

CHRIST CHURCH
**STUDENTS'
UNION**



'to better student life and enrich student experiences'

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, 12th January 2018
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[Introduction](#)

[Policy Statement](#)

[Health & Safety Governance](#)

[Communication](#)

[Responsibilities](#)

[Health Surveillance](#)

[Health & Safety Monitoring](#)

[Risk Assessments](#)

[Fire Safety](#)

[Electrical Safety and Portable Appliance Testing](#)

[Control of Substances Hazardous to Health \(COSHH\)](#)

[Manual Handling and Personal Protective Equipment](#)

[First Aid](#)

[Incident Reporting](#)

[Union Vehicle](#)

[Staff Travel](#)

[Display Screen Equipment](#)

[Lone Working](#)

[Work Related Stress](#)

[Smoking](#)

[Drug and alcohol use](#)

[Sports and Societies](#)

[Welcome Events](#)

1. Introduction

- a. This Policy details procedures and systems to ensure the management of health, safety and wellbeing within Christ Church Students' Union ('CCSU' or 'the Union').
- b. 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 actively promotes the health, safety and wellbeing of any staff, students, contractors, visitors and members of the public or the environment.
- c. Staff and volunteers should note they must adhere to the Union's Health, Safety and Wellbeing Policy first and foremost, and it addition to the relevant and specific

University policies. Staff should also note that breaches of this policy will be treated with the utmost seriousness.

- d. These procedures apply to the whole of Christ Church Students' Union, but internal Union services may introduce more detailed policies and systems covering specific areas, if necessary or beneficial.
- e. 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. Policy Statement

- a. 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 important with regard to this Policy. 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.
- 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 and the University's H&S Department and staff provide the Union with advice and guidance in implementing policy and adhering to best practice.
- c. This Policy expands upon the areas of health, safety, and wellbeing most relevant to the nature of the business for the Union. In addition to these, there are other policies which apply to the Union, either as a 'department' of the University, by virtue of occupying University premises, or as University employed staff. The following University policies that are not detailed within this Policy should also be considered to be Union policy and adhered to, if necessary:
 - i. HSP10 - Compressed Gas Cylinders
 - ii. HSP12 - Working at Height
 - iii. HSP16 - Noise at Work
 - iv. HSP17 - Permit to Work
 - v. HSP18 - Control of Contractors
 - vi. HSP19 - Management of Asbestos
 - vii. HSP20 - Management of Water Systems (Legionella)
 - viii. HSP25 - Control of Vibration at Work
- d. The catering contractor in the St. George's Centre will be made aware of this Policy, and should adhere to all aspects as a minimum, although it is understood that the procedures for doing so may differ.

3. Health & Safety Governance

- a. The responsibility for implementation of the University's Health & Safety Policy, and legal compliance, resides with the Governing Body. 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.
- b. The University delegates the operational responsibility of implementing the Health & Safety Policy to 'heads of department' within the organisation. In the instance of the the Union this is considered to be the Managing Director.
- c. The responsibility for implementation of the Union's Health, Safety and Wellbeing Policy, and legal compliance, resides with the Board of Trustees.
- d. The University has an established a Health and Safety Group with representation by members of the management of the University; the recognised trades unions in their role as Safety Representatives, and the Students' Union.
- e. 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.
- f. 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.
- g. The University will assign a 'Responsible Person' for all University buildings, including those occupied by the Union. This is to ensure the University is able to meet its responsibilities in relation to specific regulatory requirements, including but not limited to; fire safety, health and safety, licensing, and building evacuation.

4. Communication

- a. Communication of this Policy is integral to ensuring its implementation. A copy of this Policy will be available to staff and sabbaticals in the shared drive and will be included in induction programmes. Information will also be included in the training programme for club and society Volunteer Officers.
- b. Health, safety and wellbeing shall be included as an item to be discussed within the Union's formal appraisal processes.

5. Responsibilities

- a. All staff, sabbaticals and Volunteer Officers have responsibilities for health, safety and wellbeing.
- b. New Staff and sabbaticals should:
 - i. Complete a Staff Induction form; and
 - ii. Be aware of and fulfill all specific responsibilities as detailed in this Policy.
- c. Managers should
 - i. Ensure that proper health and safety arrangements are made so as to conform to this Policy, and those of the University, and must ensure that health and safety is treated as an essential and integral part of the work of their departments or activities;
 - ii. Identify unhealthy or unsafe work conditions / practices and advise on remedial action as necessary; and
 - iii. Be aware of and fulfill all specific responsibilities as detailed in this Policy.

