



## Health & Safety Policy Statement

### Birkbeck Students' Union

## Health & Safety Policy Statement

### Introduction

Staff and students at Birkbeck Students' Union carry out an extremely wide range of activities, some of which involve risks that are new, or unpredictable, or unusual. We cannot provide a risk-free environment. We will, however, strive to ensure that all of us make well-informed decisions, and are responsible and considerate about the risks we encounter during our operations.

This policy sets out the key principles which guide health & safety management, and the related procedure describes in more detail what is expected of managers, staff, students and student groups.

### Purpose of this policy

1. It is the policy of Birkbeck Students' Union to pursue high standards of health and safety management that are open, supportive and empowering. Our objective is to comply with our statutory obligations, and work beyond these towards good and best practice in the sector.
2. In order to achieve this, we recognise that health and safety is a core management function and best practice entails its full integration into the management of all other activities. The SU will endeavour to ensure that adequate resources are provided to support this policy.
3. In this context, efficient and effective managements means:
  - a. Embarking on a process of continual improvement
  - b. Showing leadership and commitment to managing health and safety on a day-to-day basis and at a strategic level, and leading by personal example.
  - c. Acknowledging and (where appropriate) rewarding good practice
  - d. Using the process of informed risk assessment to design out hazards, and achieve appropriate controls over risks that cannot be eliminated
  - e. Facilitating the involvement of all employees in decisions affecting their health and safety at work and communicating effectively with them
  - f. Provision of competent personnel through effective training, professional development and support
4. **All staff:** must take reasonable care of themselves and all others who may be affected by their acts and omissions, and comply with both central and local policies and arrangements for safe working to enable Birkbeck Students' Union to discharge its legal duties with regard to health and safety.
5. **All staff and students (including student groups), and their representatives:** are encouraged to participate in decision-making processes locally and campus wide, and must:
  - a. Report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved form;

- b. Report 'near miss' incidents which have the potential to cause injury or ill health, using the approved form;
  - c. Notify the Union Development Manager, when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
  - d. Not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
  - e. Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay.
  - f. Undertake health and safety training and induction as appropriate for their role and work activities;
  - g. Familiarise themselves with relevant risk assessments for their work activities;
  - h. Assist any visitors who may not be familiar with SU procedures, to the best of their abilities.
6. **Review and update arrangements:** The policy will be reviewed annually by the Board of Trustees, and revised or updated as necessary.
7. **Consequences of non-compliance:** Health and safety management should provide a very positive contribution to the overall efficient and effective management of the SU. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to the SU's disciplinary procedures for staff and for misconduct of students and student groups.

**Exclusions from this policy:**

8. For the avoidance of doubt, this policy is for Birkbeck Students' Union only. It does not cover organisations which are separate legal entities.

**Date and signature:**

Union Development Manager



Date 08/06/2018

**Agreed at Turnaround Board on Wednesday 6<sup>th</sup> June 2018.**