



HEALTH AND SAFETY POLICY

Updated October 2017

(All updated/new details since last revision in red for ease of reference)

UNION DIRECTOR'S INTRODUCTION

LSU is committed to health and safety. Our focus is to ensure that this is clear today, tomorrow and everyday.

This policy is a work of reference that summarises all our health and safety efforts and measures.

What we aim to do, is not to treat health and safety as a separate issue for special times, but rather make working safely and watching out for and managing risks, a key part of how everyone at LSU works. So everyone takes responsibility for themselves and others. To help, we have committed to the biggest ever programme of staff and volunteer training. We are committed to doing whatever we can to anticipate risks and hazards and take steps to avoid accidents for all staff, members and visitors.

The three main areas in which you can help are:

- Remember that we all need to work together in order for health and safety to work. You are responsible for not only your health and safety, but that of others too.
- If you think you have spotted a risk or hazard that could hurt people and that you can't fix, raise it immediately with your boss and / or healthandsafety@lsu.co.uk
- Follow all health and safety training, instructions and procedures to ensure that you and those around you are safe.

Do please take the time to look over this policy and particularly the sections that affect you most. I want to thank you in advance for taking the time and trouble to ensure that everyone is as safe as possible whilst being involved with LSU.

Andy Parsons
Union Director

A handwritten signature in black ink, appearing to read 'A. Parsons', written in a cursive style.



HEALTH AND SAFETY POLICY STATEMENT

The aim of Loughborough Students' Union's (LSU) Health and Safety Policy is to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers, student members, contractors and visiting members of the public.
- provide the information, training and supervision as they need for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Every individual employed by Loughborough Students' Union (LSU) is responsible for: taking reasonable care of their own health and safety, the health and safety of others and co-operating with LSU in doing this. The co-operation of our employees is crucial in effectively implementing this Policy. Good communication about health and safety matters should be maintained at all levels within LSU and by every individual.

LSU aspires to the highest possible standard of work conditions.

We aim to provide the following:

- Highest possible standards in facilities and arrangements to ensure the welfare of employees, volunteers and members
- Highest possible standards in supervision, information, instruction, training and education
- Clean, hygienic work conditions
- Protective clothing where necessary

The allocation of duties for safety matters within LSU and the implementation arrangements are detailed within this document. This Policy will be kept up to date, on an on-going basis and will be reviewed every year.

If any staff member is aware of any omissions, errors or changes to working practices and procedures that are not covered by this Policy, they should notify immediately: healthandsafety@lsu.co.uk

STRUCTURE OF THE POLICY

All LSU Staff members should read and adhere to Sections 1-3 of this Policy.

Departmental Leaders (Directors, Heads and Managers) should read and adhere to Sections 1- 4 of this Policy.



HEALTH AND SAFETY ARRANGEMENTS [SUMMARY]

SUMMARY OF LSU HEALTH AND SAFETY ARRANGEMENTS

If you have any concerns regarding health and safety issues, you should contact your Manager/Department Leader. You can also contact the Health and Safety Officer directly: healthandsafety@lsu.co.uk particularly if the issue is not resolved promptly or to your satisfaction.

NB - This section of the policy is a **summary only** and should be read in conjunction with the relevant later Sections.

HEALTH AND SAFETY POLICY

Can be found here: [H&S POLICY CURRENT.docx](#)

Or a copy can be obtained from your Manager or Supervisor.

Or please email healthandsafety@lsu.co.uk for a copy to be emailed to you.

HEALTH AND SAFETY LAW POSTER

The HSE Health and Safety Law poster, which we are legally obliged to display throughout the building, can be found in: the staff kitchen, outside Finance, the Venue office, Nursery, the College Art Shop and the PO.



HEALTH AND SAFETY ARRANGEMENTS [SUMMARY]

The Health and Safety Law Poster states that:

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on 0345 300 9923
- 9 Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

Your Health and Safety Reps: Your Departmental Leader

Other Health and Safety contacts: Health and Safety Officer healthandsafety@lsu.co.uk

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TRAINING

STAFF RESPONSIBILITIES

- Staff are responsible for informing their Department Leader if they need any further health and safety training in order to complete their role safely.

DEPARTMENTAL LEADERS TRAINING RESPONSIBILITIES

- Departmental Leaders are responsible for ensuring that staff are trained in health and safety in all areas required to undertake their work safely and to comply with the Health and Safety Policy.
- If staff are not sufficiently trained in the health and safety areas relevant to their role, they should not be allowed to work.
- Department Leaders are responsible for determining what health and safety training is necessary for staff to undertake their role safely.
- All staff are given induction training on their **first day** by their Departmental Leader or delegated deputy.
- All staff must pass the required online health and safety basic training within their **first month** of employment

HEALTH AND SAFETY ARRANGEMENTS [SUMMARY]

- Health and Safety additional training within departments (e.g. COSHH), are to be addressed as soon as possible (but within one month of joining the Union)
- Student staff for Venue and Shops departments must attend the General Health and Safety training run by their department as soon as possible (preferably in their first month as a Union employee).
- Any new health and safety training requirements must be met as soon as possible. (These may be identified at a departmental or management level).
- Attendance of staff on University health and safety courses should reflect the training needs of the department, the staff role or staff personal development.
- Department Leaders must ensure that their staff are properly and sufficiently trained on the equipment that they use.