6. Health Surveillance

- a. This section of the Policy is based upon the University's HSP26 (v1) - Health Surveillance Policy.
- b. Regulation 6 of The Management of Health and Safety at Work Regulations 1999 requires that 'every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment'.
- c. Health Surveillance is a system of ongoing health checks that may be required, by law, for employees exposed to noise, vibration, ionising radiation, solvents, fumes, dusts, biological agents which may cause human disease and other substances hazardous to health, work with compressed air, driving Union vehicles, food handling, night working or performing other kind of safety-critical work. Health Surveillance is part of the University's and Union's commitment to provide a healthy working environment and improve the quality of working lives for all staff and sabbaticals.
- d. The Union is required to:
 - i. Ensure suitable and sufficient risk assessments and control measures required are in place and to identify and appropriately manage risk(s) of adverse effects on the health of staff and sabbaticals arising from work activities;
 - ii. Ensure that appropriate health surveillance needs are systematically identified as part of the recruitment process and regularly reviewed to ensure their validity throughout the individual's employment and that health surveillance is undertaken where necessary;
 - iii. Ensure suitable arrangements are in place for reviewing and modifying risk management strategies where health surveillance shows that an employee's health is being adversely affected, where relevant in consultation with H&S and Occupational Health;

- iv. Ensuring staff and sabbaticals understand the purpose of health surveillance, if applicable, and comply with any health surveillance requirements; ensuring time is available for employees to attend health surveillance appointments, when required; and
 - v. Ensure this Policy is implemented effectively, complied with, and monitored.
- e. Union staff and sabbaticals are required to:
- i. Attend health surveillance appointments, if necessary, and engage with any health surveillance requirements identified through risk assessments and job hazard evaluation forms;
 - ii. Attend identified training relating to workplace hazards and health surveillance;
 - iii. Report to their manager and the central H&S team any adverse health effect or identifiable disease considered to be work related; and
 - iv. Take reasonable steps to promote and protect their own health and the health of those who could be affected by their behaviour and actions.

7. Health & Safety Monitoring

- a. This This section of the Policy is based upon the University's HSP3 (v3) - Health and Safety Monitoring.
- b. Monitoring and measuring performance are essential elements in an effective health and safety management system. These provide an indication of the effectiveness of this Policy as well as promoting continual improvement in the management of health and safety.
- c. So far as is reasonably practicable, H&S policies and safe systems of work are monitored to assess and evaluate standards of H&S performance, and to bring about improvements which will reduce the potential for accidents and maintain a healthy and safe work and recreation environment for all.
- d. The Management of Health and Safety at Work Regulations 1999, Regulation 5 requires the University to:
 - i. Make, and give effect to, such arrangements as are appropriate, having regard to the nature of the activities and the size of the undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures; and
 - ii. Record the findings of the monitoring process.
- e. The Union will monitor and measure H&S performance on a regular basis through a schedule of audits and inspections, and report these to the Board of Trustees or delegated authority on an annual basis, as well as the University's Health & Safety Group as required. This will be completed in liaison with the University's H&S Team.
- f. H&S monitoring is supported in its implementation by operational guidance and forms, which are to be read as one with this Policy. These include, but are not limited to, safety management survey, and HS&E inspection checklist.

