

**Students'
Union**
Bath Spa

Health & Safety Policy

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1.0 General Policy Statement

- 1.1 Bath Spa University Students' Union (Bath Spa SU) is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities.
- 1.2 This document details the particular arrangements that are in place to meet this commitment, who is responsible for implementing this policy, the measures in place to monitor implementation of the policy and the system for reviewing the policy.
- 1.3 Bath Spa SU recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation.
- 1.4 Bath Spa SU is committed to ensuring that procedures are in place to identify hazards, assess risk and implement actions which improve the management of health, safety and welfare.
- 1.5 Bath Spa SU acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure it carries out its operations in a manner which meets its legal obligations.
- 1.6 Bath Spa SU is committed to developing a positive safety culture, based on the involvement of staff in health and safety management. Bath Spa SU will therefore use consultative forums and mechanisms to involve staff in health and safety management.
- 1.7 Bath Spa SU is an independent organisation, which is closely aligned to and works in partnership with Bath Spa University. Therefore, the relationship between the Union and the University is complex and important with regard to this policy.
- 1.8 The University has a legal responsibility to ensure the good management of the Union. As such, the University has an interest in ensuring that adequate measures are in place to ensure health, safety and welfare within the Union.
- 1.9 The University has its own Health and Safety Policy and a Safety Office with whom the Union works closely. This is particularly true in the management of the Union's facilities which are leased from the University.
- 1.10 The Union is a member of the University Health & Safety Committee, which leads work across the University campuses. The Union works closely with the Committee to ensure its facilities and services maintain high standards with regard to Health & Safety. Further information and resources are available via the University website at <http://www2.bathspa.ac.uk/services/health-and-safety/>
- 1.11 Staff and officers of the Union should note that they are employees of Bath Spa SU and as such must adhere to the Union's Health and Safety Policy. Staff should also note that breaches of the Health and Safety policy will be treated with the utmost seriousness and could be deemed gross misconduct.

2.0 Organisational responsibilities and arrangements

The Board of Trustees	<ul style="list-style-type: none"> • Establishing the strategic vision, policies and values of BSSU • Ensuring a sound system of controls are in place and working effectively • Responsible for the effective use of resources • Reviewing and monitoring the Critical Business Risks quarterly and the Corporate Risk Register annually
Bath Spa University	<ul style="list-style-type: none"> • Ensuring the Union is well managed and sustainable, in line with the Code of Practice • Ensuring the Union building is structurally sound and its fixed assets in good working order • Ensuring that roads, toilets, mechanical and electrical fixtures are in good order and well maintained • Through the University Health & Safety Committee: providing advice and access to expertise, training and resources to ensure the Union continues to meet its legal and partnership responsibilities
The Chief Executive Officer	<ul style="list-style-type: none"> • Designated Area Safety Manager for the Union • Responsible for maintaining good risk management practice • Strategic resource management – ensuring that financial, human resources and other resources are available to support the effective management of Health & safety within the organisation
Finance & Resources Manager	<ul style="list-style-type: none"> • Designated operational Area Safety Manager • Representing the Union on the University Health & safety Committee • Working with the University safety officer to maintain a system of regular checks and safety audits. • Maintaining records and reporting incidents as required to the Board of Trustees, University and statutory bodies. • Remaining up to date with relevant legislation • Ensuring adequate training is in place across the Union • Providing operational management of Health and Safety within the Union offices
The Senior Management Team	<ul style="list-style-type: none"> • Ensure an appropriate system of internal controls is in place across the organisation • Supporting the Finance & Resources Manager to implement and required actions and controls
Departmental Managers & budget holders	<ul style="list-style-type: none"> • Designated operational safety managers within their areas of responsibility • Responsible for working with the Finance & Resources Manager to identify issues and implement actions accordingly • Provide leadership within their teams, ensuring staff are aware of the Union's Health and Safety policy, their responsibilities and that staff have access to appropriate training. • Conduct regular checks and inspections within their areas to ensure standards of good practice are maintained. • Inform the Senior Management Team of actions taken or necessary to control immediate threats

	<ul style="list-style-type: none"> • To be responsible for the health and safety of all students, visitors, contractors or suppliers whilst within their area of responsibility • To be responsible for the safe usage, storage and maintenance of all equipment and machinery in their area of responsibility • Reporting any issues with the Union building to the University via the WMS system to ensure deficiencies are quickly rectified • Ensure staff are aware of safe practices when carrying out their duties, such as manual handling and the safe use of Visual Display Screen equipment. • Record and report any accidents or incidents to the Finance & Resources Manager, using the form supplied
All Staff	<ul style="list-style-type: none"> • To be aware of the Union's Health & safety Policy • To take reasonable care in the performance of their duties of themselves and others around them • To co-operate fully with the Union and University management teams, ensuring any actions or controls are implemented as directed • Informing their manager(s) of any potential risks or concerns and reporting any incidents or faults immediately • Do everything in their power to maintain a safe working environment • Correctly use any personal, protective equipment (PPE) supplied to assist in carrying out their duties as instructed by their line manager or in line with instructions/manuals provided with equipment • Protect themselves and others by not interfering or misusing any equipment provided for health & Safety purposes • Ensure all equipment is stored safely after use
Club & Society Committees	<ul style="list-style-type: none"> • appointing suitably qualified activity leaders • ensuring they attend relevant training sessions • reading training materials provided (in hard copy or online) • disseminating health and safety and other relevant information to club and society members • undertaking risk assessments for their activities • reporting any concerns, incidents and accidents
Contractors, Partner organisations, Visitors & Students	<ul style="list-style-type: none"> • Take reasonable care of themselves or others who may be affected by their actions or omissions whilst on Union premises or attending union events • Co-operate fully with Union staff • Comply with all Bath Spa University and Union policy, safety regulations and instructions • Report all accidents, dangerous occurrences and incidents to the Union • Not to interfere with or misuse any equipment provided in the interests of health & safety or welfare. For example it is a legal offence to interfere with or move a fire extinguisher from its fire point.

3.0 Risk Management & Risk assessments

- 3.1 Risk Assessments are the cornerstone of how the Union manages risks.
- 3.2 Details are contained in the Union's Risk Management Policy.
- 3.3 A risk is any event or issue which could affect the ability of the Students' Union to deliver its strategic ambitions or deliver its services to the standard expected.
- 3.4 Risk Assessments provide a structured consistent methodology for assessing and managing risks within the organisation and clearly identifying who is responsible for managing risks.
- 3.5 We all manage risks on a daily basis without always describing those as risks. We assess possible dangers and take actions to minimise the likelihood of those things happening or the impact when things go wrong.
- 3.6 As a public body the Students' Union has a responsibility to ensure it carries out its functions in a manner which reduces any risks to the organisation and its stakeholders (which includes its trustees, staff, students, visitors and partner organisations).
- 3.7 It is impossible to completely eliminate all risks to the organisation. Good risk management is about identifying both any potential risks and any controls or actions that can be taken to minimise the likelihood or impact of those risks.
- 3.8 There are four distinct elements that form our approach to Risk Management:
 - Identification of any potential risks
 - Assessment of the potential impact of that risk and the likelihood of that occurring
 - Identifying and implementing controls and actions to reduce the impact and likelihood of that risk to an acceptable level
 - Monitoring and reviewing our controls and procedures
- 3.9 Significant risks facing the organisation are recorded in the Corporate Risk Register.
- 3.10 Risks associated with day to day activities of the union utilise risk assessments to identify controls that are employed to manage these risks. These largely cover health and safety legislative duties and include the activities of clubs and societies.
- 3.11 A Guide to Risk Assessment and risk assessment forms are available on the Union website at <http://www.bathspasu.co.uk/opps/clubsandsocs/resourcesforcommittees/> , on the internal shared directories or from the Union office.
- 3.12 Risk Assessments should be approved by the relevant departmental manager or where authored by a departmental manager they should be approved by the Finance and Resources Manager or Chief Executive. Copies of risk assessments should be sent to the Finance & Resources Manager and the University Safety Office. This method of checking ensures consistency across the Union and the sharing of good practice between departments.

