting or social activity organised as part of Student Activities.

3. Canterbury Christ Church University's Governance Structure

- a. The responsibility for implementation of the University Health and Safety Policy, and legal compliance, resides with the Governing Body.
- b. The Governing Body is responsible for ensuring that all members of staff have a clear understanding of their health and safety responsibilities and there are adequate resources and training to fulfil these.
- c. The Governing Body identifies one of its members to act as a health and safety champion.

4. The Health & Safety Group

- a. The University works through the management structure to ensure effective communication and consultation at all levels within the University regarding safety policy arrangements, training programmes and performance monitoring. To this end, the University Senior Management Team has established a Health and Safety Group. The Senior Management Team determines the arrangements for the appointment to, and terms of reference of, the Group. The Group reports to the Senior Management Team and, through the Vice-Chancellor, to the Governing Body.

- b. On the Health and Safety Group, there is representation by members of the management of the University; the recognised trades unions in their role as Safety Representatives; the Building Wardens and the Students' Union. The University Health and Safety Manager and University Fire Safety Advisor are advisors to the Group.
- c. The Governing Body and the Senior Management Team acts on the advice of the Health and Safety Group, which has oversight of the development and implementation of health and safety policy. The Group reviews and approves policy arrangements.
- d. The Health and Safety Group is responsible for identifying key health and safety priorities, reviewing progress to meet these priorities and taking further action if necessary. To fulfil these responsibilities, the Group receives regular reports on safety policy arrangements, training programmes and performance.

5. Communication

- a. Communication of this Policy is integral to ensuring its implementation. This section details other mechanisms for communicating the policy and its constituent parts.
- b. A copy of this Policy will be available to staff in the shared drive and will be included in their induction programme. Information will also be included within the Union's Sports / Societies and Volunteering Handbook.
- c. Health, safety and employee wellbeing shall be included as a standing item for the PDR process.

6. Staff responsibilities

- a. All staff have responsibilities for health, safety and wellbeing. This table details these, but it not expected to be exhaustive. All staff working for the Union should be aware of this Policy, including Eior staff, but it is expected Eior staff will be given role specific health, safety and wellbeing training.
 - i. New Staff - Complete [Staff Induction form](#).
 - ii. Managers - are responsible for ensuring that proper health and safety arrangements are made so as to conform to this policy and must ensure that health and safety is treated as an essential and integral part of the work of their departments or activities. Identify unhealthy or unsafe work conditions / practices and advise on remedial action as necessary.

7. RIDDOR

- a. RIDDOR is the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 1995.

- b. Work-related ill-health is defined as "any illness, disability, or other physical problem which reduces, either temporarily or permanently, the functioning of an individual and which has been caused, in whole or part, by the working conditions of that individual".
- c. Certain types of injury and disease caused by work activities or the work environment and certain dangerous occurrences with the potential to cause injury must be reported to the Health and Safety Executive (HSE). The CCSU Safety Officer will notify the University Health and Safety Department where necessary.
- d. It is the responsibility of all staff to inform their line manager and Safety Coordinators should any of the following occur:
 - i. Death or major injury of an employee. It must also be reported if a member of the public is injured and has to be taken from the scene of the accident to hospital for treatment;
 - ii. A work related injury resulting in the casualty being off work or unable to do their usual work for more than 7 days.
- e. In cases of infectious disease that can be reliably attributed to the work of the person affected.
- f. The Managing Director will investigate all reports of ill-health and, in consultation with the University Health and Safety Department and report appropriate incidents to the Health and Safety Executive.

8. Auditing & Risk Assessments

- a. An integral part of Health and Safety management is conducting regular risk assessments, covering physical objects (e.g. buildings, sports equipment, etc.), people and tasks (e.g. using a pizza oven, putting up staging, etc.). The aim of risk assessments is to identify hazards, compile an action plan to minimise the risk of these hazards occurring and identify training needs for staff.
- b. The Health and Safety Officer will develop and maintain a list of risk assessments that the Union will maintain on a consistent basis and audit the existence and quality of these risk assessments on a rolling, annual basis.
- c. Regular audits will take place by the Department Safety Officer, who will report to Senior Management Team on the completion of Risk Assessments, Safety Inspections, Panic Alarm Testing and Fire Evacuations.

9. First aid

- a. First aid definition - "preserve life and prevent conditions from getting worse".
- b. Under the Health and Safety (First Aid) Regulations 1981, the Union is required to ensure 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 customers in its commercial outlets and visitors to other areas of the Union.