8. Risk Assessments

- a. This section of the Policy is based upon the University's HSP2 (v2) - Risk Assessment Policy.
- b. Risk management is the cornerstone of effective and efficient health and safety management. Risk assessments are key tools of a risk management system and help prevent accidents and ill health by identifying workplace hazards and controlling associated risks.
- c. Risk assessments are legally required under the Management of Health and Safety at Work (MHSAW) Regulations and under the University Health and Safety Policy Statement. The MHSAW Regulations require employers to assess the risks to the health and safety of anyone who may be affected by their undertakings. The Regulations are wide ranging and comprehensive in the coverage of places, situations, activities and other sources of hazard in the workplace.
- d. More specific requirements for risk assessment are set out by MHSAW and other Regulations that place specific duties on the University, particularly in relation to people affected by the work or the way in which work is undertaken where certain other conditions are met. These Regulations cover but are not limited to new and expectant mothers, hazardous substances, noise at work, display screen equipment, radioactive sources, first aid, and fire.
- e. The Union is required to:
 - i. Identify the hazards associated with the activities and premises under its control, assess the risk arising from those hazards on a regular basis and record significant findings within risk assessments;
 - ii. Identify, implement, monitor and maintain control measures to eliminate or minimise the risks identified;
 - iii. Provide staff, students, contractors and visitors with sufficient and appropriate information on the hazards they are working with and/or may encounter and the level of risk to which they may be exposed; and to provide instruction, training and supervision appropriate to the level of risk; and
 - iv. Highlight significant findings from health and safety risk assessments into Risk Registers on a regular basis.
- f. The Finance & Risk Board of Trustees sub-committee is responsible for:
 - i. Promoting a positive health and safety risk management culture;
 - ii. Ensuring this Policy is implemented effectively; and
 - iii. Ensuring that significant health and safety risks are actively managed and, where relevant, reported to the University.
- g. The University Health and Safety Team is responsible for:
 - i. Providing advice and guidance on the conduct of risk assessments;
 - ii. Maintaining the risk assessment guidance and templates; and

- iii. Providing risk assessment training for staff.
- h. The policy on Risk Assessment is supported in its implementation by University operational procedures and guidance, which are to be read as one with this Policy.

9. Fire Safety

- a. This section of the Policy is based upon the University's HSP5 (v2) - Fire Safety.
- b. The University's and Union's approach to Fire Safety is to ensure, so far as is reasonably practicable, the safety and wellbeing of students, staff, visitors, contractors, vulnerable persons and members of the public as well as the protection of assets.
- c. The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on "Responsible Persons", to the extent that they have control over premises, to:
 - i. Assess the risks posed by fire to the health and safety of their employees and anyone else who may be affected by their activities; and
 - ii. To eliminate those risks so far as is reasonably practicable, or to otherwise reduce those risks to a tolerable level.
- d. It is University and Union policy to:
 - i. Ensure that all students, staff, visitors, contractors, vulnerable persons and members of the public are protected from the risk of fire;
 - ii. Carry out fire risk assessments and identify, implement and maintain appropriate control measures;
 - iii. Ensure that all buildings comply with statutory requirements; and
 - iv. Provide staff, students, visitors, contractors and vulnerable persons with appropriate fire awareness and training.
- e. Premises occupied by the Union are under lease agreement from the Estates & Facilities Department of the University, who will ensure that all structural features and equipment provided to assist with fire safety is maintained and is fit for purpose.
- f. Union staff, sabbaticals and volunteer officers are required to cooperate with the University on fire safety matters as well as complying with the University Smoking-Free Environment Policy.
- g. Union staff, sabbaticals and volunteer officers should:
 - i. Familiarise themselves with the evacuation procedure for the building/s they occupy and use which will include knowledge of where the nearest fire exit is situated, together with the nearest alternative exit and assembly point;
 - ii. Observe and comply with all information, instruction and training received in relation to fire safety;
 - iii. Not interfere or tamper with any equipment or structural feature of any premises provided to maintain fire safety standards;

- iv. Must not wedge open fire resistant self-closing doors when a room or area is unoccupied; and
 - v. Report any defects in relation to the structural features of any premises or equipment provided to assist in fire safety requirements to the facilities helpdesk.
- h. Union staff, sabbaticals and volunteer officers also have an important role to play in maintaining suitable standards of housekeeping for the areas in which they occupy. This may include:
- i. Ensuring escape routes (corridors and staircases) are not used as storage areas. They must be kept clear and free of combustible materials at all times;
 - ii. Ensuring waste materials are kept to a minimum and to arrange for prompt removal;
 - iii. Ensuring the safe use, storage and disposal of flammable substances;
 - iv. Ensuring that if electrical appliances are used, that they are fit for purpose and free from defects and where heaters are in operation, that they are kept away from combustible materials; and
 - v. Ensuring that electrical sockets are not overloaded.
- i. 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.
- j. 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.
- k. Upon starting employment at the Union all staff and sabbatical officers will be thoroughly inducted with regard to fire safety and emergency evacuation.
- l. Before commencement of work, contractors are required to be inducted into their working environment by a suitably trained member of Union or University staff, and are required to adhere to the University's Permit to Work and Control of Contractors Policies at all times.

