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| **Policy Name** | **Health and Safety Policy** | **Policy Number** | HR004 |
| **Approval date** | June 2019 | **To be reviewed** | Annually |
| **Approved by** | UCB Guild HR Subcommittee |
| **Noted/endorsed** | Guild Manager |
| **Applicable To** | All staff and officers |
| **Related policies** |  |

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| **REVIEW HISTORY** |
| **Date** | **Name** | **Role** | **Notes** |
| 28/06/2019 | Sarah Kerton | Guild Manager, UCB Guild | Creation of new policy and approval by HR Subcommittee |
| DD/MM/YY |  |  |  |

**HEALTH AND SAFETY POLICY**

1. **Overview**

The UCB Guild Board of Trustees is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our employees and any other person affected by our activities through applying the high standards set out within this policy.

The Guild has a legal duty to protect the health and safety of its employees and others – Any changes and developments in Health and Safety are considered by the Trustee Board as a whole.

The Guild has adopted a Health and Safety Policy which contains details of these responsibilities and arrangements and any allocation of duties.

The Guild Manager is responsible for implementing the policy, however, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.

The co-operation of employees is crucial in effectively implementing Health and Safety Policy. Every employee is responsible for taking reasonable care of their own health and safety, as well as that of others and for co-operating with the Guild in doing this.

Good communication about health and safety matters should be maintained at all levels within the Guild, not just by management. The Guild recognises that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

So far as is reasonably practicable, the Guild will pay attention to providing and maintaining safe and healthy working conditions, equipment and systems of work for all our employees, student members, contractors and visitors, as well as providing training and supervision for this purpose.

The Board of Trustees has overall responsibility for the policy, and in delivering this, the Guild Manager will in particular take all reasonably practicable steps to:

* provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities;
* provide information, instruction, training and supervision to enable employees to perform their work safely, including displaying a copy of this policy at every location and drawing the policy to the attention of new starters;
* undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities;
* ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances;
* ensure that all vehicles and work equipment are suitable for purpose and properly maintained;
* minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
* make available all necessary safety devices and protective equipment and supervise their use;
* take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety;
* be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health;
* promote a positive health and safety culture within the organisation, in particular by managers, consulting with employees on health and safety matters;

The Guild is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support and advice.

It is the responsibility of the Guild Manager to monitor the implementation of this policy and the Guild’s overall health and safety performance by receiving regular health and safety reports from and commissioning and considering the results of a health and safety audit, conducted on an annual basis and reporting to the Board accordingly.

This Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company’s activities.

1. **Legal Responsibilities of Staff**

All Guild employees have a legal responsibility under Section 7 of the Health & Safety at Work Act 1974 to take reasonable care of themselves and all others who may be affected by their acts and omissions and to co-operate with the Guild and the University with regard to health & safety.

All persons on University premises have a duty under Section 8 of the above Act not to interfere with or to misuse anything provided by the Guild or the University in the interests of health and safety.

1. **Safety Co-ordinator**

The Guild Manager acts as Safety Co-ordinator for the Guild. All matters concerning health & safety should be directed to the Guild Manager in the first instance.

1. **Accident and First Aid**

In the case of serious accident or illness, an ambulance should be summoned by telephone immediately. University Reception and a Manager should be informed promptly to await its arrival and direct the ambulance crew to the casualty.

Lists of Qualified First Aiders and First Aid boxes are kept within each Guild office and at the reception desk. All accidents or incidents and near misses must be reported promptly using an accident report form available on the Shared Drive.

Employees who suffer from epilepsy, diabetes, or any other condition likely to require urgent attention are advised, in their own interest, to inform their Manager in order that assistance may be rendered promptly if necessary.

1. **Control of Substances Hazardous to Health (COSHH)**

All substances hazardous to health within the Guild have been assessed for risk and adequate controls put in place.

No Guild activities involve the general use of substances that are hazardous to health and where applicable risk will be assessed on a case by case basis and personal protective equipment provided where necessary. Guidance and training on the COSHH Regulations is available from the University Health and Safety team.