4.0 Safety Audits

- 4.1 A Safety Audit is an independent, systematic process for inspecting safety systems within each area of The Union. Safety audits are undertaken with support from the University Safety Office and follow University practice. A Safety Audit can be compared to a financial audit in that, they are conducted to independently assess and monitor the safety performance of each area within the organisation.
- 4.2 All aspects of safety are checked against predetermined criteria. However, because such an audit is by necessity of limited scope, it is not highly detailed, nor is it meant to be unnecessarily critical. The purpose of the report is to encourage good practice and highlight areas for improvement.
- 4.3 The audit is carried out by the Corporate Safety Adviser accompanied by the Operational Safety manager. The audits seek to:
- Identify and assess the effectiveness of actions implemented following the last audit
 - Identify good practice
 - Identify areas for improvement and actions to undertake as result of the audit
- 4.4 Safety Audits will be conducted annually and include every part of the Union within a short space of time. Departmental managers are expected to be involved in the audit in their area and to supply documentation and information as required.
- 4.5 Other forms of inspection happen more frequently to maintain standards in between annual Safety Audits. These include:
- Fire inspections
 - Emergency evacuation practices (twice annually)
 - Food Hygiene inspections (externally undertaken)
 - Electrical testing of all portable electric equipment
 - Fire alarms are systemically tested by Property Services, who are also responsible for maintenance of the fire alarm system by an approved contractor and that the database of such checks is kept up to date
 - Emergency lighting is checked weekly and maintained by Property Services along with a database of these checks.

5.0 Health & Well-being at work

5.1 The workplace has a significant impact on people's health and well-being. Whilst this is usually a positive effect, the Union recognises that poor management of workplace health can lead to work-related ill health and to high levels of sickness absence. It recognises that effectively managing occupational health is key to being a good employer

5.2 The Union recognises it has a duty to create a workplace where health, safety and well-being is protected and promoted.

5.3 The Union also recognises that some absence is normal and usually related to short-term illness which has no on-going implications. However where this is not the case and a more long-term issue emerges the Union seeks to support employees to access advice and support and to return to work.

5.4 The Union's Attendance Policy details how the Union deals with sickness absence and employees contractual duties to notify the Union when they are ill. This ensures the Union has a fair and consistent approach to ensuring employees return to work quickly.

5.5 The policy also details how, in some circumstances, the Union may seek the advice of an Occupational Health Practitioner to support an employee to return to work.

5.6 The Union also provides employees with access to Lifeworks, an Employees Assistance Programme, which provides confidential advice on a range of issues, including health advice.

5.7 Equalities

The Union recognises that under the Equalities Act it has a duty of care to take account of diversity when assessing risk and managing health and safety. In particular it recognises that the following may experience particular risks within the workplace:

- Race & migrant workers – for example ensuring everyone understands their rights in the workplace
- Gender- for example taking into account gender (social) and sex (biological) differences on male/female workers
- Disability – ensuring any reasonable adjustments are identified and put in place within the workforce
- Young workers – who may not have experience or knowledge of risks within the workplace
- Older workers – who may face differing physical challenges within the workplace
- New employees – who may not be as familiar with a role and safety measures employed

5.8 Training & Communication

5.8.1 The Union is committed to ensuring that staff members receive appropriate training in Health and Safety and works with the University Health & Safety Committee to ensure staff are able to understand and fulfil their responsibilities.

5.8.2 The University provides a range of online training resources through the Royal Society for the Prevention of Accidents (RoSPA) which are available to Union staff.

- 5.8.3 The Union also works with the Committee to identify and access appropriate training for managers, including where appropriate the IOSH Directing Safety Certificate (or equivalent).
- 5.8.4 The Finance & Resources Manager is responsible for ensuring appropriate staff are provided with generic training such as fire evacuation and first aid. S/He is also responsible for liaising with the University Health & Safety Committee and department managers to co-ordinate training provision for team members.
- 5.8.5 Line Managers are also responsible for identifying and organising specific training for their staff and volunteers, such as food hygiene training.
- 5.8.6 The Chief Executive and Board of Trustees are responsible for ensuring adequate resources are in place to support training requirements.
- 5.8.7 Information regarding health and safety, including the contents of this policy and any amendments, is disseminated to staff and stakeholders in a number of ways:
- Through regular team meetings and training
 - Policies are available on the Union's website at www.bathspasu.ac.uk
 - A hardcopy of the Health & Safety Policy is available in the Union Office
 - Through the Union's Health & Safety Notice board, located in the Main office
 - Through notices and signs displayed throughout the building

5.9 Pregnancy

Any female working at the Union has the responsibility to notify the Union in writing that she is an expectant mother. Their line manager will then undertake a risk assessment to identify any risks and controls to ensure the employees continued wellbeing at work.

- 5.9.1 The employee should pass on any advice from her registered medical practitioner or midwife that could affect the assessment of her risk at work.
- 5.9.2 Newly appointed female staff must notify the Union in writing if they have given birth within the previous six months or are breastfeeding.
- 5.9.3 If an employee continues to breastfeed for more than six months, she must notify the Union to enable any potential risks to both mother and baby to be considered.
- 5.9.4 Risk assessments should be regularly revisited to ensure that any changes in the condition of the expectant/new mother are dealt with.
- 5.9.5 The following are the main specific hazards that are associated with new and expectant mothers at work that may need to be eliminated or else adequately controlled. The risk assessment should cover these and any others that may be identified. The medical condition of each new/expectant mother needs to be considered on the basis of advice from her doctor or midwife.
- Slips, trips and falls – the increasing size of a pregnant woman may adversely affect her balance, so slippery or uneven stairs, floors, paths etc are a particular concern
 - Standing or sitting for long periods
 - Mechanical - vibrations/movement – including travel
 - Manual handling – lifting, twisting etc

- Excessive noise
- Exposure to radiation - non-ionising and ionising
- Extremes of temperature
- Infectious or contagious disease, e.g. German measles, listeriosis.
- Harmful substances, including exposure to other people's tobacco smoke
- Display screen equipment – IT work stations
- Working hours
- Work-related Stress (including working conditions, excessive workloads, travel during rush hour)
- Home working

5.9.6 If a risk remains after reasonable preventive and protective actions were taken, the Union must take the following steps:

- Adjust the working conditions or hours if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met,
- Identify and offer suitable alternative employment, and if this is not feasible;
- Suspend on full pay for as long as is necessary to protect the health and safety of the child.

5.10 Stress

5.10.1 The Union acknowledges that we all experience pressure regularly and it can motivate us to perform at our best. However it is when we experience too much pressure and feel unable to cope that stress can result. This can be detrimental to both physical and mental wellbeing. It can occur at all levels in the organisation.

5.10.2 The Health and Safety Executive Management Standards identify six key areas of work design that, if not properly managed, are associated with poor health and wellbeing, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

5.10.3 The Union is committed to eliminating stress amongst its employees and identifies stress as a key potential risk to the organisation. It does this by:

- Work with staff to identify pressures at work that could cause high stress. It does this through staff surveys and meetings.
- Work with staff to identify strategies to reduce pressure at work.
- Monitor and review strategies to reduce pressure.
- Involve staff in identifying long-term strategies to reduce pressure at work.

- 5.10.4 The Board of Trustees are responsible for ensuring that the policies and strategic development of the Union proactively support well-being in the workplace.
- 5.10.5 Managers are responsible for being alert to possible symptoms of stress amongst their staff. Managers should work with staff to identify causes and solutions to reduce stress. Symptoms can include:
- Changes in a person's mood or behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance.
 - Increased consumption of alcohol, tobacco, caffeine and/or possibly illegal drugs.
 - Complaints about their health, for example frequent headaches.
 - Increased sickness absence from work.
 - Deterioration in timekeeping.
 - Reduced quality of work.
 - Increased number of complaints from customers.
- 5.10.6 Staff have a responsibility to inform their manager if they feel that they are suffering from pressure at work and/or work-related stress. Managers must treat this information as confidential, although they may need to discuss strategies to overcome the pressure/stress with their manager or the Union's HR advisors.
- 5.10.7 The Union is also committed to facilitating a healthy work-life balance for its staff and recognises this can positively contribute to employee stress levels. Further details can be found in the Staff handbook and the following documents:
- Parental, Paternity, Maternity and Adoption leave policies
 - Flexible working policy
 - Time of for dependants policy
- 5.11 Management of Smoking
- 5.11.1 It is the policy of the University that all of its enclosed and substantially enclosed spaces including buildings, garages, sheds, huts, and vehicles, are smoke-free. An enclosed space is defined as having a roof and being wholly enclosed by walls. It includes temporary structures such as tents and marquees. This includes the Student Union Building at Newton Park, any temporary event marquees and all vehicles owned or leased by the Union.
- A substantially enclosed space is defined as having a roof and an opening in the walls representing 50% or less of the total wall area.
- 5.11.2 Smoking is not permitted from windows, on roofs, in doorways, and external stairways.
- 5.11.3 Smoking is permitted outside, provided it is at least 10 metres (e.g. length of a double-decker bus) from any enclosed space. Smokers have a duty to ensure that their smoke does not enter any enclosed or substantially enclosed space through windows, doors or other openings.
- 5.11.4 All persons on the University campus must adhere to the University's Smoking Policy, failure to do so will constitute a breach of the University's Health and Safety Policy staff and students may be subject therefore to disciplinary procedures.