10. Electrical Safety and Portable Appliance Testing

- a. This section of the Policy is based upon the University's HSP24 (v1) - Portable Appliance Testing.
- b. The University has an obligation to provide a safe working environment while complying with the Health and Safety at Work etc Act 1974 and Electricity at Work Regulations 1989 (as amended). The Policy of the University and Union is to:
 - i. Establish and promote a safe working environment for staff, sabbaticals, students, and visitors;

- ii. Adopt arrangements for Portable Appliance Testing; and
 - iii. Emphasise the importance of the individual responsibility of those who operate any electrical equipment on University and Union premises.
- c. The University and Union will implement a Portable Appliance Testing regime that is proportionate to the risks identified, and operates to secure the safety of staff, sabbaticals, students, and visitors. This schedule can be found in HSP24 (v1) - Portable Appliance Testing.
- d. Staff and sabbaticals are required to:
- i. Comply with the manufacturer's instructions for use of equipment;
 - ii. Conduct a visual check of any electrical equipment that they are using, ensuring cables/sockets/wiring are not damaged;
 - iii. 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; and
 - iv. Report any faulty electrical equipment without delay, and make arrangements to ensure the equipment is not used until it has been repaired or replaced.

11. Control of Substances Hazardous to Health (COSHH)

- a. This section of the Policy is based upon the University's HSP21 (v1) - Control of Substances Hazardous to Health.
- b. 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. 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. Managers in the Union are required to:
- i. Identify the presence of substances covered by COSHH;
 - ii. Assess, on at least an annual basis, the risk associated with the use of the product and any necessary precautions identified and implemented;
 - iii. Ensure that staff and sabbaticals are provided with information, instruction and training, so that they understand the possible effects of exposure to hazardous substances and how to use the control measures provided. Monitor the implementation of any precautions; and
 - iv. Keep, and ensure easy access to, all required records and data sheets.
- e. Staff and sabbaticals are required to:
- i. Follow all training and instructions with regard to COSHH and safe working;

- ii. Report any concerns; and
- iii. Not change any systems, practices, or COSHH applicable products without the knowledge of their manager.

12. Manual Handling and Personal Protective Equipment

- a. This section of the Policy is based upon the University's HSP22 (v1) - Manual Handling, and HSP23 (v1) - Personal Protective Equipment
- b. The Manual Handling Operations Regulations 1992, as amended, apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.
- c. The Personal Protective Equipment at Work Regulations 1992 (as amended) define Personal Protective Equipment (PPE) as being all equipment (including weather protection) worn or held by a person at work that protects him/her against one or more risks to his/her health and safety. It is recognised that PPE is the last resort in protecting individuals against risks from workplace hazards. Instituting controls and safe systems of work should always be considered first.
- d. Managers in the Union are required to:
 - i. Avoid the need for hazardous manual handling, so far as is reasonably practicable;
 - ii. Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable;
 - iii. Identify members of staff and sabbaticals engaged in manual handling, carrying and lifting operations likely to cause injury;
 - iv. Assess the risk of manual handling, considering the task, the load, the environment, and individual capability. The assessment should identify practical solutions, which may include the identification of changes in practice;
 - v. Provide training for those who are engaged in manual handling and/or require the use of PPE;
 - vi. Assess and determine what types of PPE (if required) should be provided and used where health and safety cannot be adequately controlled by using alternative control measures;
 - vii. Ensure the PPE is suitable for the activity involved, is 'CE' marked (where applicable) and complies with regulations; and
 - viii. Provide PPE free of charge to staff and visitors and make it available for use as necessary.
- e. Staff and sabbaticals are required to:
 - i. Follow appropriate systems of work laid down for their safety;
 - ii. Make proper use of equipment provided for their safety;
 - iii. Cooperate with their employer on health and safety matters;
 - iv. Inform the employer if they identify hazardous handling activities;
 - v. Take care to ensure that their activities do not put others at risk; and

- vi. Wear PPE as instructed and in accordance with the relevant risk or Control of Substances Hazardous to Health (COSHH) assessments.

