

# Health & Safety Policy

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<b>Approved by</b>	Board of Trustees
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Date	Name	Comments
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## 1. Foreword

The following policy sets out the commitment of Liverpool Guild of Students to achieve high standards of health and safety, and the arrangements for achieving them. Ensuring the health and safety of all staff, students and visitors must be our highest priority.

As Chief Executive, I am accountable for all aspects of health and safety within the Guild. I cannot do this without the full co-operation of all the individual members of staff of the Guild in doing all they can to help maintain the highest standards in their own particular areas.

I am confident that everyone recognises the need to take care for the health and safety of themselves and others, and to co-operate fully with the health and safety arrangements made by the Liverpool Guild of Students.

**Tricia O'Neill**  
Chief Executive

## 2. General Statement of Policy

The Guild regards the promotion of health, safety and welfare as an essential objective. Our policy is to provide and maintain, as far as is possible, a safe working environment for all our employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The main objectives of this policy are to:

- Provide a safe and healthy working environment including safe systems of work.
- Effectively manage and monitor the safety arrangements.
- Increase the awareness of the responsibility of all employees for the health and safety of themselves and others.
- Ensure a systematic approach to risk assessment and control.
- Ensure adequate resources are available to implement this policy, including the provision of competent employees.
- Provide any information, instruction and training as is necessary.
- Provide suitable arrangements for employee consultation on matters relating to health, safety and welfare.
- Align with the University of Liverpool for the purposes of health and safety, and seek to assist them in their goal of achieving a HASMAP 'High' rating by July 2021.

The Guild will keep this Policy up to date, particularly as the business changes in nature and size. To ensure this, the policy and its operation shall be reviewed regularly and amended as necessary.

The Trustee Board give their full endorsement to this Policy.

**Adnan Hussain**  
Chair of the Board of Trustees

## 3. Health & Safety Code of Practice

The Guild will maintain a Safety Code of Practice to provide specific and detailed practical information in relation to health, safety and welfare.

The Code will regularly reviewed and amended in response to changes in the nature and size of the operation.

## 4. Responsibilities

### 4.1. Board of Trustees

Overall and final responsibility for health and safety in the Guild lies with the Board of Trustees.

The Board of Trustees will ensure that:

- The Health and Safety Policy is effectively implemented to ensure statutory compliance at all times.
- Adequate resources are available for the provision of the appropriate health, safety and welfare arrangements.
- Competent persons are nominated to provide assistance on health and safety and external health and safety advice is available and sought as and when necessary.

The Board of Trustees will manage the co-ordination and implementation of the organisation's responsibilities to ensure compliance with current legislation.

The Board of Trustees empowers the Chief Executive of the Guild to act on their behalf and deal with all health and safety issues on a day to day basis.

### 4.2. Chief Executive

The Chief Executive has a specific responsibility to:

- Introduce corporate health and safety policy to ensure statutory compliance at all times.
- Ensure the policy is reviewed regularly and amended as necessary.
- Ensure that the organisation has a Code of Practice which is current and fit for purpose.

### 4.3. Director of Operations

The Director of Operations has a specific responsibility to:

- Implement health & safety policy and practice within the Guild.

## 4.4. Competent Persons

### The Guild Safety Coordinator

The Guild Safety Coordinator will:

- Advise on statutory compliance, legal requirements and provide guidance on best practice.
- Manage the co-ordination and implementation of the organisations responsibilities in relation to health and safety.
- Provide Suitable training to ensure capability in this role.

### Departmental Safety Coordinators

In addition to the above the Guild Safety Coordinator will jointly, with Departmental Safety Coordinators, have responsibility for fulfilling the organisation's obligations to:

- ensure the health and safety policy is reviewed every 3 years and amended as necessary.
- ensure that notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- ensure that costed statistics for all accidents, incidents, dangerous occurrences and near misses are recorded, investigated and reported.
- audit all statutory tests and inspection records.
- complete the initial risk assessments and safe working practices and carry out audits to ensure they are reviewed regularly, updating and amending as necessary.
- distribute and make available relevant health and safety information to employees.
- produce and update a Health & Safety Code of Practice.
- provide a mechanism to record all health and safety training.
- maintain all safety training records, notifying all relevant parties of training renewal dates.
- ensure adequate qualified personnel are in place to maintain the health and safety policies.

### Facilities Department

Specific responsibilities:

- To ensure that all employees receive the appropriate health and safety induction at the start of their employment, including a copy of the Health and Safety Code of Practice.
- To ensure a daily inspection of the workplace is completed and any hazards or deficiencies in the safety arrangements are reported promptly to the Facilities Manager or Landlord.
- To ensure daily checks of fire exits are carried out, to ensure they are free from obstruction.

- To undertake a thorough inspection of one floor per week to ensure that the building is inspected in its entirety each month. To report any building defects or repairs and maintenance issues immediately and to keep a log of all reported items.
- To assist in the completion and review of risk assessments and safe working practices, updating and amending as necessary.
- To be responsible for office equipment machine replenishment and maintenance.
- To be responsible for waste management control.
- To undertake fire drills, complete fire alarm testing, manage staff fire instruction training and maintain the fire logbook.
- To lead the organisation on COSHH.
- To lead the organisation on weekly Legionella testing.

### University Facilities Residential and Commercial Services Department

Specific responsibilities:

- To maintain the fire alarm system and all other related equipment and detection systems.
- To complete and review fire risk assessments.
- To effect necessary repairs and maintain all building equipment, services and areas.
- To ensure that all statutory tests and inspections are undertaken as required and that records are maintained.