- 5.11.5 It is illegal to sell cigarettes and tobacco to anyone under the age of 18. Union staff should ensure that ID/proof of age is requested when they suspect someone is under the age of 18.
- 5.11.6 The Union shall ensure there are adequate signs telling members and guests that the Union is a no smoking area. The Union will promote smoking cessation and shall highlight the issues relating to smoking. The Union shall also make available information on advice and support available for people who are considering giving up smoking.
- 5.11.7 All staff and students have a personal responsibility for ensuring that their visitors and contractors comply with the Policy.
- 5.11.8 Support on giving up smoking is available at <http://smokefree.nhs.uk/why-quit/>
- 5.12 Drug and Alcohol Use
- 5.12.1 Staff must always be sober whilst at work. Staff should not drink whilst at work or during their lunch or other work breaks unless it is a special occasion, i.e. a lunch time leaving party or a staff drink at the end of a shift.
- 5.12.2 It is totally unacceptable for staff to use illegal drugs or misuse prescribed drugs or substances (such as solvents) whilst at work or during their lunch or other work breaks. In addition to this, it is also unacceptable if drug or alcohol misuse occurring outside the workplace and outside working hours impacts on performance whilst at work.
- 5.12.3 The Union recognises that drug dependency is a treatable condition, and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence.
- 5.12.4 It is also totally unacceptable for students and visitors to use illegal drugs or misuse prescribed drugs, alcohol or substances (such as solvents) whilst visiting the Union or any of its activities.
- 5.12.5 Further information is available in the Union's Alcohol, Drugs & Smoking Policy in section 15 of this Policy.
- 5.13 Lone Working
- 5.13.1 Employees are classified as lone workers when undertaking solitary work, out of sight and hearing range of someone who could assist directly in the event of an accident or illness. The definition of lone working includes working alone on Union premises or off campus (including working from home).
- 5.13.2 Department Managers should ensure that the risks of lone working are assessed and recorded ahead of the work starting. The likelihood and consequence of foreseeable accidents needs to be considered and adequate controls and emergency arrangements need to be implemented.
- 5.13.3 Individuals working on their own, particularly at unsocial hours and in remote locations are likely to be unable to obtain prompt emergency aid due to the absence of other persons close at hand. Working alone is generally not more risky with regards to undertaking work, but in the event of an injury, accident or other incident the lone worker is more likely to remain unattended for a significant time.

5.13.4 Lone working must not be undertaken if it is reasonably foreseeable that an accident would be sufficiently serious that a second person needs to be present to respond.

The following are examples where lone working should normally be prohibited:

- Use of ladders where the height of the ladder is such that footing by a second person is required and the ladder cannot be adequately secured
- Use of dangerous machines where there is a risk of entanglement, entrapment, crushing, impact or injury from cutting or shearing, stabbing or puncture
- Work on or near live electrical conductors

5.13.5 The risk factors that need to be assessed include:

- Person's Suitability
- Machinery, Equipment, Materials or Handled Items
- Environment
- Emergency procedures
- Communications
- Supervision

5.13.6 Further guidance is available from: <http://www2.bathspa.ac.uk/services/health-and-safety/3-workplace-conditions/04-lone-working.asp>

5.14 Home working

5.14.1 This guidance covers circumstances where a formal arrangement for homeworking exists. It does not apply to staff who occasionally undertake work at home on a voluntary basis.

5.14.2 Prior to the commencement of any formal homeworking arrangement the line manager should undertake a risk assessment. The risk assessment for a home worker will be specific to that person, due to his/her personal circumstances, homework location and nature of the work. It is appropriate to note the following common hazards:

- Lone working arrangements and risks
- Workstation Working
- Manual Handling
- Electrical Or Work Equipment
- Using Harmful Or Dangerous Substances
- Reporting Accidents
- Insurance Cover

5.14.3 Further guidance is available from <http://www2.bathspa.ac.uk/services/health-and-safety/3-workplace-conditions/05-homeworking.asp>

6.0 Fire Safety

6.1 The primary purpose of fire safety procedures (as with fire safety legislation) is the protection of people. Protection of property will normally follow on from such procedures, but is of secondary importance.

6.2 Although fire precautions are mainly common sense, staff should understand what to look for and report any deficiencies to the Operational Safety Manager. The Union's Operational Safety Manager is the Finance & Resources Manager.

6.3 Fire Safety checks

The Operational Safety Manager will ensure that Fire Wardens carry out the procedures in check list below, at regular intervals and submit their monthly check sheets for filing:

Checklist forms can be found at: <http://www2.bathspa.ac.uk/services/health-and-safety/>

- Fire fighting equipment is in order, unobstructed and in place;
- There are no obstructions, apparent defects or damage to fire alarm call points, detectors or alarm sounders;
- Means of escape are well sign posted and kept clear of obstructions at all times;
- All internal fire doors are clearly labelled and all self-closing devices are kept in working order. All fire exit doors lead to a safe area and can be easily and quickly be opened from the inside without the use of a key;
- All portable electrical equipment has been tested for safety and is suitably labelled with a valid date. The length of all flexible cables should be kept to the minimum and are securely routed, so that damage is unlikely and they are never under floor coverings or through doorways;
- Flammable material is not left near to a source of heat;
- There is never any accumulation of rubbish, waste paper or other materials which could catch fire. This is particularly important when the premises has been used for a seminar or an exhibition;
- Any festive decorations are flame resistant and are not be attached to lights, heaters or obscure fire safety notices and emergency lighting;
- Heating appliances are fixed in position at a safe distance from any combustible materials and are adequately guarded.

6.4 Fire training

6.4.1 The Union has a statutory duty to ensure that all their employees receive training about fire prevention, the arrangements in place to warn staff and what action they need to take to evacuate their place of work in the event of any emergency. This training applies to all persons engaged on regular duties within the Union, including those who work outside normal office hours (e.g. domestic staff). It is important that all staff receive fire emergency instruction and evacuation practice and that it is appropriate to their responsibilities.

- 6.4.2 Practice evacuation exercises for all staff and the responsibility for organising them is that of the Operational Safety Manager. They should be held at least twice annually in order that the routines remain familiar and action becomes automatic in the event of a real emergency. There are no exceptions as to which staff should participate in evacuation procedures and it is the responsibility of the Operational Safety Manager to ensure that all new personnel must on their arrival in post be given familiarisation guidance to emergency procedures within their area of operation.
- 6.4.3 All personnel receive a general safety talk by their Line Manager part of their initial induction session. This session takes place for all newly engaged staff as soon as possible after their appointment and includes information on fire exit routes and Assembly points.
- 6.4.4 It is advised that refresher sessions are also arranged by line managers once per year. Such exercises should take the form of a walk over escape routes, checking they are clear of obstructions; signs are up-to-date and understood, as are the positions and types of fire extinguishers.
- 6.4.5 Practical Fire Evacuation Exercises for staff are carried out at least twice a year, the timing being at the discretion of the Operational Safety Manager in conjunction with their Fire Wardens and at a time which ensures that such an exercise will be most effective. These may be combined with instruction as above. One evacuation drill should be carried out with the main exit route not available, so that emergency exits must be brought into use.
- 6.4.6 A departmental record of all the above practices and instruction must be kept. The following are examples of what needs to be included in such a record:-
- Date of the practice or instruction;
 - Duration;
 - Name of the person in charge of a practice or giving instruction;
 - Names of the staff receiving training;
 - Nature of instruction, training or exercise.
 - Signature of Area or Operational Safety Manager
- 6.4.7 It is the responsibility of the Operational Safety Manager to organise staff training and to co-ordinate the actions of the staff in the event of an emergency through the use of their Fire Wardens. The guidance given should always be followed and priority given to life rather than property during an emergency.
- 6.4.8 Designated Fire Wardens should receive training annually as part of the University training programme. This includes the use of fire extinguishers.
- 6.5 Signage and Equipment
- 6.5.1 Blue and white Fire Action notices detailing what to do if you discover a fire and the nearest Assembly Point are also posted around the union building, usually near the entrance to buildings.
- 6.5.2 Emergency exit routes are marked with Green signs depicting a running person and an arrow to showing the direction for safe evacuation.

