

# HEALTH & SAFETY ORGANISATION AND ARRANGEMENTS

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## 1. Introduction

The Board of Trustees, in general and the Chair-person of The Board in particular, are responsible for all aspects of Health & Safety in the Union. This includes ensuring that there is an appropriate Health & Safety Policy and appropriate arrangements for ensuring the communication and implementation of this policy. The Board may choose to delegate some of these responsibilities. To comply with Health & Safety legislation it is important that staff are aware of the nature of the level of delegated authority and individual responsibilities. The purpose of this document is to describe the current levels of delegation, arrangements and specific responsibilities.

## 2. Board of Trustees

The Board of Trustees bears ultimate responsibility for ensuring safety of staff, students and other people affected by the Union's activities. The Board of Trustees shall 'own' and understand the key issues involved and decide how to best communicate, promote and champion Health and Safety through the Finance and Risk sub-committee of the Board of Trustees. The Board of Trustees delegates this primary duty to the Chief Executive for the management and oversight for health and safety.

## 3. Chief Executive

The Chief Executive is charged with ensuring that the all Students' Union policies are implemented effectively. The Chief Executive will ensure that there is adequate provision for safety management within the Union and as a whole complies with the H&S Policy and relevant legislation.

## 4. Head of Operations

The Chief Executive has delegated responsibility to the Head of Operations to oversee health and safety, and be accountable for ensuring the objectives of the Health and Safety policy are achieved in practice.

The Head of Operations has the following responsibilities:

- A. To assist and deputise for the Chief Executive as necessary on issues of Health and Safety
- B. To promote health and safety discussion and review through the Union's Finance and Risk Committee. As a minimum:
  - a. the annual safety report presented shall include:
    - i. Preventive information (such as progress of training and maintenance programmes)
    - ii. Incident data (such as accident and sickness absence rates)
    - iii. Legal compliance checklist
    - iv. List of risk assessments carried out
    - v. Annual review of health and safety policy (ensuring the policy reflects the organisation's current priorities, plans and targets)
  - b. at each quarterly meeting the following shall be presented:
    - i. The impact of changes such as the introduction of new procedures, work processes or products or any major health and safety failure
    - ii. Procedures to implement new and changed legal requirements
    - iii. Considerations from other external developments and events
- C. To ensure appropriate consultative arrangements are in place with employees and their representatives
- D. To put into action any resolution of the Board of Trustees or the Chief Executive on matters of Health and Safety
- E. To present an annual Health and Safety report to the Finance and Risk Committee
- F. To keep up to date with the requirements of overarching University policies and legislation
- G. To develop a safety culture within the organisation that demands a high standard of safety performance from all members of staff and students
- H. To manage the health and safety resources for the organisation

- I. To play an active part in the wider University health and safety management by acting as the Union representative on the University Health and Safety Management Committee
- J. To lead a programme of monitoring and auditing of health and safety matters at the Union

## 5. Health and Safety Coordinator

The Union has appointed a Health and Safety Coordinator to advise the Board of Trustees, Senior Managers, Managers, Sabbatical Officers and Employees on health and safety matters.

The Health and Safety Coordinator:

- A. is accountable to the Head of Operations for all matters relating to Health and Safety
- B. liaises with the University of Portsmouth Health and Safety manager
- C. has access to the Chief Executive should the need arise
- D. has access to the Chair person of the Board of Trustees should the need arise
- E. provides reports independently to the Head of Operations
- F. keeps up to date with the requirements of the University as the landlord and associated body
- G. assists the Head of Operations with ensuring that the safety management in the Union complies with the Union and University statements of policy
- H. is a member of the Union's health and safety group
- I. disseminates the necessary information, instruction and training to enable student groups and staff to perform in their work and activities in a safe manner
- J. maintains health and safety notices, including fire and first aid information
- K. assists staff with the preparation and review of risk assessments
- L. assists with safety inspections and audits
- M. assists the head of operations with accidents and dangerous occurrences reporting, investigation and documentation
- N. supports and advises staff whose health is being affected by their work or whose ability to perform their job is being affected by health issues to speak to their line manager in the first instance to resolve the problem
- O. act with delegated authority to suspend or stop any dangerous activity not carried out within the requirements of the safety policy