MANAGEMENT TRAINING RESPONSIBILITIES

- All new staff and student staff for the remaining departments should attend the General Health and Safety Training session, run by the Health and Safety Officer, as soon as possible in their first 6 months.
- All staff should then undertake refresher general/essentials Health and Safety Training approximately **every 2 years. This may be on-line training.**

EMERGENCY PROCEDURES

- All staff members are responsible for a calm and efficient evacuation of themselves in the event of an evacuation.
- All staff should offer assistance to any individual/s who may have difficulties in evacuating the building, for whatever reason.
- All staff should also advise anyone else to evacuate who they see on their exit from the building.
- All staff are trained in this procedure during General Health and Safety training and Refresher training.
- Allocated fire marshals (Department Leaders or allocated deputies) are responsible for clearing pre-designated areas of the building to ensure a full evacuation.



HEALTH AND SAFETY ARRANGEMENTS [SUMMARY]

DEPARTMENTAL RISK ASSESSMENTS

- Any Risk Assessments should be signed and dated by all staff or those who need to adhere to the control measures. These will then be kept within departments for 40 years.
- Risk Assessments must be readily available to access within departments or individually, or both. Departmental Leaders should give staff personal copies of the Risk Assessments that apply to them upon request.

FIRST AID KITS

First Aid kits are carried by all LSU First Aiders. They can also be found at Reception, in all Shops, the Staffroom and behind all bars (but bars have plasters only).

ACCIDENT BOOK

The LSU Accident Book is completed and kept digitally by the Management Department/HR.

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SECTION 1 – RESPONSIBILITIES FOR HEALTH AND SAFETY AT LSU

Employees may be disciplined by LSU for failing to work safely, endangering others **and failing to meet their designated health and safety responsibilities within their role.**

Failure to comply with any lawful instruction in health and safety or breaches of this Health and Safety Policy may result in dismissal.

Any breaches should be reported to healthandsafety@lsu.co.uk.

1.1 THE BOARD OF TRUSTEES

Overall and final responsibility for Health and Safety at Loughborough Students' Union (LSU) is that of the Board of Trustees.

1.2 THE UNION DIRECTOR

The Union Director is responsible for this Policy and reporting to the Board on health and safety issues. The updating, co-ordination and monitoring of the Policy will be undertaken by the Union Health and Safety Officer, who is appointed by the Union Director.

The Union Director is responsible for ensuring that systems are in place to ensure that:

- risks are properly identified and managed
- adequate resources are made available for the management of health and safety
- adequate arrangements are in place for the management of health and safety
- and that these are monitored.

1.3 DEPARTMENTAL LEADERS (DIRECTORS, HEADS AND MANAGERS)

The Leaders of departments have the responsibility for implementing this Policy and ensuring compliance with legal requirements at departmental level. They are ultimately responsible for ensuring that their staff and volunteers are adequately informed and trained, according to the nature of their job. Support and advice can be sought from the LSU Health and Safety Officer.

Health and safety responsibilities rest with the Leaders of each department. Nominees of the Leaders appointed to carry out specific health and safety tasks do not assume any responsibility by doing so. In delegating health and safety tasks, Leaders must ensure that the nominee has the appropriate training, experience, specialist knowledge and time.

A more detailed description of [Departmental Leaders health and safety responsibilities](#) follows later in the Policy.

1.4 SECTION ADMINISTRATORS

Section Administrators are responsible for ensuring that good systems for health and safety and Risk Assessments covering all activity within the Section are in place, in accordance with this Policy.

These roles may be delegated or ascribed to sabbaticals or volunteers, but full responsibility remains with the administrator at all times. Assistance and input into writing Risk Assessments does not require training, but authoring a Risk Assessment does require LSU Risk Assessment training.

This includes ensuring:

- that Risk Assessments are completed, checked and reviewed within the Section
- that activity is undertaken in line with measures outlined in the Risks Assessments, as far as can be verified
- that members participating in the activity are aware of any risks and adhere to control measures and practices that are important.
- That equipment is stored, used and maintained in a way that promotes and takes account of good practice and any Risk Assessments.

1.5 SECTION SABBATICALS

Section sabbaticals are responsible for supporting and upholding Health and Safety Policy and practice. They will be expected to promote and assist with ensuring that all activity within the section is undertaken in accordance with this Policy and in particular for alerting the administrators to any instances where what happens in practice, is different to what is set out in documentation with regard to health and safety.