- c. Each building, during a Union activity and Union vehicles must contain at least one first aid box placed in a clearly identified and accessible location. Currently first aid boxes are located in the staff room, Reception at St George's, behind the bar in The Lounge, behind the server in Barista & Baker, Reception at Broadstairs and i-Zone in Medway.

10. Display Screen Equipment

- a. The Health and Safety (Display Screen Equipment) Regulations 1992. The aim of the Regulations is to ensure that employers and employees take Legislation covering the use of display screen equipment was introduced in 1993 - the Health and Safety Display Screen Equipment Regulations 1992. The aim of the Regulations are to ensure that employers and employees take appropriate action to control risks associated with the use of such equipment, the most familiar of which is the personal computer.

11. Fire safety

- a. The Union premises at Canterbury, Medway and Broadstairs are covered by a fire alarm system which is maintained by Canterbury Christ Church University who conduct regular testing of all fire alarms and emergency lighting. Fire points are linked to a fire alarm and allow the manual activation of the fire alarm system in the event of a fire or suspected fire.
- b. Fire extinguishers are located in all areas within the Union specifically in kitchens and at key points in each building. There are 4 types of fire extinguisher, each of which has a different use which is detailed on the extinguisher.
- c. Good housekeeping and sensible fire precautions will reduce the likelihood of a fire occurring. Common causes of fires include electrical equipment that is faulty or misused, smoking materials, accumulation of combustible rubbish and carelessness. Everyone should be encouraged to bring hazards to the attention of their manager.
- d. Escape corridors, open areas and lobbies should be kept clear of combustible material. Waste should be removed promptly to avoid a buildup of waste and bins stores should be clear of buildings where practical.
- e. Contractors must be made aware of the need to avoid blocking escape routes and fire exits and to keep fire/smoke doors closed. They must be informed about the action to be taken in the event of a fire.

12. Assembly points

- a. In the event of a fire go to:

- i. St George's Centre – The assembly point is the Dover Street Car Park.
- ii. Medway (Cathedral Court) - The assembly point is the Cathedral Court Car Park.
- iii. Broadstairs (Carey Building) - The assembly point is the Visitors Car Park.

13. Violence

- a. The Union is committed to protecting its staff from violent or abusive customers and visitors. The Union recognises that customers are particularly liable to violent, threatening and abusive behaviour after consuming alcohol and as such special measures must be in place to protect staff. The Union will not tolerate violent, threatening and abusive behaviour and any such instances will be dealt with under the Student Disciplinary Procedures.

14. Manual handling

- a. Work related musculoskeletal injuries from manual handling could affect all staff. Manual handling includes lifting; lowering, pushing, pulling, supporting, carrying and moving loads by hand or by bodily force.
- b. The Manual Handling Operations Regulations 1992 require that hazardous manual handling be avoided whenever it is reasonably practicable to do so. Where not possible, the regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest practicable level.

15. Electrical safety

- a. The risk of serious injury from electrical accidents is greater than from most other types of accidents. Electric shock causes the majority of electrical accidents, but many others result in burns from arcing or fire.
- b. Accidents may also be caused by faulty flexible cables, extension leads, plugs or sockets as well as defective electrical equipment. A programme of regular inspection and/or testing considerably reduces the risk. Purchasing the right equipment for the job is essential and ensuring that new equipment conforms to the appropriate British Standard.
- c. When using electrical equipment employees / volunteers must:
 - i. Comply with the manufacturer's instructions and take care not to overload circuits;
 - ii. Prevent trailing cables from becoming a hazard; they should be tucked away or lifted above walkways but, if a cable lying across a walkway is unavoidable, the trip hazard should be reduced by the use of a cable cover;
 - iii. Switch off all equipment at the appliance itself and at the wall socket at the end of the working day (unless designed to be left on permanently).

- d. A qualified PAT tester will test all appropriate electrical equipment at least every 24 months. After a successful test the piece of equipment is fitted with a label stating the date of the test and the date of the next test due.
- e. Employees should also conduct a visual check of any electrical equipment that they are using, ensuring cables/sockets/wiring are not damaged. For office equipment such as computers, faxes, visual checks should be conducted weekly; for more hazardous equipment such as catering equipment the checks should be conducted daily.