- 6.5.3 Where events are held in a marquee outside the Union Building the Bar, Café & Events Manager and Area Safety Manager must ensure signage and fire extinguishers are in place at the temporary venue.
- 6.5.4 Fire extinguishers are strategically placed for emergency use only. These are serviced on an annual basis by a specialist contractor. However, if an extinguisher has been discharged, the Estates Office must be informed **immediately** so that the extinguisher can be replaced as soon as possible by maintenance staff.
- 6.5.5 The University Corporate Safety Adviser also carries out an annual check of all extinguishers and equipment, usually as part of the annual safety audit.
- 6.5.6 It is important that appropriate arrangements are in place and understood by all staff that ensure the safe evacuation of people who may require additional support to evacuate the building in the event of an emergency.
- 6.5.7 An Evacuchair is situated by the staircase leading from the Union Building for use in the event of a fire. The Operational Safety Manager should liaise with the University Corporate Safety Advisor to arrange training in its use at least every 2 years.

6.6 Procedure for Emergency Evacuations

- 6.6.1 In the event of an evacuation the Union's Assembly point is by the Walled Garden. This is clearly identified by the green / white assembly point sign.

During temporary events, such as the Summer Ball, the site plan will clearly identify the Assembly point.

- 6.6.2 Emergency Evacuation (Fire) practices must be conducted twice per year and recorded on 'Fire Practice Record' forms by the Operational Safety Manager. The times of such practices should be at the discretion of the OSM, but such that they alert the maximum number of people who use the buildings. The initial practice should be held within the first few weeks of the start of every new academic year. The following procedure should be followed:
 - a. To arrange a Fire Practice, the Estates Office should be contacted. They will arrange for the alarms to be put "off-line" for the duration of the practice and also provide a member of the maintenance staff to operate the alarm system.
 - b. Before embarking on a practice, the OSM must ensure that his/her Fire Wardens and Fire Marshals are available to clear through their own areas of the building - top downwards - during the practice and to ensure that all areas have been vacated.
 - c. All escape routes are marked with Green Signs with White symbols of a man running into a space. An arrow shows the direction of travel for safe escape.
 - d. Fire Wardens must have a check-list of all personnel based in their area of responsibility. At the Assembly Point all names on this list must be accounted for, before giving a situation report to the Operational Safety Manager supervising the practice. Any person unaccounted for, must be highlighted to the OSM at this time.

- e. Once the Operational Safety Manager has received assurance from their Fire Wardens and/or tutors that all personnel have been accounted for, he/she will then either:-
 - i) In the event of a real incident or a false alarm, report the situation with regard to personnel to the Senior Fire Officer immediately upon the arrival of the Fire Brigade. Give the number and probable location of any unaccounted personnel.
 - ii) Once the incident is under control, the Senior Fire Officer and only the Senior Fire Officer will decide if the building is safe and authorise that it is safe for personnel to re-enter.
 - iii) Where the evacuation is a practice, the Operational Safety Manager will give a debriefing to all evacuees as to the efficiency of the practice, before they disperse.

6.7 Responsibilities

6.7.1 Fire Warden Responsibilities.

Department Managers are designated Fire Wardens and are responsible for carrying out the following functions:-

- To carry out monthly Fire Safety checks of their assigned area to ensure that all fire equipment, exit signs etc. are in place and in good working order.
- To submit "Fire Wardens' Monthly Check-sheets" to the OSM for any necessary action and filing for reference.
- To bring to the attention of the OSM particular causes for concern
- During a Fire Evacuation, whether real or a practice, to 'take charge' of a designated Assembly Point and receive Personnel and Area condition/situation reports from Fire Marshals.
- Always ensure that a trained deputy is available to cover during absence due to holidays, resignations, transfer of staff, etc.
- During a real emergency liaise with the Senior Fire Officer immediately on the arrival of the Fire Brigade.
- Supply the Senior Fire Officer with a brief situation report as regards to the condition of both the building and evacuation of people. This should contain: Situation of personnel from Fire Marshal's check-lists.
- Establish how many people are unaccounted for in the building, who they are and where they are likely to be located.
- Assess where you think the seat of the fire is likely to be located.
- Suggest the best route to reach trapped personnel and the seat of the fire.
- Highlight any dangerous hazards or chemicals stored in buildings that are likely to hinder or cause danger to Fire Brigade personnel.
- Ensure that before any people re-enter the building, personnel wait until the Senior Fire Brigade Officer-in-charge, gives all buildings the "All clear".

6.7.2 Fire Marshal Responsibilities.

All Union staff are designated as Fire Marshals, they are there to assist during both a real and practice emergency evacuations to:-

- Ensure that all people in their sector, leave the building in an orderly manner and by the nearest available safe escape route.

- Once at the Assembly Point report any person who is not accounted for to the Fire Warden in charge of the Assembly Point.
- In addition, report any useful information about your area eg. Source or type of fire, to the Fire Warden in charge of the Assembly Point.

6.8 In the event of a fire

6.8.1 **ALL staff must ensure that priority must be given to personal safety before property in the event of an emergency.**

6.8.2 If you decide to tackle a fire:

- If in any doubt - don't
- Make sure that there are no other fires in the area.
- Never tackle a fire alone or if flames are above waist height.
- Instruct a person evacuating to inform the Fire Warden in-charge of the Assembly Point, where you and your companion are and what you are doing.
- When using a fire extinguisher, keep low and make sure that you attack the fire with the correct type of extinguisher
- Once the fire is extinguished, report the fact to the Fire Warden at the Assembly Point before checking your personnel list.

6.8.3 If you decide not to fight the fire:

- Leave the area and check on your way out, that toilets, store rooms, etc. are empty of people, but only if it is safe to do so.
- Confine the fire by closing doors and windows on your way out, if it is safe to do so and does not cause you undue delay.

6.8.4 Action on leaving the building:

- Make your way to the Assembly Point and check your staff list and immediately report any person not accounted for, to the Fire Warden.
- If the Fire Warden is not present, take charge of the Assembly Point. In such a situation collect 'Personnel and Area reports' from other Fire Marshals and liaise with the Senior Fire Brigade Officer immediately on the arrival of the Fire Brigade.
- Prevent any people from re-entering the building for whatever reason, until the "All clear", is given by the Senior Fire Brigade Officer.

7.0. First Aid

- 7.1 Under the Health and Safety (First Aid) Regulations 1981, the Union is required to ensure that there is adequate first aid provision on its premises. The regulations refer only to provision for employees, however the Union is committed to ensuring adequate provision for the large number of visitors to the Union. This section details the provision of first aid equipment, first aid personnel (first aiders) and dissemination of first aid information to other staff.
- 7.2 Each building or area of the Students' Union must contain at least one first aid box, placed in a clearly identified and accessible location. First aid boxes should protect their contents from dust and damp and be clearly identified with a white cross on a green background.
- 7.3 The Manager responsible for the building/area in which a first aid box is located is responsible for periodically (at least every monthly) checking the contents of each first aid box.
- 7.4 Each vehicle owned by the Union will also contain a first aid kit.
- 7.5 Departmental Managers must ensure that an adequate number of his/her staff are trained as first aiders, in order to provide cover during all normal working hours. Although the Health and Safety Executive guidance is only for one first aider for every 50 employees, the Union's policy is to endeavour to have at least one first aider present during normal working hours.
- 7.6 Emergency First Aid at Work Training is organised by Departmental Heads and the Finance & Resources Manager on a regular basis.
- 7.7 The current list of staff who are trained first aiders is available in on the H&S notice board in the offices and at prominent positions around the building.
- 7.8 First aid information will be communicated to all staff through distribution of this policy, staff meetings, inductions and clear signage.
- 7.9 All accidents, of whatever severity, must be reported, either by the injured person, his/her supervisor or the first aider, via the standard Accident Report Form. These forms are readily available from Students' Union receptions, Department Managers and the near vicinity of first aid boxes. Completed Accident Report Forms should be copied to the Finance & Resources Manager and sent directly to the University Safety Office.
- 7.10 All sports clubs and any other club/society that takes part in offsite or medium risk activities must have a trained first aider present for any activity. Training for Club and Society committees is organised annually as part of their training programme.
- 7.11 The Union organises a number of large events during the year. Where the expected capacity exceeds 700 people additional first aid and ambulance cover will be provided.