They may be required to ensure the Risk Assessments and policies are being adhered to. As such, training in Health and Safety will be provided, and is compulsory.

Any breaches or risks should be reported to Section Administrators and healthandsafety@lsu.co.uk.

1.6 EXECUTIVE OFFICERS AND DEVELOPMENT OFFICERS

All Executive members are expected to support and uphold this policy by emphasising the importance of good health and safety practice, highlighting any risks that they are aware of in the course of their duties and at any other time and reporting any significant breaches to healthandsafety@lsu.co.uk.

As such, training in Health and Safety will be provided, and is compulsory.

1.7 EMPLOYEES AND VOLUNTEERS

All employed persons are required by law (Section 7 of the 1974 Health and Safety at Work Act) to:

- 1) Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- 2) Co-operate with Department Leaders and others having specific safety duties, to ensure that LSU can comply with statutory obligations and achieve the aims and objectives of the LSU Health and Safety Policy.

1.8 THE UNION FACILITIES MANAGER

The Union Facilities Manager has responsibility for:

- The structure of the building and fixed services as specified in [Annex 2](#).

Where plant or premises are under joint control, the responsibility for specific aspects of health and safety remain with the specific area/Department Manager/Leader. **If any alterations or repairs are planned by a Department Leader, the Facilities Manager must be notified in writing prior to any works.**

1.9 STUDENTS, VISITORS AND CONTRACTORS

It is the intention of LSU to ensure, as far as is "reasonably practicable", the health and safety of contractors and members of the public using LSU's premises. LSU will provide safe access and

gress for them and ensure that premises, plant and substances provided for their use in LSU's premises are safe and without risk to health.

Whilst on LSU's premises, contractors, visitors and self-employed persons must:

- 1) Take reasonable care of themselves or others who may be affected by their actions or omissions and co-operate with LSU's employees.
- 2) Comply with the LSU Health and Safety Policy and associated safety regulations and Codes of Practice in respect of health and safety matters.
- 3) Report all accidents and dangerous occurrences to the LSU Health and Safety Officer.

1.10 HEALTH AND SAFETY OFFICER

healthandsafety@lsu.co.uk

The Union Director has appointed a Health and Safety Officer to update, co-ordinate and monitor this Policy and to provide advice on matters relating to health and safety at LSU.

It will be the Health and Safety Officer's responsibility to undertake a central co-ordinating role in relation to general health and safety matters and to act as adviser to LSU on health and safety issues.

Consultation about health and safety takes place between LSU and its employees, as directed by the Health and Safety Consultation with Employees Regulations 1996. This is achieved, usually by the Health and Safety Officer directly with all employees, or between the Health and Safety Officer and Department Leaders/Safety Representatives.

(A more detailed description of [Health and Safety Officer's health and safety responsibilities](#) follows later in the Policy).

1.11 DEPARTMENTAL HEALTH AND SAFETY REPRESENTATIVES (CURRENTLY DEPARTMENT LEADERS)

Departmental Leaders are also required to act as Health and Safety Representatives (Reps) for their department. This means they are responsible for representing their department in health and safety matters and disseminating information. Reps should attend meetings of the LSU Health and Safety Committee. (No function given to a Health and Safety Rep who is not a Departmental Leader shall be construed as imposing any duty on her/him).

1.12 THE HEALTH AND SAFETY COMMITTEE

The general aim of the Health and Safety Committee is to keep under review the measures taken to ensure the health and safety at work of all LSU employees. Issues covered by the Committee may therefore include:

- 1) Developing safe systems of work.
- 2) Discussing issues raised by Health and Safety Reps.
- 3) Monitoring health and safety practices.
- 4) Reviewing incident/accident reports.
- 5) Making policy recommendations on any issues concerning health and safety.

The Health and Safety Committee will meet **once per term**, or upon request by any LSU staff member, with the following members of the Union in attendance:

- 1) **Union Director**
- 2) Health and Safety Officer
- 3) Union Facilities Manager
- 4) Departmental Leaders and Managers
- 5) Trade Union Representative (currently vacant).

6) 2 members of the Executive

1.13 THE TRADE UNION HEALTH AND SAFETY REPRESENTATIVE (CURRENTLY VACANT)

See Annex 2.

1.14 THE ENFORCING AUTHORITY

The health and safety legislation applicable to LSU is enforced by Charnwood Borough Council's Inspectors. The Council can take legal proceedings against all employers and employees, and even members of the public, for breaches of health and safety legislation.

SECTION 2 - LSU HEALTH AND SAFETY ARRANGEMENTS

2.1 ACCIDENT AND HAZARD REPORTING

ACCIDENT REPORTING

Any accidents or occupational ill health suffered by staff, volunteers, students, contractors or visitors must be reported immediately, using an LSU [Accident form](#).

It is the responsibility of Department Leaders and Duty Managers to ensure that all accidents that occur within areas under their control are recorded correctly and accurately on the standard LSU Accident/Incident Report form and submitted to the Health and Safety Officer **without delay**. Some types of injuries have to be reported to the HSE (Health and Safety Executive) within a certain number of days, or we are liable to a large fine.