## 6. Specialist Health and Safety Advisers

The Union works in partnership with the University to appoint specialist advisers to advise on technical aspects of Health and Safety:

- A. Occupational Health Medical Adviser/Physician
- B. Asbestos Responsible Person
- C. Electrical Safety
- D. Building Safety
- E. COSHH Responsibilities
- F. Fire Safety
- G. Event and Crowd Management Safety
- H. Risk of Terrorism or security matters

## 7. Insurance Providers

The Union seeks independent insurance advice from specialist insurance broker Endsleigh.

## 8. First Aiders

The Union has appointed and trained members of staff to act as First Aiders with a rolling programme of training available to staff and a clear list of trained staff in all workplaces. First aiders are responsible for delivering first aid to injured parties during the working day.

## 9. Fire Marshals

The Union has appointed and trained members of staff to act as Fire Marshals in conjunction with the University and Union Building stakeholders. Fire marshals are responsible for the safe evacuation of all individuals within the Union Building, reporting to the Fire Warden in the event of an emergency evacuation. A list of current fire marshals can be found on the Union website at [www.upsu.net/staff/health-and-safety](http://www.upsu.net/staff/health-and-safety)

## 10. Managers & Union President

The Chief Executive, Head of Operations, Head of Student Opportunities and the Union President are responsible for ensuring that the H&S Policy is implemented in the areas and departments for which they are responsible.

The Operational Managers must then consider how the Health and Safety Policy, and any instructions issued under it, affects the work of their department and arrange for duties to be further delegated as appropriate.

In devolving resources to Managers, the Head of Operations also delegates responsibility to consider the safety implications of decisions taken within their department including responsibilities associated with employees, students, volunteers, contractors and visitors.

In terms of ensuring the quality of safety management in the departments of their department, Managers should take the following action:

- A. Keep themselves and their employees up to date with the requirements of University and Union policies and legislation
- B. Ensure that the safety management in each department complies with the Health and Safety Policy
- C. Ensure that formal risk assessments are completed and stored centrally to ensure the control of all significant hazards within their department
- D. Submit reports on the effectiveness of safety management to the Union Health and Safety Group
- E. Make safety training an integral element of departmental training
- F. Provide the necessary information, instruction and training to enable departmental staff to perform their work in a safe manner, and encourage and support their attendance at relevant University and external safety training events
- G. Take personal action, and empower members of the staff, to suspend or stop any dangerous activity not carried out within the requirements of the safety policy

## 11. Union Employees

All employees of the Union are expected to comply with any safety arrangements (see section 19) that are in force within the Union and the University and are also under a legal obligation to take reasonable care for the health and safety of themselves and others.

Anyone contravening these instructions may be subject to Union disciplinary proceedings and possible legal action. It is also an offence for any person to interfere with or misuse anything that is provided in the interests of safety.

Employees must report accidents, dangerous occurrences, unsafe circumstances and work-related ill health to their line managers or Health and Safety Coordinator.

## 12. Students and Visitors

All students and visitors to the University are expected to comply with any safety arrangements that are in force within the University and the Union, and are also under a legal obligation to take reasonable care for the health and safety of themselves and others.

## 13. Student Groups

Responsibility for the Union's clubs and societies lies with the Coordinator for that activity area however the elected student group committee members also have a responsibility to ensure that their club/society is run in accordance with the Union, University and external service provider policies (as appropriate).

## 14. Health and Safety Groups

Consultation can be most effectively accomplished by committees comprised of management and employee representatives. The Union takes a structured approach so that there are several levels of committee which cascade decisions through all levels up to and from the Board of Trustees.

### 14.a Operational Management Group

The Union's Operational Management Group must carry a standing agenda item for all health and safety matters raised through operational management to support effective resolution or escalation if required.