### Departmental & Line Managers

Have a responsibility for those employees and students operating within the scope of their area of responsibility, or within their designated workplaces for:

- Ensuring all personnel within their designated areas of control are aware of all potential hazards, understand the fire evacuation procedure, first aid arrangements, accident reporting procedure and defects reporting procedure.
- Ensuring that all staff receive the appropriate induction and on-the-job training and receive information and instruction relevant to their duties.
- Ensuring that the safety arrangements are effectively implemented for all functions and activities under their control.
- Ensuring that an accident, incident or near-misses are reported to the Facilities Department.
- Instigating and controlling corrective and preventative action programmes as recommended by the Departmental Safety Co-ordinator in relation to accidents, incidents and near misses.
- Conducting regular inspections to ensure all safety arrangements and work practices are effectively applied and remain relevant.
- Ensuring that appropriate and suitable PPE (personal protective equipment) is provided, used and regularly inspected.
- Adopting risk assessments and safe systems of work and reviewing them regularly as required.

## Employees

All employees have a legal duty to take care for their own health and safety and that of others who may be affected by their acts or omissions, to co-operate with management to achieve a healthy and safe workplace and a duty not to interfere with or misuse anything provided in the interests of health, safety or welfare.

Specific Responsibilities:

- To work in accordance with the training and instruction given.
- To read, understand and adhere to the Health and Safety Code of Practice.
- To make use of all safety equipment provided.
- To advise their manager of any safety hazards or deficiencies in the safety arrangements and controls, observed accidents, dangerous occurrences or near misses.
- Not to undertake any task for which authorisation and or training has not been received.
- Ensuring a clean and tidy workplace is maintained.

Breaches of safety rules or interfering with safety equipment will be treated as a serious disciplinary matter.

## 5. Consultation & Communication

### 5.1. Health and Safety Committee

The remit of the Health and Safety Committee is to advise upon, and keep under review, the Health and Safety Policy and arrangements to secure the health and safety of employees, students, visitors and anyone affected by the activities of the Guild. In fulfilling this objective, the committee will have the following responsibilities:

- To advise the Guild on all matters of safety and to make recommendations for such actions that are necessary to comply with the statutory requirements of the Health & Safety at Work etc Act 1974, any other relevant legislation, the Guild's Health & Safety Policy and the University of Liverpool's health & safety policies.
- To review and ensure adherence with the Health & Safety Code of Practice.
- To keep the implementation and effectiveness of the Health & Safety Policy under review, and to monitor safety standards and performance throughout the Guild.
- To monitor Health and Safety Management Profile (HASMAPP) audits.
- To receive reports of accidents and incidents in and around the Guild building, including any such incidents subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- To advise on and review measures for the promotion and awareness of safety throughout the Guild.

The Health and Safety Committee will meet three times per year.

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## Composition of the Health & Safety Committee

The following have standing invitations to the Health & Safety Committee:

- Guild President (or in their absence another Student Representative Officer)
- Chief Executive
- Director of Operations
- Director of Membership Services
- Human Resources Representative
- Facilities Manager
- Operations Manager, Bookings and Events
- Operations Manager, Bars
- Student Activities Manager
- Health & Safety Co-ordinators
- Reception Services Manager
- Technical Manager
- Green Guild Project Manager

Other Guild or University staff may be invited to report to the committee as deemed appropriate by the Director of Operations.

The Health & Safety Committee is chaired by the Director of Operations.

## 5.2. Health & Safety Annual Report

The Guild will produce a Health & Safety Annual Report, this will give an overview of how the Guild has met its health and safety commitments during the previous academic year and will cover the following areas:

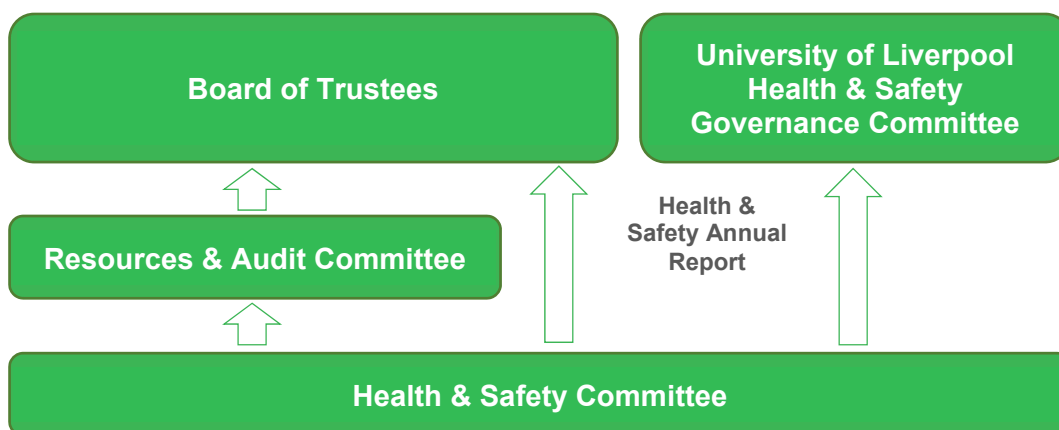
- Health And Safety Management Profile (HASMAPP)
- Accident and Incident Reporting
- Risk Assessment
- Document Reviews undertaken
- Fire evacuation procedure and testing
- PAT testing
- Health & Safety Committee meetings
- Training update

### 5.3. Reporting

The minutes of each Health & Safety Committee are reported to the next meeting of the Trustees' Resources & Audit Committee for information.

Any matters dealt with by the Committee which are included in the Board's Schedule of Reserved Matters must be presented to the Board or Resources & Audit Committee for formal approval as appropriate.

The Health & Safety Annual Report will be presented to the Board of Trustees and the University of Liverpool Health & Safety Governance Committee.





## 6. Health & Safety Governance Structure



The below actions and information provide assurance for the furtherance of health and safety processes undertaken by the Guild.