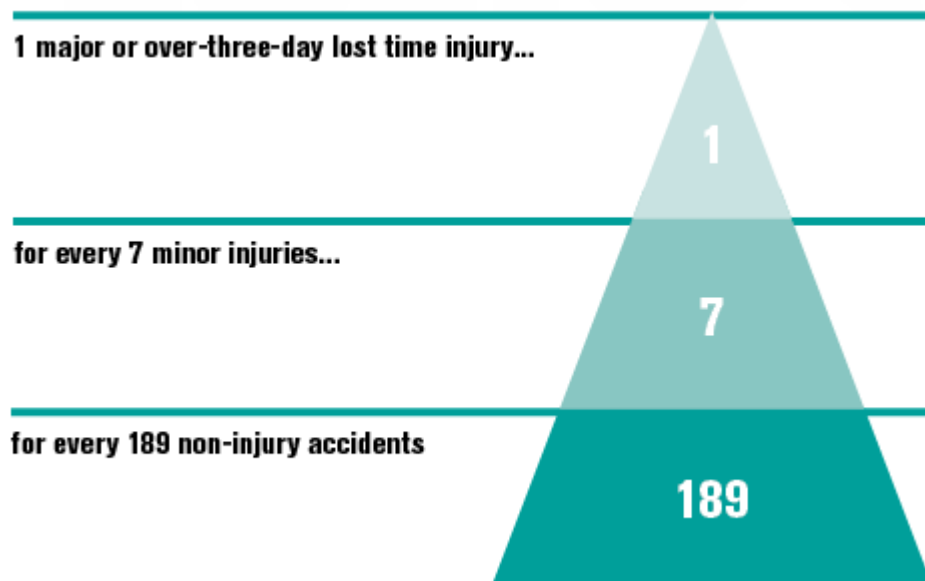
All accidents are entered into an Accident Database that is maintained by Management department. Some accidents will require further investigation either by the Health and Safety Officer or Charnwood Borough Council. It is the responsibility of the Department Leader to assist in these investigations, where required.

NEAR MISSES

[Near Miss forms](#) (dangerous occurrences) must be completed as and when potentially hazardous incidents occur, even if there has not been any injury involved. In addition, a Near Miss form must be completed in all cases where it appears that the work of the Department or LSU has had an adverse effect upon the health of employees, volunteers and/or students, e.g. back strain, deafness etc.

The reporting of near misses is vital to ensure that more serious incidents are highlighted and resolved.

For every 189 non-injury accidents there is likely to be 1 major injury.



HAZARD REPORTING

Where an employee notices a health and safety hazard, they should, where possible, take action to **rectify it or remove the hazard immediately**.

If they are unable to do so, they must **immediately report it** or discuss it with their Departmental Leader, the Maintenance Team maintenancehelpdesk@lsu.co.uk or the Health and Safety Officer healthandsafety@lsu.co.uk

2.2 ALCOHOL AND DRUG POLICY

RULES AND SPECIAL CIRCUMSTANCES

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.

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 misuse occurring outside the workplace and outside working hours impacts on performance whilst at work.

AIMS

LSU requires staff to attend work in a fit and appropriate state, with no impairment from the effects of alcohol or from the misuse of drugs. This policy applies equally to all staff regardless of grade and type of work. As with the main Health and Safety Policy, the final responsibility for this policy lies with the Board of Trustees, however, Department Leaders and Supervisors will be responsible for implementing this policy and ensuring compliance in their own areas of responsibility. All employees have a responsibility to behave in accordance with this policy and take reasonable care of their own health and safety and that of others that may be affected by their behaviour.

HELP AND CONFIDENTIALITY

LSU recognises that alcohol and drug dependency are treatable conditions and will assist staff in the prevention, early detection and diagnosis and treatment of dependency, all in the strictest confidence. We encourage staff to seek help voluntarily and we will help put them in contact with the relevant support organisations and endeavour to do all we can to help staff through this process. Absence from work for treatment will be regarded as normal sickness and we recognise that relapses may occur. If you feel that you need help with a problem then please contact your Department Leader, the Union Director, or the Health and Safety Officer.

DISCIPLINARY ACTION

If a member of staff fails to address an alcohol or drug related problem that persistently affects their work performance or refuses help, this could justify the commencement of disciplinary action proceedings. Dismissal action may also be taken in cases of gross misconduct.

2.3 CONSULTATION OF STAFF

Staff should bring any health and safety concerns to the attention of their Department Leader, who is responsible for representing their department in health and safety matters and disseminating all relevant health and safety information.

In addition, staff are invited to discuss any concerns they may have about health and safety in person or by email with the Health and Safety Officer: healthandsafety@lsu.co.uk, at any time.