8.0 Electrical safety

8.1 One of the most deadly and least understood hazards with the potential to cause injury is electricity. The hazards that arise with exposure to electricity are:

- Electric shock - with cardiac arrest/stop breathing -both can be fatal
- Burns - external or internal.
- Other injuries could occur, such as a fall after receiving an electric shock, and also a fire could be started.

8.2 Electrical Installation

The Estates Department are responsible for the mains fed electrical supplies within the University campuses, up to and including the outlet sockets.

Communication networks are the responsibility of the Computing Services.

The Union is responsible for the condition and use of all its electrical equipment whether powered from the mains or batteries. (Electrical Equipment refers to a device that consists of an assembly of components powered by electricity either supplied via a socket outlet or a battery.)

8.3 Competent Persons

8.3.1 A *Competent Person* is a person who has been approved by a Union Manager, on the basis of the individual's knowledge, experience and qualifications, to be competent to vet the safety of electrical equipment and/or to supervise others working with electrical equipment.

8.3.2 Any one working on electrical equipment, from the design, construction and repair to its testing and use, must have adequate knowledge, training and information to undertake their tasks safely. Persons who are not so qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided. The level of competence will depend on the nature of the work.

8.3.3 Operational Safety Manager/Department Managers should decide whether a person is competent to carry out work with electrical equipment on the basis of assessment of the work and of the experience, knowledge and behaviour of the particular person.

8.3.4 If there is any doubt as to the competence of a person to undertake work on electrical equipment, then a Qualified Electrician, who has a formal qualification that is nationally recognised and who is compliant with the IEE Wiring Regulations and other relevant UK, EU and ISO standards on electrical systems, must be engaged.

8.4 Plugs

All plugs must be wired correctly and correctly fused. Plugs should be CE marked, or if older BSI kite marked.

8.5 Adaptors and Extension Sockets

Multipoint adaptors should be avoided. No more than one such adaptor may be used in any one mains outlet. Extension sockets and adaptors must conform to British Standards.

8.6 Cables and Extension Cables

- 8.6.1 Power cables must be correctly fitted with plugs and sockets. The cable should be as short as possible and should be unreeled before use. **Induction heating in a coiled cable can destroy the cable insulation and start a fire.**
- 8.6.2 Care should also be taken to route cables safely to avoid creating a trip hazard. Take care to prevent trailing cables from becoming a hazard; cables should be tucked away or lifted above walk-ways but, if a cable lying across a walk-way is unavoidable, the trip hazard should be reduced by the use of a cable cover.

8.7 Portable Equipment

- 8.7.1 Portable equipment refers to all electrical equipment that can be connected to an electrical supply system by a cable and plug. This means that a microwave oven that is wired into wall socket should be classed as portable equipment.
- 8.7.2 All portable electrical equipment needs to be tested for safety on a regular basis - the time interval depends of the equipment and its usage - by a person qualified to carry out the appropriate tests. A testing period of six months or less should be considered for hand held power tools, workshop equipment and equipment used out of doors. The frequency and the nature of the testing should be identified by a competent person.
- 8.7.3 An annual programme of testing of portable electrical equipment is provided by the University. Electrical safety testing is in accord with the latest edition of the IEE Wiring Regulations (17th Edition from July 2008)
- 8.7.4 The tested electrical equipment should be identified with a label noting the date (month and year) of the last test. All electric tools and appliances tests should be recorded and readily available for inspection by safety personnel.
- 8.7.5 A visual inspection should be carried out by an operator every time before the equipment is used. (Please see 7.11 below)

8.8 Purchase of Electrical Equipment

All equipment must be in compliance with the Electrical Equipment (Safety) Regulations, which requires electrical equipment to be safe and constructed in accordance with good engineering practice. Electrical equipment should be CE marked.

8.9 Design and Construction of Electrical Equipment

The design for equipment which uses electricity should be verified by a competent person before construction. The constructed equipment should be also verified by a competent person before being commissioned and used.

8.10 Users of Electrical Equipment

- 8.10.1 Managers should ensure that their staff and others who are users of the Unions electrical equipment understand the requirements of this guidance.
- 8.10.2 Managers and Staff should ensure that they follow any equipment instructions to ensure their continued safe use.

8.11 Faulty Electrical Equipment

- 8.11.1 If any electrical equipment or installation is suspected or recognised to be unsafe, it should be taken out of service directly.

8.11.2 In the case of electrical equipment, the item should be electrically isolated, labelled "Unsafe. Not for use" and either locked away or the plug removed until it is serviced by a competent electrician.

8.11.3 A suspected faulty electrical installation must be reported without delay to the Estates Department. A notice should be placed promptly to warn potential users of the electrical danger

8.12 Personal equipment

The procedures above apply equally to personal electrical equipment that an employee brings into work, for example a stereo.

9.0 **Control of Substances Hazardous to Health (COSHH)**

9.1 The Control of Substances Hazardous to Health Regulations (COSHH) provides a legal framework to protect people against health risks from hazardous substances used at work. For the purposes of COSHH, substances hazardous to health are:

- Substances or mixtures of substances classified as dangerous to health under the current regulations, these can be identified by their warning label and the supplier must provide a safety data sheet for them;
- Substances with occupational exposure limits;
- Biological agents, if they are directly connected with the work or if exposure is incidental to it;
- Any find of dust in a substantial concentration;
- Any other substance which has comparable hazards to people's health

9.2 Substances hazardous to health are present in many products used on a daily basis at work, for example bleach, cooking oil, paint, etc. Some examples of the effects of hazardous substances include:

- Skin irritation, dermatitis or even skin cancer from frequent contact with oils;
- Asthma from sensitivity to substances contained in paints or adhesives
- Being overcome by toxic fumes
- Poisoning by drinking toxic liquids accidentally
- Cancer from exposure to carcinogenic substances at work
- Infection from bacteria and other micro-organisms

9.3 Under the COSHH (Control of Substances Hazardous to Health Regulations) the Union is obliged to carry out a risk assessment of any procedure that is likely to expose employees (and including students) to substances that could be harmful in any way to their health.

9.4 In addition under DSEAR (Dangerous Substances and Explosive Atmosphere Regulations) employers are required to assess the risks associated with their work involving dangerous substances. It is appropriate to assess dangerous (flammable, oxidising and explosive) substances together with hazardous substances as part of a risk assessment for each area and activity undertaken by the Union.

9.5 Hazardous substances that have been brought into the Union will normally include a warning label and information about safety precautions that should be taken when using the substance. The Safety Data Sheet for such products should be obtained

from the supplier of the substance, by the manager of the area in which the substance is being used, and the guidance on the sheet should be followed.

- 9.6 Managers must identify the presence of substances covered by COSHH. As mentioned above, most will already be clearly labelled. Once identified, the risk associated with the use of the product must be assessed and any necessary precautions identified and implemented. The implementation of any precautions must be monitored by the appropriate manager, for example, the Cafe Manager should ensure that all catering staff comply with systems for the use and disposal of cooking oil.
- 9.7 All cleaning products must be kept in locked cupboards or rooms.
- 9.8 Gas cylinders for beer pumps must be kept securely in the cellar, be firmly attached to a wall and should be sheltered from intense sunlight. CO2 monitors are installed in all areas where gas cylinders are stored.

10.0 Food Hygiene

- 10.1 The Union works closely with Bath and North East Somerset Council to ensure high standards of food hygiene are implemented and maintained. This is demonstrated through accreditation achieved through inspections by the Authority.
- 10.2 Guidelines for food handling and preparation are distributed to all staff working in the Bar, Café and Shop.
- 10.3 It is the responsibility of the Bar, Café & Events Manager and the Shop Manager to ensure that all staff receive appropriate food hygiene training. Supervisors must ensure standards are maintained on an on-going basis and all records maintained as instructed.
- 10.4 All permanent staff who work with food must achieve the Basic Food Hygiene Certificate within two months of starting employment with the Union.
- 10.5 All casual staff who work with food will receive training in food hygiene.

11.0 Use of Computers (Display Screen equipment)

- 11.1 Offices are equipped with visual display equipment, in the form of personal computers and laptops. Their use could result in musculoskeletal problems, known as work-related upper limb disorder (WRULD) or more commonly called repetitive strain injury (RSI), as well as eye strain (not damage), fatigue and stress.
- 11.2 Good practice in the layout and use of workstations should prevent any adverse risk. A workstation refers to the visual display equipment and its associated items including the furniture and the immediate work environment.
- 11.3 In law visual display equipment is called display screen equipment (DSE) and the Display Screen Equipment Regulations specify the duties of an employer who should:
- Assess the risk of workstations
 - Deal with identified concerns
 - Provide training and information
 - Ensure eyesight is adequate and provide eye tests if required

- 11.4 It is appropriate that each user of a workstation completes an individual assessment of his/her workstation. A guide to best practice in workstation layout and use is provided on the University website at: <http://www2.bathspa.ac.uk/services/health-and-safety/3-workplace-conditions/03-workstation.asp>
- 11.5 The findings of the assessments should be reviewed by the appropriate line manager and any shortcomings should be dealt with as soon as is reasonably practicable.
- 11.6 The Union provides financial assistance towards the cost of eye tests and corrective lenses. Further details are available on the Union's website and or from the Finance & Resources Manager.