16. COSHH (Control of Substances Hazardous to Health)

- a. Substances hazardous to health are present in many products used on a daily basis at work, for example bleach, cooking oil, paint. Some examples of the effects of hazardous substances include; skin irritation, asthma, poisoning or being affected by fumes.
- b. The COSHH Regulations provides a legal framework to protect people against health risks from hazardous substances used at work.
- c. For the purposes of COSHH, substances hazardous to health are substances or mixtures of substances classified as dangerous to health under the current CHIP Regulations (hazard information and packaging for supply). These can be identified by their warning label and the supplier must provide a safety data sheet for them.
- d. 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.
- e. Department Heads 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 appropriate manager must monitor the implementation of any precautions.
- f. All chemicals must be kept in locked cupboards or rooms.
- g. Gas cylinders for beer pumps must be kept in a locked cage, which must be firmly attached to a brick wall, outside the relevant building and should be sheltered from intense sunlight. Any cylinders that are hired in i.e. helium cylinders must be stored in an external cage, guidelines to be followed for use and storage.
- h. Co2 monitors will be installed in all areas where gas cylinders are stored, for example cellars in licensed premises.

17. Personal Emergency Evacuation Plan (PEEP)

- a. The aim of a Personal Emergency Evacuation Plan PEEP is to provide staff who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give departments the necessary information so as to ensure that the correct level of assistance is always available.

18. Vehicles

- a. The Union lease a minibus which is predominantly for the use of the Union's sports clubs. 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.
- b. The Safety Officer is responsible for the operation of the Union's minibus and for assuring that they are used safely and in compliance with this policy.
- c. Driving licences issued after 1 January 1997 do not allow the holder to drive minibuses unless certain requirements are met. The holder may drive a minibus with up to 16 passenger seats if they:
 - i. Drive on behalf of a non-commercial body for social purposes;
 - ii. are aged 21 or over;
 - iii. Have held a car (category B) licence for at least 2 years;
 - iv. Providing their service on a voluntary basis (i.e. they do not receive any payment or consideration for doing so other than out of pocket expenses);
 - v. The minibus maximum weight is not more than 3.5 tonnes excluding any specialist equipment for the carriage of disabled passengers;
 - vi. Only drive the minibus in the UK; and
 - vii. Do not tow a trailer.
- d. In addition, the Union requires that anyone wishing to drive its minibus, first pass the Kent County Council minibus awareness test <http://www.kent.gov.uk/roads-and-travel/road-safety/minibus-driver-training> which is valid for 3 years.
- e. The Union is obliged to hold and display a Small Bus Permit in each minibus.

19. Staff Travel

- a. Staff travelling on work related business are encouraged to use public transport where practicable. If it is necessary or cheaper to travel by car, the driver must adhere to all appropriate legislation and if travelling a long distance, should take breaks at least every 2 hours. Staff must ensure that their vehicle insurance policy includes use for business purposes and provides appropriate cover in respect of everyone who may be a driver or passenger in this context. Additional costs of insuring the vehicle for business use are not reclaimable as they are factored into the mileage rate.

- b. Drivers must:
 - i. Adhere to all appropriate legislation;
 - ii. Ensure that the vehicle's tyre pressure, oil and water are adequate; and
 - iii. Ensure that the vehicle is not over-loaded.

20. Smoking

- a. Smoking is not allowed in any of the Union's premises and is not permitted in vehicles that are leased, rented or owned by the Union.

21. Drug and alcohol use

- a. Drug and / or alcohol misuse can cause serious health problems and drug or alcohol abusers can be a hazard to themselves and others in the workplace.
- b. The use of nonprescription drugs and/or alcohol whilst an employee is at work and 'on-duty' is not permitted. An employee found to be consuming alcohol or taking non-prescription drugs whilst at work will face disciplinary action and may be dismissed for gross misconduct.
- c. Employees should make themselves aware of the length of time that alcohol and / or drugs remain in a person's bloodstream after consumption, and ensure that they are not under the influence of alcohol or drugs when they come into work.
- d. The Union will attempt to identify employees with a drink or drug-related problem at an early stage and provide assistance in overcoming the problem. Such assistance may take the form of counselling, informal mentoring, referral to a specialist and / or altering the employee's duties and / or work pattern.

22. Stress

- a. Stress is the adverse reaction people have to excessive pressure. It isn't a disease, but if it is intense and goes on for some time, stress can lead to mental and physical ill health. Tackling stress at work is therefore a priority for the Union and University.
- b. Managers have a responsibility for the wellbeing of the staff they are responsible for and staff have a responsibility to inform their manager if 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 manager, the Union's Safety Officer and/or Managing Director.
- c. The University has a Stress Management Procedure which should be followed if an employee is identified as being at risk from stress.

23. Home working

- a. The Union is committed to providing flexible working conditions for its staff, wherever this is practical. Allowing staff to work from home from time to time is one of the means of meeting this commitment. This section deals with the health and safety implications of staff working from home and the Union's obligations under health and safety legislation.
- b. The staff member working from home should refer to the home-working checklist, if any risks / hazards are identified this must be communicated to their line manager and must be addressed before the staff member can begin working from home.