1. **Induction of New Staff**

All new staff must have a thorough induction on health and safety within their first week of employment.

Arrangements must be made to provide safety training where a need is identified.

1. **Lifting and Moving Loads**

The Manual Handling Operations Regulations 1992 define manual handling as meaning any transporting, supporting, lifting, putting own, pushing, pulling, carrying or moving of a load by hand or bodily force.

All staff whose work involves an element of manual handling will be required to attend a session on risk assessment and safe lifting.

Guidance and training on manual handling is available from the University Health and Safety Team.

1. **Display Screen Equipment (DSE) and Eye Care**

The Guild is committed to implementing the requirements of the Display Screen Equipment Regulations and to that end arrange for all DSE workstations are assessed for ergonomic and other aspects of safety as required by the regulations and used in a safe manner.

Employees who habitually use VDUs as a significant part of normal work are named as 'users' under the new Display Screen Equipment Regulations. All DSE users are required to work through the DSE form available from the shared drive within their first month of work and on moving location.

The Guild accepts that all staff who perform any of the following tasks for daily, continuous spells of an hour or more are users:

* Word processing or desk top publishing;
* Data Input

Such users have the right to request to have an eye examination. This will be done by reimbursing you for your own eye examination. The Guild will also purchase a basic pair of glasses or contribute up to £50 towards your glasses costs if corrective eyewear is necessary for the safe use of DSE.

1. **Electrical Safety**

All Portable Electrical Appliances are PAT tested annually. In addition, should staff suspect any item of mains powered electrical equipment of being defective because of age, appearance or damage it must be taken out of service and reported to the Guild Manager who will arrange for the item to be visually inspected and electrically tested as necessary.

1. **Fire Safety**

Instructions concerning procedure in the case of fire are prominently displayed at strategic points around University College Birmingham. Staff should familiarise themselves with these procedures and also with the escape routes in all other areas of the University that they visit.

On hearing the fire alarm staff will direct any students and visitors to the nearest exits. The University Duty Attendant is in charge of implementing the University’s emergency evacuation procedures and may issue instructions to and request assistance from other members of staff.

1. **Violence and Aggression**

We do not tolerate violence or aggression of any kind. This includes physical and verbal abuse, threats and assault. If you find yourself in such a position, you should try to get out of the situation wherever possible. We will not hold you responsible for the outcome where you have acted in good faith and with appropriate professional judgement in circumstances you could not have foreseen, prevented or controlled.

We can only control aggression and violence with the support of our staff. All staff should do risk assessments to identify potential problems and plan training and procedures accordingly.

You should report any violent incident through our incident reporting system and notify the Guild Manager. Monthly monitoring should keep track of the effectiveness of our policies and procedures.

Normally, any periods you have to take off as a result of violence or aggression will not count against your sickness entitlement.

1. **Record keeping**

Where necessary, safety inspection reports, risk assessments, EHO reports, wastage and temperature listings are kept on the shared drive and will be kept in accordance with our Data Protection Policy.

1. **Risk Assessment**

No work outside the scope of this document will be permitted to start unless it is covered by a suitable and sufficient assessment of the risks involved in the work as required by the Management of Health and Safety at Work Regulations. The University Health and Safety Team and relevant professional bodies can provide advice on Risk Assessment.

1. **Supervision of Trainees**

Supervisors of trainees have a special responsibility to ensure that fully adequate instructions, even those perhaps seemingly obvious or elementary, are given to their charges to protect them from danger.

The need for detailed instruction and close supervision of students and trainees is especially important in practical work. It is not sufficient for a supervisor to assume that an act or manoeuvre is so manifestly dangerous that no-one would attempt it.

In return trainees are required to observe instructions given by staff and to take reasonable care to ensure that their acts or omissions do not result in injury to themselves or others.

1. **Review**

This safety policy statement and any associated codes of practice will be updated annually or more often if necessary.