12.0 Manual Handling

- 12.1 Manual handling injuries typically cause back injury, but hands, arms and feet are also vulnerable. The Manual Handling Operation Regulations came into force to reduce injuries from manual handling - the moving and lifting of loads by hand or by bodily force.
- 12.2 The Union will comply with the Manual Handling Operations Regulations which require that the risks specifically associated with manual handling activities are assessed, and eliminated or reduced as far as reasonably practicable. There is a priority of measures that need to be taken:
- a) Avoid manual handling operations as far as is reasonably practicable. This may be achieved by redesign of task and the use of mechanical aids;
 - b) Otherwise, assess the manual handling tasks;
 - c) On the basis of the assessment, reduce the risk of injury as far as reasonably practicable. This may be done by the use of mechanical aids, reducing the weight of loads, sharing the task between several persons etc.
- 12.3 Departmental Managers must ensure that work under their control is undertaken by applying the priority of measures described above.
- 12.4 All staff should follow the safe system of work developed from the risk assessment for handling operations, using any mechanical aids provided. Any faults should be immediately reported to their manager/supervisor.
- 12.5 When a manual handling operation could give rise to personal injury, there is a need for a specific risk assessment. Further guidance is available from the University website at: <http://www2.bathspa.ac.uk/services/health-and-safety/6-work-equipment-contractors/02-manual-handling.asp>

13.0 Safe use of equipment

- 13.1 The Union provides a range of equipment, including personal protective equipment (PPE) to enable staff to carry out their duties efficiently and safely. The need for PPE is usually identified through a risk assessment. Examples of PPE include latex gloves in first aid kits and gloves for litter picking at events.
- 13.2 **Safe Use of Equipment**
It is the responsibility of Union staff members to:

- a) Ensure that when using work equipment, they adhere to all health and safety recommendations and read the manuals/instructions provided, e.g. wearing appropriate protective clothing, using machine guards etc.
- b) Report any faulty equipment to their Line Manager immediately. The equipment must then be stored safely and a notice put on it to prevent use by others.
- c) Ensure the safety of themselves and other members of staff at all times.

13.3 It is the responsibility of the Department Managers to:

- a) Ensure that work equipment is constructed or adapted so as to be suitable for the purpose for which it is used, having regard to working conditions and risks.
- b) Obtain adequate information from suppliers in the form of instruction manuals, leaflets and operational instructions which are readily comprehensible and make these available to staff who require them.
- c) Ensure equipment is effectively safeguarded by the suppliers. It must be made clear to suppliers that we expect, as a contractual condition, that all equipment should comply fully with statutory requirements by integrating the appropriate safety measures and control systems.
- d) Orders for equipment should reinforce the requirement that equipment should be supplied to meet the appropriate legislative and technical health and safety specifications.
- e) Where a Risk Assessment identifies the need for Personal Protective Equipment (PPE), managers must ensure that PPE provided is suitable for its purpose and is properly maintained.

13.4 This policy applies to second-hand equipment as well as new.

14.0 Vehicles

14.1 The Union owns two vehicles available to support students to access activities organised by the Union, its clubs and societies. Both vehicles operate under a Section 19 permit.

14.2 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 their use.
- Ensure their operation is in accordance with the legal and insurance requirements.

14.3 Further details can be found in the Vehicle Handbook available on the Union website.

15.0 Alcohol & Drug Use

15.1 Alcohol

15.1.1 The Union has a legal responsibility for all its members and guests who are consuming alcohol in its bars, both while they are within the premises and outside the premises as they leave. Failure to undertake its responsibilities can lead to the loss of the Union's Premises Licence.

15.1.2 It is illegal to serve alcohol to anyone under the age of 18 years old. ID will be requested by bar staff if they suspect someone is under 18.

- 15.1.3 Anyone consuming alcohol within Union premises must be a member of the Union, an NUS cardholder or a guest of a Bath Spa University member who has signed the guest into the guest book. (ID will be required for guests at the point of signing in).
- 15.1.4 The consumption of alcohol purchased from the Union Bar is permitted to be consumed by members and guests. Alcohol not purchased from the Union Bar may not be brought onto or consumed on Union premises. Anyone found consuming alcohol not purchased from Union bars will be asked to leave the premises and further disciplinary action considered.
- 15.1.5 The Union reserves the right to refuse access to its premises to anyone that is felt to have been consuming alcohol excessively prior to gaining entry to the Union.
- 15.1.6 Union staff should try to ensure that members and guests do not drink excessively within the Union Bars. Staff should not:
- serve drinks to anyone who appears to have been drinking excessively
 - serve no more than a double spirit in a glass
 - must not add a spirit to a bottled or draught drink
 - serve a spirit in a pint glass.
- 15.1.7 Irresponsible drinks promotions will not be permitted and a culture of responsible drinking will be encouraged. Staff who witness a member or guest who is drinking in an irresponsible manner must report the incident to the Bar, Café or Events Manager, Bar Supervisor or member of any event security staff who will deal with the incident.
- 15.1.8 The Union does not permit drinking games or any such drinking activities that may result in a member or guest becoming excessively intoxicated.
- 15.1.9 Members or guests that are deemed to have been drinking excessively within a Union bar will be asked to leave the premises. Staff (including security staff) shall ensure that the person is in a fit state to leave the premises safely.
- 15.1.10 The Union shall promote responsible drinking and the consumption of non-alcoholic drinks. These shall include displaying messages around personal safety, drinking limits and information on sources of support for those who consider they may have a drink problem.
- 15.1.11 The Union will be a member of, and actively promote the Designated Driver Campaign and adhere to the Best Bar None accreditation standards. Designated drivers will be allowed free carbonated soft drinks and juices on production of his/her car keys as proof they are a designated driver.
- 15.1.12 The Union shall ensure that there is free tap water available during the bar opening hours for anyone who asks.
- 15.1.13 Bar prices will be set in order to achieve the targets approved by the Board of Trustees. Union funds must never be used to subsidise the price of a drink from the Union Bars.
- 15.1.14 Union and security staff may ask for proof of identity at any time and may confiscate Bath Spa University ID Cards from members or guests who are deemed to

have been involved in an incident that requires action under the Union's Disciplinary Procedures.

15.1.16 Anyone deemed to be acting inappropriately and in contravention of Union Policy, or of being violent, abusive or destructive to Union property or property of other members or guests will be asked to leave the premises. The incident will be reported to the police as deemed necessary by the Bar, Café & Events Manager or Bar Supervisor. Any incident will result in an immediate ban from the Union premises and activities for the member involved, until further disciplinary action is considered in line with the Union's Disciplinary Procedures. Members shall be responsible for the actions of their guests at all times.

15.1.17 The Union's policy in relation to the use of alcohol and drugs by staff is detailed in section 5.12 of this policy.

15.2 Drink Spiking

15.2.1 The Union has a moral responsibility to protect all its members and their guests from the harmful effects drugs and in particular, drink spiking. It is an offence for a person to knowingly allow illegal drugs to be used; this should be made even more apparent when related to drink spiking.

15.2.2 One of the main forms that drinks are spiked with is more alcohol. Staff should take care and ensure that they do not allow members or guests to pour one drink into another to make it stronger. Staff must also not serve more than a double spirit in a glass or add a spirit to a bottled or alcoholic drink.

15.2.3 Staff should be vigilant at all times and report any suspicions to the Bar, Café & Events Manager or Supervisor. Recorded CCTV will be used at Newton Park to increase the management and security of people within the bar.

15.2.4 The Union will run awareness campaigns and shall highlight the issues relating to drink spiking. The Union shall also make available free, or at a minimal cost, anti-drink spiking devices to reduce the number of incidences.

15.2.5 The Union shall make members and guests aware that Union staff shall remove and dispose of any drinks that are unattended on tables etc. The Union will not replace these drinks as it is deemed that if left unattended for any length of time the owner no longer wants it.