13. First Aid

- a. This section of the Policy is based upon the University's HSP11 (v3) - First Aid.
- b. The University and Union has a duty to provide First-Aid cover for all employees in accordance with the following:
 - i. The Health and Safety (First-Aid) Regulations 1981;
 - ii. The Management of Health and Safety at Work Regulations 1999; and
 - iii. The Health and Safety at Work etc Act 1974
- c. The University will ensure there are adequate numbers of qualified first aid personnel, and adequate provision of first aid supplies, at all University locations, which includes all locations where Union staff and sabbaticals are present.
- d. The Union is required to:
 - i. Ensure that first aid needs are assessed and addressed as part of the risk assessments for work activities under their control, and consulting with relevant parties (trade union Health and Safety Representatives) where additional first aid provision has been identified in the risk assessment. Where additional first aid needs are identified outside of the scope of the basic first aid needs assessments, it is the responsibility of the department to fund and implement this resource; and
 - ii. Ensuring that all staff and sabbaticals know the location of the first aid equipment and the arrangements for summoning first aid personnel. This information should be part of the induction, and provided as a refresher on a regular basis.
- e. Staff and sabbaticals are required to:
 - i. Familiarising themselves with this Policy and procedure, and ensuring they refresh their knowledge on a regular basis;
 - ii. Call for first aid assistance using the emergency number provided on the signage in their locality in the event of first aid assistance being required; and
 - iii. Summon emergency services immediately where the circumstances suggest this is an appropriate course of action.
- f. First Aiders are required to:
 - i. Ensure that their certificate is current and that they operate within the scope of their training;
 - ii. Maintain suitably stocked and properly identified first aid boxes; and
 - iii. Report all accidents, incidents and near misses in line with the University Health and Safety policy, HSP4 - Incident Reporting and Investigation.

14. Incident Reporting

- a. This section of the Policy is based upon the University's HSP4 (v2) - Incident Reporting and Investigation.
- b. The Management of Health and Safety at Work Regulations (MHSAW) outline the requirement for employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety incident reporting and their subsequent investigations to prevent the reoccurrence of similar incidents form a part of this process. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requires the University to report and keep records of certain types of accidents, dangerous occurrences and occupational diseases.
- c. It is University and Union policy to investigate all accidents resulting in personal injury and significant near misses, which have the potential to result in personal injury and/or significant damage, in order to identify the root causes and where applicable, suitable remedial actions to prevent reoccurrence.
- d. Staff, sabbaticals and voluntary officers are required to:
 - i. Report any near miss, incident or accident through the University incident reporting tool;
 - ii. Support the investigation of incidents and the completion of remedial actions to prevent similar incidents in the future; and
 - iii. Monitor incident data to identify trends and potential areas for improvement.
- e. The policy on Incident Reporting and Investigation is supported in its implementation by operational guidance, which is to be read as one with this Policy.
- f. If staff wish to consider referral to Occupational Health Services in relation to a potential work-related injury or ill-health, they should contact their line manager.

15. Union Vehicle

- a. The Union lease a Peugeot Boxer Light 16 seater minibus, weighing under 3.5 tonnes GVW, 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 its use..
- b. 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, on a voluntary basis;
 - ii. Are aged 21 or over;
 - iii. Have held a car (category B) licence for at least 2 years;
 - iv. Only drive the minibus in the UK; and
 - v. Do not tow a trailer.

- c. The Union will only permit individuals to drive the minibus if the above criteria is met, in addition to:
 - i. Having undertaken 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;
 - ii. Having seen and copied a record of their driving license, including any endorsements;
 - iii. Being under the age of 70; and
 - iv. Having followed the correct procedure for the booking of the vehicle, and have the express permission of the Union to drive the vehicle.

- d. The is Membership Services Administrator and the Activities Coordinator are responsible for:
 - i. The operation of the Union's minibus and for ensuring it is used safely and in compliance with this Policy;
 - ii. Ensuring the vehicle and those permitted to drive it are adequately insured;
 - iii. The ongoing safety and maintenance of the Union's minibus which shall include a thorough inspection regime of the vehicle and associated safety equipment, and the retention of these records;
 - iv. Ensuring there are appropriate procedures in place for the safe upkeep of the vehicle;
 - v. Ensuring there are appropriate procedures in place in the event of an accident or breakdown, including communication;
 - vi. Arranging appropriate training and supervision of drivers; and
 - vii. Keeping records of the identities and qualifications of those who are permitted to drive the Union's minibus, in accordance with the Union's Data Protection Policy.