2.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY

COSHH regulations exist to ensure that employees and any other persons on our premises are protected where they might be exposed to hazardous substances, or any process that is used or carried out as part of our work activities. Where appropriate, Personal Protective Equipment (PPE), written procedures and training are provided where hazardous substances are to be used within LSU.

2.5 DISPLAY SCREEN EQUIPMENT (DSE) POLICY

A “user” can be defined as a person who experiences continual prolonged use of DSE or whose pattern of work includes substantial use of DSE. At LSU the main requirements of the Display Screen Regulations are followed, which are:

- 1) Analysis of a User’s workstation should be made using EITHER the [LSU DSE Self-Assessment Questionnaire](#) or the computerised [DSE Assessment Questionnaire](#) programme. These assess the risk to a User’s health and safety whilst using their DSE equipment at work. They highlight any particular areas that may give rise for concern, and these will require further evaluation and corrective action as appropriate. Risks identified in the Assessments must be remedied as quickly as possible.
- 2) Self assessments should be completed by every LSU User - annually or if anything changes in the User’s situation, such as: a major change in workstation furniture or location, a major change to software and hardware used, a substantial increase in the amount of time required to be spent using DSE, a substantial change in other task requirements (e.g. more speed or accuracy) or if the lighting/environment is significantly modified. It is the responsibility of each User to undertake a DSE Self-Assessment regularly. Departmental Leaders should check the Action Points highlighted by the audit and ensure that Actions are taken as required within an agreed timeframe.
- 3) For staff who work at home, a DSE Self-Assessment Questionnaire/Assessment should also be completed for the home workstation.
- 4) For staff using iPads or laptops for work, a separate DSE Self-Assessment Questionnaire/Assessment should be completed. In addition, [iPad and portable pc guidelines](#) should be adhered to.
- 5) Users should ensure work routines are introduced to allow breaks or changes in activity that would reduce long periods of intensive work.
- 6) Users are allowed to have an appropriate eye test, upon request, that may identify the need for corrective appliances for DSE work.
- 7) Users are provided with health and safety training in the use of workstations by LSU.

EYE TESTS

LSU ensures the provision of appropriate eye tests, on request, to:

- LSU employees who are already identified as Users.
- Any non-User employees who are to become Users (in such cases the test must be carried out BEFORE the employee becomes a User).
- Any newly appointed member of staff who is to work with DSE to the extent that they will become a User.

Staff who wish to have an eye test must ensure that their Departmental Leader has defined them as a User and signed off their DSE Self Assessment Questionnaire 'Action Plan' - within one month of requesting an eye test. An appointment for a [DSE EYE TEST](#) should then be made with the Opticians at the Union.

LSU will contribute £20 towards the cost of a DSE eye test - to be reclaimed via the [HealthShield](#) scheme <http://www.healthshield.co.uk/members.aspx> and £40 towards the cost of any glasses/lenses required for DSE work (proof of this should be obtained in writing from the optometrist and attached to the claim form). Staff should pay for the glasses/lenses, obtain a receipt and then submit the claim form to their Departmental Leader who authorises the claim from their departmental health and safety budget.

2.6 [FIRE POLICY](#)

SUMMARY OF LSU FIRE SAFETY

Fire safety is everyone's responsibility. All LSU employees, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the No Smoking legislation.

In addition to the legal fire prevention requirements, guidance and advice on specific fire prevention practices can be obtained from the LSU's Health and Safety Officer and the Fire Safety, and Policies and Guidance links on the HSE web site: <http://www.hse.gov.uk/toolbox/fire.htm>

GENERAL UNION FIRE SAFETY GUIDANCE – STAFF RESPONSIBILITIES

All staff must be familiar with LSU fire procedures, as required by The Regulatory Reform (Fire Safety) Order 2005 RR(FS)O and the Act.

Fire evacuation procedures for the LSU are posted throughout LSU buildings and can be found on exit routes normally adjacent to fire alarm call points and meeting rooms.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should know the designated fire assembly points.

- **DO** exit quickly and calmly
- **DO** go directly to open air and report to the designated assembly point
- **DO** close the door behind you
- **DO NOT** stop to collect bags
- **DO NOT** use lifts
- **DO NOT** enter an adjacent building unless directed by the Fire Co-ordinator/Fire Marshal



HEALTH AND SAFETY ARRANGEMENTS

Any staff not at their usual place of work on hearing the evacuation signal, must leave the building following the fire evacuation route signage, and go to the designated assembly point. On no account must they return to their own department.

The fire alarm call points can be found on corridors and adjacent to final exit doors.

Portable fire extinguishers are sited in 'high risk' areas and at regular intervals on corridors/exit routes.

In the Union Building, Fire Marshals are utilised to clear pre-designated fire zone areas. Any instructions they give to staff must be complied with as they are exercising their duties outlined in this LSU Health and Safety Policy and the LSU Fire Policy.

LSU FIRE SAFETY PRECAUTIONS - TO BE ADHERED TO AT ALL TIMES BY ALL STAFF.