15.2.6 If anyone suspects their drink has been spiked, staff should inform the Bar, Café & Events Manager or Supervisor who will deal with the incident, which should be reported to the police immediately.

15.2.7 Anyone suspected to have spiked a drink of another member or guest, will result in an immediate ban from Union premises and activities for the member involved until the matter is considered under the Union's Disciplinary Procedure. (Members shall be responsible for the actions of their guests). The Police will also be informed.

15.3 Misuse/Possession & Dealing of Drugs

15.3.1 This section should be used in conjunction with the Safe Clubbing Guide. It is an offence under the Misuse of Drugs Act for a person to knowingly allow illegal drugs to be used. To promote good health and conduct and satisfy its legal obligations, the

Union and the University does not tolerate the abuse of drugs on its premises or at activities organised by the Union.

- 15.3.2 The Union will act within the University's Drugs Policy, which requires that any incident be reported to the police and the institution. The Union recognises that drugs related incidents on or around the Union or a Union run event will jeopardise the Union's Club Premises Licence.
- 15.3.3 The Union will ensure that its members are aware that the institution has the power to remove any student from his/her course if involved in a drugs related incident.
- 15.3.4 The Union will publicise to its members and their guests that the misuse of illegal substances on the premises, or at a Union run activity or event will not be tolerated.
- 15.3.5 In the event of a member, guest, employee or performer being found in possession of or dealing in illegal substances the person will be put under citizen's arrest and the police and University Security will be called.
- 15.3.6 Any drugs related incident will result in an immediate ban from Union premises and activities for the member involved until the matter is considered under the Union's Disciplinary Procedures. (Members shall be responsible for the actions of their guests). The incident will also be reported to the police immediately.
- 15.3.7 The Union reserves the right to search members and guests entering the premises or attending events. In the event that illegal substances or items of concern are found they should be handed in to a member of Union staff, and the Bar, Café & Events Manager/Supervisor informed.
The substance should be placed in a clean plastic bag and a label attached to it stating who found it, time and date. The bag should be placed in the bar safe and the police informed who will arrange for its collection and disposal.
- 15.3.8 The Union has a moral responsibility to protect all its members and their guests from the harmful effects of illegal drugs. The Union will run anti-drug campaigns and will highlight the issues relating to the misuse of illegal substances. The Union shall also make available information on advice and support, available for people who consider they have a drug related problem.
- 15.3.9 Staff should be vigilant at all times and report any suspicions to the Bar, Café & Events Manager or Supervisor. Recorded CCTV will be used at Newton Park to increase the management and security of people within the bar.
- 15.3.10 The Union's policy in relation to the misuse of drugs by staff is detailed under 5.12 of this policy.
- 15.4 Care of members and guests
 - 15.4.1 In the event that someone is found to be suffering adversely from effects of drink/drugs, the Union and its employees have a duty of care to ensure that the individual does not come to further harm and receives any medical attention required.
 - 15.4.2 In the event of an individual requiring medical treatment as a result of drink/drugs, the duty first aider must deal with the incident and an ambulance called.

15.4.3 An incident report form and an Accident report form must be completed for incidents of this nature.

16.0 Bar & Events Management

16.1 The Union will use plastic glasses wherever possible to reduce the dangers of glass to staff and customers.

16.2 Staff will ensure that empty glasses and bottles are collected on a regular basis and that broken glass is cleared away as quickly as possible.

16.3 The Union is committed to protecting its staff, members and guests from violent or abusive customers. The Union recognises that customers are particularly liable to violent, threatening and abusive behaviour after consuming alcohol. Staff are trained and experienced in customer care and handling difficult situations. However the Union will not tolerate violent, threatening and abusive behaviour and any such behaviour will result in an immediate ban from Union premises and activities for the member involved until the matter is considered under the Union's Disciplinary Procedures.

16.4 Managers will ensure that risk assessments and training will identify and address specific areas of risk for bars and entertainment staff, including:

- Safe use of equipment
- Manual handling
- Electrical training
- Fire safety
- First aid
- Dealing with difficult customers

16.5 The Bar, Café & Events Manager is responsible for ensuring that a site plan is produced for all events using marquees, clearly showing emergency exits and the position of safety equipment. The site layout should be approved by the University Corporate Safety advisor who should inspect any temporary premises prior to the start of events.

16.6 Marquees and electrical installations should only be erected by suitably qualified external contractors.

16.7 Any external contractors engaged for events, including food stalls and fairground operators must provide risk assessments prior to events. They must also produce any insurance, qualification and inspection certificates as required.

16.8 The Bar, Café & Events Manager has responsibility for ensuring that appropriate management systems are in place for each phase of an event to make sure health and safety risks are controlled. This includes during the build up, load-in, breakdown and load-out as well during the actual event itself. Systems should follow the HSE guidance and Events Industry Forum Purple Guide to Health, Safety and Welfare at Music and Other Events.

16.9 The Bar, Café & Events Manager has overall responsibility for ensuring the proper co-ordination of all work activities at events, including ensuring a safe overall phased programme of work which takes into account contractor risk assessments and communication to all relevant parties.

- 16.10 The Bar, Café & Events Manager is supported by the Senior Management Team.
- 16.11 A briefing should be held for all permanent and temporary staff prior to an event which covers the following:
- site plan
 - site hazards and control measures, including hotspots and concerns identified from previous events
 - buried services such as electric cables
 - safe speed limits
 - first aid, toilets and wash facilities
 - emergency arrangements
 - weather forecast news
 - procedures for using plant and equipment
- 16.12 As detailed under 7.11, where the expected capacity at an event exceeds 700 people additional first aid and ambulance cover will be provided.

17.0 Door Entry and Door Security arrangements

- 17.1 The Union is licenced under its Club Premises Licence to restrict entry to Union members and their guests.
- 17.2 The Union will ask for proof of membership (via a Bath Spa University Student ID card) and where appropriate proof of age and ID prior to purchase and/or entry to events by members and their guests.
- 17.3 The Union reserves the right to refuse entry or ask any member or guest to leave at the discretion of the Bar, Café & Events Manager, Bar Supervisor or security staff. Examples of occasions where this will be deemed appropriate are detailed under sections 15 and 16.
- 17.4 Any incident must be reported immediately to the Manager/Supervisor and an incident form completed. Where possible at the time the Name/ID numbers of members and guests involved will be taken, along with details and statements of witnesses.
- 17.5 The details of any member whose membership has been withdrawn as a result of disciplinary action is held by the Chief executive, who will notify the Bar, Café & Events Manager and Bar Supervisor accordingly. They will ensure those members do not gain entry to bar events until any ban has expired. Furthermore, during the duration of any ban, the member concerned will not be able to purchase event tickets via the Union's website.
- 17.6 Where an event is due to finish after midnight or where attendance is expected to exceed 150, security at a ratio of 1 per 100 for the first 200, and then 1 per 150 for any event of 150 or more will be used.
- 17.7 All door staff employed must be SIA frontline trained. They must be SIA registered and their registration checked online.
- 17.8 The capacity of the bar area at Newton Park is 401. The capacity for events using a marquee will be determined in advance in consultation with the University Corporate Safety Advisor and a suitably sized marquee arranged.

17.9 **The capacity set must never be exceeded.** Counters must be used at larger events to ensure an accurate count of numbers is kept.

17.10 The Union reserves the right to search anyone entering the premises or attending events. The Union will refuse entry to anyone known or suspected to be in possession of illegal substances, dangerous or hazardous substances, knives or dangerous weapons or alcohol not purchased from Union bars. Large bags will not be allowed into events.

18.0 Student Activities

18.1 The Union organises and supports a wide range of clubs, societies and extra curriculum activities to enrich the experience of student life.

18.2 Union staff are responsible for ensuring any activities directly organised by the Union are done so with due regard to its statutory responsibilities and in line with Union policy.

18.3 Union staff are responsible for providing training and support for Club and Society Committees to organise their activities with due regard for Union policies and procedures. They are also responsible for monitoring the standards and effectiveness of procedures and systems employed. Training and support will cover:

- Risk assessment training, monitoring and review
- First aid training and equipment
- Basic understanding of good health and safety practice in line with this policy
- Arranging suitable insurances
- Ensuring activities and excursions are organised by reputable companies
- Providing vehicles for use by members and providing training to ensure drivers are competent
- Provide suitable equipment to undertake tasks (including protective equipment)
- Emergency procedures

18.4 The Club and Society Committees are responsible for:

- appointing suitable committee members and activity leaders
- ensuring they attend relevant training sessions
- reading training materials provided (in hard copy or online)
- disseminating health and safety and other relevant information to club and society members
- undertaking risk assessments for their activities
- reporting any concerns, incidents and accidents

18.5 Activity leaders are responsible for ensuring that good health and safety practice is maintained throughout the organisation and running of any activities.