- e. Drivers of the Union's minibus are required to:
 - i. Be qualified to drive that vehicle;
 - ii. Adhere to all appropriate legislation;
 - iii. Ensure they are fit to drive, and take rest breaks at least every 2 hours;
 - iv. Ensure that the vehicle is in a roadworthy condition, and covers appropriate emergency equipment;
 - v. Ensure that the vehicle is not overloaded.

16. 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 motor vehicle the driver must:
 - i. Be qualified to drive that vehicle;
 - ii. Adhere to all appropriate legislation;
 - iii. Ensure they are fit to drive, and take rest breaks at least every 2 hours;
 - iv. Ensure the vehicle and passengers are appropriately insured. If the vehicle is their own, this must include an insurance policy extension for business

- purposes and provides appropriate cover in respect of everyone who may be a driver or passenger in this context;
- v. Ensure that the vehicle is in a roadworthy condition, and covers appropriate emergency equipment;
 - vi. Ensure that the vehicle is not overloaded.

17. Display Screen Equipment

- a. This section of the Policy is based upon the University's HSP13 (v3) - Display Screen Equipment.
- b. The Health and Safety (Display Screen Equipment) regulations 1992 ('the Regulations'), as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, provide the legal framework to protect the health and safety of members of staff who use display screen equipment (DSE) as a significant part of their normal work. This section of the Policy has been developed to ensure the Union complies with the requirements of the Regulations and to set out the responsibilities for implementing these.
- c. This section of the Policy applies to all staff and sabbaticals that are 'regular' DSE users. Regular is defined as a significant part of their daily work (daily or near-continuous periods of 1 hour or more).
- d. The University is required to:
 - i. Identify users of display screen equipment; and to carry out an assessment of workstations, and, as far as reasonably practicable, introduced measures that will eliminate possible health effects. The workstation should be reassessed when significant changes occur;
 - ii. Carry out assessments of all workstations and related work activities in compliance with the Regulations;
 - iii. Provide line managers or nominated DSE assessors with information and training on making assessments;
 - iv. Provide users with the training on safe DSE use through the DSE E-learning module and information on the system for supplying eye and eyesight tests; and
 - v. Provide training on the safe and healthy manner of using workstation and software and how to recognise symptoms of work related upper limb disorders (WRULD).
- e. The Union is required to:
 - i. Promote the importance of positive health and safety culture;
 - ii. Ensure the Policy is implemented effectively; and
 - iii. Provide the means for all employees who are classified as DSE users to have an eye examination and test upon request. If the eye test indicates a user requires glasses/lenses specifically for their DSE work, the voucher can be used to purchase a pair of spectacles or be put towards the cost of a pair of your choice (up to a maximum value).

- f. Staff and sabbaticals are responsible for:
 - i. Identifying if they are a DSE user;
 - ii. Completing the online DSE training module and asking for further guidance from their departmental DSE assessor (or line manager) if the information is not understood;
 - iii. Completing the self-assessment for their workstation and highlighting any significant findings to their line manager;
 - iv. Resolving any issues arising from the online DSE self-assessment, utilising the self-help DSE guidance on the University's H&S web pages;
 - v. Seeking advice from their DSE assessor and endorsement from their line manager where issues require procurement of additional resource;
 - vi. Repeating the online DSE self-assessment at least every two years and every time the user moves to a new office or workstation; and
 - vii. At all times following the sound ergonomic principles detailed within the DSE guidance on the University's H&S web pages.

- g. This section of the Policy will be supported in its implementation by operational procedures and guidance from the University's Health and Safety webpages which is to be read as one with this Policy.

18. Lone Working

- a. This section of the Policy is based upon the University's HSP9 (v2) - Lone Working.

- b. The purpose of this section of the Policy is to set out the Union's arrangements for managing lone working in order to ensure the health and safety of staff and sabbaticals when conducting activities away from their usual place of work, undertaking tasks outside of normal recognised working hours or carrying out activities alone.

- c. Lone workers are those who work by themselves without close or direct supervision, for example (list not exhaustive):
 - i. People who work from home other than in low risk, office type work;
 - ii. Someone working on their own in an otherwise empty building; and
 - iii. Mobile workers away from the workplace.