24. Lone working

- a. There are areas within the Union where staff may be required to work in isolation. In the majority of cases this will be without significant risk such as persons working alone in offices where appropriate safety precautions are in place, however, there will be occasions when this is not so. Working alone can introduce or accentuate hazards for example a lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies.
- b. Departments must inform staff of the lone working control measures within the risk assessment; these may include instruction, training, supervision, protective equipment, installing panic buttons. Employers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

25. Sports and Societies

- a. The provision of sporting, social, academic and religious activities through Union clubs and societies is a key function of Christ Church Students' Union. The Union is committed to ensuring the health, safety and welfare of all members of Union clubs and societies. Inevitably, there are risks associated with sports clubs and societies.
- b. Responsibility for the Union's clubs and societies lies with the Membership Services Manager and responsibility for implementing the Health, Safety and Wellbeing Policy in the Union's sports clubs and societies is delegated to the relevant staff member.
- c. Volunteer Safety Officers will be expected to conduct risk assessments for their activities, equipment and any trips that they organise. Assistance in managing the health, safety and wellbeing of their club or society will be provided by the relevant activities staff member.
- d. The Union will provide compulsory health and safety training for Volunteer Officers failure to attend will result in the club or society's budget being frozen.
- e. Many clubs and societies organise trips away for their members, these may be mountaineering trips, visits to museums, sports tours abroad, trips to conferences.

These trips represent one of the main risks for clubs/societies and as such strict procedures are in place to identify and minimise such risks. Prior to any trip, the club or society must complete a Trip Registration Form and risk assessment.

- f. Clubs and societies using their own drivers, either in Union minibuses, private vehicles or hired vehicles should ensure that enough drivers are available for long journeys. As a minimum, 1 driver must be available for each 2 hours of driving time. Drivers should rotate every 2 hours.
- g. Many clubs and societies possess equipment relevant to their particular activity; this may be rowing boats, mountaineering equipment. Equipment represents another risk for clubs and societies and as such, the following procedures must be adhered to;
 - i. All equipment must be purchased through the Union, in accordance with its financial procedures. All equipment must be logged with the Membership Services Manager;
 - ii. All sports equipment must be thoroughly checked to ensure fitness for purpose, at least annually, by the Safety Officer, written records of these checks must be kept;
 - iii. All sports equipment should be checked for fitness for purpose each time it is used. In particular, equipment used for 'dangerous' sports such as mountaineering and canoeing, must be thoroughly checked each time it is used and in line with national sport bodies recommendations; and
 - iv. On an annual basis, each club and society will be required to complete a risk assessment form for their activity and for the space in which they will be conducting their activities. The completed risk assessment forms must be reviewed by the Membership Services Manager. Strategies to address any risks that have been identified must be developed and implemented.

26. Welcome Events Policy

- a. Welcome events are activities in which members, often new student members, of a Club or Society may be expected to perform a task or tasks as a means of gaining credibility, status or entry within that club. These are often harmless such as a treasure hunt type activity in a set timeframe. However, there has been instances when the 'challenges' have involved excessive drinking or other inappropriate or even dangerous behaviour. Because of this all welcome events are expected to conform fully with the Welcome Events Policy and Safe Space and Responsible Retailing of Alcohol Policy. Both of these are available in the Policy Store on the Union's website.

27. Volunteers

- a. The Union promotes volunteering opportunities in the local community for students and staff. Most volunteering opportunities are provided through external organisations and charities, which acts as the 'placement provider' and as such has a responsibility to ensure the health and safety of volunteers whilst on their premises or whilst undertaking their volunteering tasks.

- b. For any community projects organised by the Union the relevant staff member will complete, or ensure that lead volunteers complete a risk assessment and, where necessary, other relevant paperwork including but not exclusive to health and safety questionnaires and emergency contact details.
- c. The Union will support volunteers in gaining a DBS check (previously CRB) where relevant to a CCSU project. If volunteers require a DBS check outside of a CCSU role they should approach the organisation they are volunteering with.

28. Useful links

- a. The Union encourages staff to use the University Health and Safety Department web-site <http://www.canterbury.ac.uk/support/health-safety/> on a regular basis and to read the various policy documents and guidance notes contained on the site.
- b. British Safety Council <https://www.britsafe.org>.
- c. HSE Website <http://www.hse.gov.uk>
- d. Institution of Occupational Safety and health www.iosh.co.uk