18.6 Clubs and society members and participants are responsible for following any instructions given to them by Union staff, training / activity / event leaders/staff or their committee members.

18.7 Where the Union works in partnership with or employs the services of an external company, for example a tour company, the Union must ensure they have suitable

levels of experience, insurance and risk assessments for activities organised by them on behalf of the Union.

19.0 Union Gym and exercise classes

19.1 The Union provides a fitness gym and classes for use by members of the Union.

19.2 All applicants for gym membership must complete a registration form which contains general information regarding safe use of gym equipment.

19.3 All members wishing to use the Gym must undergo an induction with a qualified Union instructor which covers the following areas:

- Safe and correct use of gym equipment
- General guidelines regarding suitable clothing and footwear, eating, drinking, warming up/cooling down exercises and hydration levels.
- Consideration of any existing health conditions and advice from a medical practitioner
- Members are instructed they must notify an instructor if they receive any changes in information from a medical practitioner

19.4 The Gym is staffed at the busiest times. Members are instructed that they should never train alone and always ensure there is another person present in the gym.

19.5 Outside of peak times emergency contact numbers are displayed in the gym. First aid and security cover is provided through the University onsite security team.

19.6 Instructors all work through a checklist during a shift to ensure that maintenance, safety and hygiene standards are maintained. Instructors are vigilant at all times to ensure equipment is used correctly.

19.7 Guidance notices for the safe use of the gym are clearly displayed around the gym.

20.0 Reporting of Accidents and Incidents

20.1 Any incidents regarding the conduct of members as detailed under section 15 and 16 should be recorded on an incident report form by the Bar, Café & Events Manager / Supervisor who will pass these to the Union's Chief Executive in line with the Union's Disciplinary Policies. A copy of this incident form is attached at Appendix 1.

20.2 All other incidents, accidents and near misses should be reported in line with Bath Spa University procedures using the form attached at Appendix 2. All reports must be sent to the Finance & Resources Manager who in turn is responsible for maintaining the Union's Accident records.

20.3 Definition

20.3.1 An **accident** is an unplanned and uncontrolled event that could or did result in results in an injury to persons. This includes non-consensual physical violence to a person at work.

20.3.2 A **near miss** is an accident in which injury or significant damage is fortuitously avoided but could have occurred. Tripping on a protruding paving stone is a near miss if you avoid falling and hurting yourself, but evidently is an injury accident if you

fall and injury yourself. Note: Reporting of near miss is important because it could result in an accident being prevented in the future.

20.3.3 A **dangerous occurrence** is an occurrence which arises out of or in connection with work and is of a class specified in Schedule 2 of RIDDOR (www.hse.gov.uk/riddor/guidance.htm#dangerous) These occurrences involve significant failures or malfunctions of equipment, machinery and work items. Examples are collapse of lifting machinery and scaffolding, failure of a boiler and serious electrical short circuit that results in stoppage of a plant for more than 24 hour.

20.3.4 A **major injury** means an injury or condition specified in Schedule 1 of RIDDOR (www.hse.gov.uk/riddor/guidance.htm#reportable).

20.4 Reporting Procedure

20.4.1 Accidents, Dangerous Occurrences and Near Misses are to be reported on the Union Accident Reporting form, attached at Appendix 2. A report should be completed by anyone involved in the incident, including a First Aider and any prime witness.

20.4.2 The completed report should be sent without delay to Finance & Resources Manager who will retain a copy in the Union offices and forward a copy to the University SHE Office. (The SHE Office is at 10 Riverside Court, Lower Bristol Road, Bath BA2 3DZ, telephone no. 01225 875762/875574).

20.4.4 In the case of a severe accident, Dangerous Occurrence or near miss that has serious implications, the SHE Office (5762/5574), Security (01225 875700 for Sion Hill, elsewhere 01225 875555) and the Finance & Resources Manager or Chief Executive contacted by phone without delay.

20.5 Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

20.5.1 There is a statutory duty to report the following notifiable events:

- Over seven day absences of employees injured at work
- Major Injuries of employees
- Fatalities
- Accident that results in a person not at work being taken to a hospital for treatment of an injury caused by anyone working.
- Dangerous Occurrences as defined by the Health and Safety Executive (HSE)

20.5.2 A detailed interpretation of the above terms including the list of Major Injuries and Dangerous Occurrences are available on the HSE website www.hse.gov.uk/riddor/guidance.htm

20.5.3 The reporting of notifiable events is required to be made by the quickest practicable means and then in writing within ten days to the HSE. The Safety Health and Environment (SHE) Office is the University department that routinely communicates accidents reports to the HSE.

21.0 **Review**

21.1 This Policy was approved by Board of Trustees on 12th December 2013 and should be reviewed at least every two years.

Date of last review: November 2016.



INCIDENT REPORT

This form must be completed in incidents involving students or guests.
An accident / dangerous occurrences form may also need to be completed.

DATE

APPROX. TIME

APPROX LOCATION IN UNION (CCTV)

DETAILS OF PERSON INVOLVED

Student Name

Student ID number

IF VISITORS ARE INVOLVED PLEASE GIVE THEIR NAMES HERE

Name

Guest of:

Name

Guest of:

INCIDENT DETAILS

Any member / guest asked to leave must be informed that their membership rights have been withdrawn with immediate effect until the incident has been considered by the Union Disciplinary Panel.

Signature / Name of security staff dealing with incident

Signed Bar Manager / Supervisor

This form must be forwarded to the Chief Executive as soon as possible for action and kept on file for 3 years.

Accident / Dangerous Occurrences

This form must be completed immediately by the person involved in the incident / first aider in attendance / prime witness (in that order of preference).

Reference No

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PERSONAL DETAILS OF PERSON COMPLETING FORM

Surname

Forenames

Address

Please tick the appropriate box

Employee	<input type="checkbox"/>	Job title	
Contractor	<input type="checkbox"/>	Name of contractor	
Member of the public	<input type="checkbox"/>	Guest	<input type="checkbox"/>
Student	<input type="checkbox"/>		

DETAILS OF PERSON INVOLVED IN INCIDENT IF DIFFERENT TO ABOVE:

Surname

Forenames

Address

Please tick the appropriate box

Employee	<input type="checkbox"/>	Job Title	
Contractor	<input type="checkbox"/>	Name of contractor	
Member of the public	<input type="checkbox"/>	Guest	<input type="checkbox"/>
Student	<input type="checkbox"/>		

IS THIS PERSON AGED: <16 16-18YRS 18>YRS

DETAILS OF OCCURRENCE

Day

Date

Time

Exact location of accident

Nature of injury / incident **in detail** (e.g. indicate if left or right etc) and state briefly how the accident happened:

Date this accident form was completed _____

Signed by First Aider or witness _____

Print Name _____

After the accident was the person involved: please tick appropriate box

Given First Aid? Name of First Aider _____

Sent to hospital? Referred to GP?

(Please give details):

Was the person involved absent from work or study as a result of the incident?

Date absence from work commenced _____ Day returned to work _____

If machinery was involved please give details

Please give details of any other witnesses:

Witness	Witness
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Name	Name
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Address	Address
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THE COMPLETED FORM MUST BE SENT AS SOON AS POSSIBLE TO THE FINANCE & RESOURCES MANAGER

This section to be completed by the Finance & Resources Manager

Type of accident / incident

A Personal Injury	<input type="checkbox"/>	Damage Incident	<input type="checkbox"/>
Near Miss	<input type="checkbox"/>	No Personal Injury	<input type="checkbox"/>

How long was the casualty off work? From: _____ To: _____

Is the event HSE reportable? Yes / No

Type of event

Over 3 day accident	<input type="checkbox"/>	Major Injury	<input type="checkbox"/>
Dangerous occurrence	<input type="checkbox"/>		

Has form F2508 been sent to HSE? Yes /No _____ Date sent: _____

What is accident class?

Was personal protective equipment (PPE) necessary?	Yes/No
Was PPE available?	Yes/No
In use at the time of the accident?	Yes/No
Available but not in use?	Yes/No

Signature of Chief Executive

Date

It is a requirement of the Social Security (Claims and Payments) Regulations 1979 (SI.628) that all injuries, however minor, are reported and recorded in a centralised Accident Book.

Bath Spa Students' Union is a registered Charity No: 1139037