- d. In relation to lone working, consideration needs to be given to the following:
 - i. The ability of an individual to carry out an activity safely on their own;
 - ii. The fitness level of an individual, any illness or any underlying condition which may impact them whilst working alone;
 - iii. The vulnerability of the individual (for example if they are young, pregnant, disabled or a trainee);
 - iv. Fire and other emergency arrangements;
 - v. Access and egress to the working area;
 - vi. Exposure to hazardous environments, substances or activities;
 - vii. Risks specifically related to driving, machinery or work equipment being used;

- viii. The type of work being undertaken, duration and location;
 - ix. Whether there is a risk of violence and/or aggression; and
 - x. Methods of communication and supervision.
- e. Union management are responsible for:
- i. Ensuring that suitable arrangements are in place to cover all risks arising from any lone working activity undertaken by staff and sabbaticals;
 - ii. Ensuring that methods are in place to communicate this Policy to staff and sabbaticals; and
 - iii. Ensuring this Policy is implemented effectively, complied with, and monitored.
- f. All persons undertaking lone working are responsible for:
- i. Ensuring that they comply with all arrangements and control measures as indicated within the associated risk assessment and local procedures for the lone working activity that is to be carried out;
 - ii. Ensuring that they take reasonable care of themselves and other people affected by their activities;
 - iii. Ensuring that they are contactable at all times whilst undertaking an activity which involves lone working;
 - iv. Reporting any concerns or changes to circumstances with regards to the lone working process or their individual capabilities to their manager;
 - v. Familiarising themselves with this Policy and ensuring they refresh their knowledge of the Policy on a regular basis.
- g. Whenever possible, when lone working within the University estate, staff should be encouraged to check in using the SafeZone app and activate the emergency function if assistance is required.

19. Work Related Stress

- a. This section of the Policy is based upon the University's HSP15 (v1.1) - Work Related Stress and Awareness Management.
- b. The University and Union has a commitment to promoting a positive working environment through supportive management practices that promote the well-being and good health of employee so they can perform at their best.
- c. The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition distinguishes between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health. Whilst acknowledging that a range of issues external to the workplace may also cause pressure and stress, the University's and Union's responsibility is to address work-related stress.
- d. The University and Union recognises workplace stress as a matter of concern, acknowledges the importance of both identifying and reducing workplace stressors, and have a commitment to minimizing work-related stress through a risk

management process that includes the identification, assessment and implementation of appropriate measures within the context of the promoting employee well-being.

- e. The stated aims in this section of the Policy are to be achieved by:
 - i. Identifying potential hazards that might contribute to work-related stress through conducting risk assessments;
 - ii. Implementing appropriate control measures to eliminate or control the risks;
 - iii. Establishing a system by which these risk assessments are kept under review;
 - iv. Increasing awareness and understanding of general good health and well-being through identification, prevention, control and subsequent monitoring of causes of stress at work, including where appropriate training and health promotion;
 - v. Providing suitable training for managers and supervisors in the identification of workplace stress and workplace stressors and in the management practices to eliminate or control the risks;
 - vi. Communicating to all staff the availability of confidential counselling service particularly to those whose wellbeing might be adversely affected by stress caused by either work or external factors;
 - vii. Ensuring there are appropriate resources to enable managers to implement the Policy, and providing information about appropriate welfare services to all employees;
 - viii. Consulting with relevant stakeholders on issues relating to wellbeing;
 - ix. Monitoring the arrangements to improve the quality of the working environment; and
 - x. Educating staff and sabbaticals in techniques for recognising and coping with potentially stressful situations.

- f. Managers in the Union are required to:
 - i. Reduce the risk of exposing staff to unreasonable levels of pressure at work;
 - ii. Promote a healthy and safe working environment, and for monitoring compliance with this Policy; and
 - iii. Formally support, in conjunction with University HR&OD, staff and sabbaticals who they feel may be suffering from work-related stress.

- g. Staff and Sabbaticals are required to:
 - i. Support Union management in promoting a healthy and safe working environment;
 - ii. Advise their manager if they believe that either they or a colleague suffers from work-related stress; and
 - iii. Accept opportunities for support when recommended.

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. Staff or sabbaticals 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. Staff or sabbaticals 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 staff or sabbaticals 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 duties and/or work pattern.

22. 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. 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.

23. Welcome Events

- 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. 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 Union's Welcome Events Policy.