### 14.b Leadership Team

The Union's Leadership Team must also carry a standing agenda item to receive all health and safety matters raised through Operational Management, Senior Management, Sabbatical Officers, Health and Safety Group or delegate from the Board of Trustees to support effective resolution or escalation if required.

### 14.c Health and Safety Group

The Union Health and Safety Group is the central consultative body for the discussion of safety matters in the Union. The group members include both management, officers and staff representatives.

The Union Health and Safety Group advises the Chief Executive of the Union by:

- A. Monitoring the implementation of the H&S Policy and arrangements for securing the health and safety of employees and others.
- B. Investigating areas of weaknesses in these arrangements and making recommendations to the Head of Operations, Chief Executive and/or Trustees as appropriate, aimed at strengthening those areas
- C. Promoting of a spirit of cooperation between managers and staff in respect of the implementation of measures to secure the safety and health of employees
- D. Encouraging the observance of health and safety measures by all employees as an integral part of their everyday working lives.

#### 14.d Finance and Risk Committee

The Union Finance and Risk Committee is a sub-group of the Board of Trustees and oversees all elements relating to the Union's finances and risk management. The group members include both management, sabbatical officers and trustee representatives.

The Finance and Risk Committee receives:

- A. Annual reports of health and safety matters at the end of each academic year
- B. Alerts to high risk areas within the Union and is empowered to act on behalf of all trustees to mitigate these risk factors

### 15. Training

The Union is committed to providing suitable and sufficient health and safety training for its employees and students. Training is provided by the University of Portsmouth Health and Safety office, online platforms and external providers. The Union will publish a selection of important guidance and training documents at [www.upsu.net/staff/health-and-safety](http://www.upsu.net/staff/health-and-safety)

### 16. Risk Assessment

It is a legal requirement for the Union to ensure that a suitable and sufficient assessment of the risks to the health and safety of its employees (to which they are exposed whilst they are at work) and the risks to persons not in the Union's employment (arising out of or in connection with Union business). It is the responsibility of the operational manager of that department to ensure that a 'suitable and sufficient' risk assessment is carried out before work is undertaken. Working practices and methods must follow the control measures specified in the risk assessment.

### 17. Monitoring Performance

#### 17.a Safety Inspection

In addition to the normal supervisory arrangements described above, a system of periodic inspection should be established at departmental level to enable the Union's Senior Management to satisfy themselves that the safety arrangements that have been put into effect within departments are being followed and are appropriate and effective. The Union's Senior Management should, where reasonably practical, undertake safety inspections on a quarterly basis.

Inspections should normally be conducted by Senior Management who are familiar with the type of work carried out in the area. In complex or specialised settings, it may be appropriate to include someone from outside the Department on the inspection team, to provide a fresh perspective - normally this would be a member of the University of Portsmouth Health and Safety Office or Estates Health and Safety team. A written report on the inspection should be prepared so that the operational manager can ensure that appropriate remedial action is taken.

### 17.b Monitoring System

The Union Board of Trustees and Senior Management must ensure that safety issues are being identified and dealt with effectively and promptly. To achieve this, one of the functions of Head of Operations is to operate and develop a programme of monitoring and auditing of the managerial and practical control of safety.

This system of safety management and compliance auditing, combined with the results from departmental inspections and other monitoring activities permit an assessment of the quality of safety management and practical controls to identify what needs to be improved and how best to target resources.

Annually the Union shall be audited by the University of Portsmouth Health and Safety Office to establish the effectiveness of management structures and risk controls for Health and Safety are carried out.

## 18. Accident and Incident Reporting and Investigation

All Union work and business related accidents, dangerous occurrences, and ill health should be identified, recorded, and investigated to establish their underlying causes and to enable these to be remedied.

## 19. Arrangements for Health & Safety

The Union's Arrangements for health and safety are contained in the Union's health and safety guidance documents found on the Students' Union website under the 'A to Z of Safety Arrangements'

## 20. Occupational Health

The Union also has an Occupational Health provision for its staff.