Fire doors must be kept closed (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and/or smoke. If a fire door is wedged open to allow for a delivery, short term access etc., then a member of staff must be allocated (by an LSU Leader - Manager/Head) with closing the door in the event of a fire evacuation

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as boxes, trolleys etc. left on an escape corridor pose serious obstacles during an emergency evacuation.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority from LSU's Buildings Dept.

Good housekeeping must be maintained by every member of staff. This means that excessive amounts of flammable items and "clutter" are kept to a minimum. This is vital to keep fire-loading in personal and shared areas to a minimum. Departmental leaders and Section Heads are responsible for ensuring good housekeeping in their own and shared areas.

All storerooms should be kept LOCKED at all times.

Multi – adapters and Daisy chaining should be avoided. If additional sockets are required then contact Buildings Dept.

Any furniture which has upholstery which is ripped or damaged should be disposed of or taken out of use until it is repaired.

When leaving an area, any electrical items and lighting which can be, should be turned off.

Any obvious or suspected damage to, or misuse of, a fire alarm or fire fighting equipment must be reported immediately to the Buildings Dept.

Any contractors MUST be inducted in fire safety by Buildings Dept before being allowed to work at LSU.

Externally, flammable items must NOT be stored next to Union premises. They should be stored away (ideally 5-10 metres) and in a locked compound where possible. This includes skips, plastics, wood, cardboard, general rubbish and other flammables.

Internally stored items should not be placed near any heat sources, electrical sockets or extensions, fire/smoke/heat detectors, or anywhere else which may adversely infringe fire safety.

Sources of heat such as heaters, microwaves, fridges should not be covered by any items or furniture.

Any changes to a department's way of working/operating which MAY have an impact on fire safety (or health and safety) of LSU or another LSU department MUST consult the LSU H&S Officer, Buildings Dept and any other departments affected.

No alterations should be made to Union premises without notifying the Buildings Dept. This includes to fire doors, ceiling panels and general maintenance issues.

If an area has an electrical shut-down device, this must be employed, if possible, (without affecting the running of operations) when the area is left so that all electrics there are isolated.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

A [Fire Safety Precautions Declaration](#) should be signed by all staff and kept by Department Leaders.

For further information on [LSU's Fire Policy](#), please read [Section 3](#) of this Policy.

2.7 FIRST AID PROVISION

The Union will ensure adequate first aid cover throughout working hours. A list of [currently available first aiders](#) should be displayed within each department and area. All accidents/incidents should be dealt with in accordance with [LSU's accident policy](#) (above).

The Union will ensure the provision of fully stocked first aid boxes. A central stock of first aid supplies is held by the Management Department. **Any alterations to the standard first aid box contents list will need to be risk assessed by the relevant Manager/Leader.**

Department Leaders (or delegated deputies) are responsible for the first aid boxes in their areas/departments and for ensuring that they are correctly stocked using the [First Aid Box Checklist](#). First Aiders are responsible for ensuring that their portable first aid boxes are fully and correctly stocked.

Staff should make themselves aware of the location of both their nearest first aid boxes and the current list of first aiders.

2.8 FOOD PROVISION POLICY

Any member of staff who organises or is involved in booking an event where food is provided needs to ensure that certain procedures are adhered to which comply with legislation.

[Catering advice for charity and community groups providing food](#)

<https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

For example all food that is sold or given away ideally needs to have a breakdown of ingredients with the allergens highlighted.

[Allergens](#)

<https://www.food.gov.uk/science/allergy-intolerance/label>

2.9 MANUAL HANDLING POLICY

Manual Handling Regulations (January 1993) require us to evaluate and assess the risk of injury from manual handling within the workplace, and take action to reduce/prevent this risk.

Department Leaders should request that every staff member with any requirements for manual handling within their role at LSU complete [a LSU Manual Handling self-assessment Questionnaire](#). (Available on the Everyone folder/Template documents or from Department Leaders). The findings of the Questionnaire should then be discussed with the member of staff by the Departmental Leader to ensure an action plan is made.

If the individual's requirements go beyond the control measures listed in the department's standard Manual Handling Risk Assessment, then an individual/[Personal Manual Handling risk assessment](#) should then be produced for that individual. (Advice for this can be sought from the Health and Safety Officer). The Action Points of this must then be acted upon to ensure that adequate precautions are taken to prevent risk from manual handling.

Manual Handling Risk Assessments should be reviewed:

- Before any new manual handling task is carried out by an individual
- As necessary, i.e. where you "suspect that your assessment is no longer valid or there has been significant change".
- Annually ideally or at least every two years (minimum).

Every individual who is required to perform manual handling tasks in the course of their job role must be trained in manual handling as soon as possible upon starting employment at LSU and thereafter at least once every 3-4 years. This can be on-line training.

If staff are unable to work or have reduced activities due to an injury or condition that relates to manual handling, they must:

1. Obtain a FIT note from their doctor (prior to their return to work if they have been absent from work)
2. Be involved in a discussion/meeting in order to produce a [Manual Handling Risk Assessment](#) with relating Actions. (This will be completed by healthandsafety@lsu.co.uk upon request by the Department Leader).

2.10 NOISE AT WORK POLICY

Employees must:

- use all equipment and noise control measures in accordance with instruction,
- wear hearing protection where required,
- maintain hearing protection and any other noise control equipment,
- report any defects or difficulties with hearing protection and any other noise control equipment,
- co-operate with any programme of health surveillance which is identified as necessary following risk assessment.

For the full [LSU's Noise at Work Policy](#), please follow link.

2.11 OCCUPATIONAL STRESS POLICY

All staff should complete an [Occupational Stress declaration](#) and return it to their Department Leader. Reference should be made to the Union's [Occupational Stress Policy](#). A summary of its details are as follows:

POLICY STATEMENT

- a) The Union is committed to providing safe and healthy working conditions, equipment and systems of work for all our employees, volunteers, students, contractors and visitors. LSU recognises that health and well-being includes mental as well as physical health. It is committed to doing all that is reasonably practicable to manage its activities to comply with Health and Safety legislation and duty of care, to prevent and control the risk to mental health arising from work activities.
- b) LSU will seek to establish an organisational style and culture aimed at preventing and controlling occupational (work-related) stress through effective and sensitive management.
- c) LSU accepts that stresses in the workplace can have a detrimental effect upon the mental health of employees. It also recognises that mental health problems may be influenced by stresses in the life of employees caused by external factors over which the Union has no control.

AIMS AND OBJECTIVES OF POLICY

The aim of LSU's Occupational Stress Policy is to establish an effective and consistent approach to the management of work-related stress throughout LSU. This will be achieved through the following:

- a) Ensuring an increase in general awareness of stress, its causes and methods of prevention and control; through training and literature.
- b) Establishing arrangements for identifying and minimising causes of stress in the workplace, including those arising from personal interactions.
- c) Providing support for all members of staff in managing personal stress levels.
- d) Prevention or control of stress through the process of Risk Assessment.
- e) Effective management of stress, including provision of support through confidential referral services.
- f) Sensitive and planned management of return to work, following sickness absence.
- g) Promotion of partnerships between management and individuals, with the aim of eliminating sources of stress.

SUPPORT AVAILABLE FOR MEMBERS OF STAFF

Providers of support include:

- a) Your Department Leader
- b) The Union Director
- c) The Deputy Union Director
- d) The Health & Safety Officer healthandsafety@lsu.co.uk
- e) HR/Management Department staff
- f) Payroll Administrator
- g) Your GP
- h) University Chaplaincy cfschaplains@lboro.ac.uk

Contact and the exchange of information between the above providers will be addressed on an individual basis, whilst respecting the need for confidentiality.

ROLE OF MEMBERS OF STAFF

- 1) Individual members of staff have a duty to take reasonable care of their own health and safety, including mental health, and that of others likely to be affected by their actions, both legally and under the Union's Health & Safety Policy. All staff are required to co-operate to ensure that the aims and objectives stated above are achieved.
- 2) [Stress – Notes of Guidance for Employees](#) offers guidance on stress for members of staff, to promote the Policy and make known the available support.
- 3) Individual members of Union staff are encouraged to support colleagues, and as appropriate, raise with management all cases where colleagues are displaying signs of stress.

TRAINING FOR INDIVIDUAL MEMBERS OF STAFF

Courses on managing personal stress are available as part of the University Staff Development Programme; <http://www.lboro.ac.uk/services/sd/resilience/>
LSU staff are strongly advised to attend such courses. In addition courses in related areas, such as Time Management and Relaxation are also available. These can be booked through your Department Leader, healthandsafety@lsu.co.uk or directly with the University: <http://www.lboro.ac.uk/services/sd/>

Courses on Managing Stress can also be run upon request in-house at LSU, by contacting healthandsafety@lsu.co.uk

2.12 PORTABLE APPLIANCE TESTING (PAT TESTING)

PAT testing is required for any equipment you use with a plug. If you purchase any new equipment please email the maintenance help desk to get the new item tested before use.

Not all equipment will need testing every year, items such as computers and screens will only be tested every 2-5 years unless they are moved about or are in a harsh environment.

LSU carries out all portable appliance testing in house with no recharging to departments or clubs.

All records will be kept by the Buildings Department for item life cycle tracking and Insurance purposes. A copy will be supplied upon request.

2.13 PROTECTIVE EQUIPMENT (PPE) POLICY

Where a Risk Assessment identifies the need for PPE, such as protective gloves, aprons or footwear, LSU will bear the cost of that equipment.

Staff must keep the equipment in good repair and report any damage or loss to their Department Leader immediately. Lost or damaged items may have to be replaced by the individual, depending on the circumstances. Leaders must ensure that any PPE provided is suitable for its purpose and is properly maintained.

2.14 RISK ASSESSMENT POLICY

Risk Assessments are required to be completed by Health and Safety Law for any significant hazard which exists, or is introduced into the workplace by new equipment or a new way of working or activity. They also need to be completed for particular people who may be at risk, such as young people, trainees, disabled employees or pregnant women and for potentially hazardous events, such as a firework display or bungee jump.

Risk assessments should be the cornerstone of all activities carried out within the Union.

All training, operating manuals, competencies and working practices should reflect the relevant Risk Assessment/s.

Risk Assessments allow the assessment of risks in order to determine whether adequate precautions have been taken, or whether more are required, to prevent harm to people at LSU. Risk Assessments should be "suitable and sufficient". They should take account of requirements in regulations and what is "reasonably practicable" within the context of the Union, considering time and money.

Risk Assessments should be:

- 1) Completed for all core activities/events.
- 2) Before any new work/activity is carried out where the hazards are significant
- 3) Reviewed and revised as necessary, i.e. where you "suspect that your assessment is no longer valid or there has been significant change"
- 4) Reviewed annually where possible or at least every three years if nothing has changed (minimum).
- 5) Kept for 40 years (as required by law).

Only staff trained in Risk Assessment completion should undertake the task of writing or checking Risk Assessments. Generally this will be Departmental Leaders, or a suitably trained delegate such as those with departmental health and safety roles or Section Administrators. In addition, volunteers and section members, who are suitably trained, may complete and sign risk assessments, but these must always be finally checked and signed-off by LSU permanent staff.

The Health and Safety Officer, Departmental Leaders and Section Administrators can be consulted where necessary. Risk Assessments should be completed on the relevant [LSU Risk Assessment form](#) or the [LSU Sections Risk Assessment form](#).

All Risk Assessments should consult the members of staff involved in the activity or procedure. The contents of completed Risk Assessments should then be disseminated to all the relevant employees and the necessary actions, as specified in the precautions, such as training, should be undertaken as soon as possible. All employees must sign and date each risk assessment relevant to their work and covering any potential significant hazards that may affect them.

2.15 SAFE USE OF WORK EQUIPMENT

It is the responsibility of members of staff to:

- 1) 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.
- 2) Report any faulty equipment to their Department Leader or the Health and Safety Officer immediately. The equipment must then be stored safely and a notice put on it to prevent use by others. This includes work equipment such as chairs and ladders.
- 3) Ensure the safety of themselves and other members of staff at all times.

Department Leaders must ensure that their staff are properly and sufficiently trained on the equipment that they use.

2.16 SMOKING POLICY

The Union Building and all other Union premises are strictly no-smoking areas, as required by law. This includes the covered area outside the gallery.

Smokers will be allowed short smoke breaks, at the Department Leader's discretion, to be taken outside only, where smoking is allowed.

2.17 TRAINING

All staff are given [induction training](#) on their **first day** by their Departmental Leader or delegated deputy which covers; evacuation procedures, emergency exit locations, location of First Aid boxes, principles of Manual Handling, LSU Health and Safety policy location, accident reporting, protective clothing (PPE) and any specific departmental Health and Safety issues. This induction training is given and recorded by Department Leader or a nominated deputy, and is signed by the new staff member.

Health and Safety issues that require additional training within departments, such as COSHH, are to be addressed as soon as possible (but within one month of joining the Union) by the Department Leader or nominated deputy. New staff should therefore not be involved in any activities for which they have not been fully trained in health and safety.

Student Staff for Venue and Shops departments must attend the General Health and Safety training run by their department as soon as possible (preferably in their first month as a Union employee). Training given within departments must be recorded and kept by the relevant department, with signatures of both the trainer and member of staff and dates, along with a summary of the issues covered.

All new permanent staff and Student Staff for the remaining departments should attend the General Health and Safety Training session as soon as possible in their first 6 months as a Union employee. All staff should undertake refresher general Health and Safety Training approximately **every 2 years**. This allows for people forgetting the information over time. This session is run by the Management department and training records are kept centrally by HR.

Any new health and safety training requirements must be met as soon as possible. (These may be identified at a departmental or management level). This may be departmentally, centrally from the Union or by an outside organisation. All staff are notified as soon as possible about any relevant legislation changes which may affect them.

Fire practices are held twice per year for daytime and night-time staff.

LSU staff will be invited to take part in Loughborough University health and safety training in numerous courses throughout the year. Staff attendance should be in agreement with the Departmental Leader and should relate to staff personal development or requirements for their role or the department. All bookings should be made via healthandsafety@lsu.co.uk and not directly with the University. Cancellations for any bookings must be made **48 hours** before the training commences, or a £50 cancellation fee will be charged. Staff are required to sign in on all courses and complete a [feedback form](#) for the course within **one month** of attendance.

2.18 TRANSPORT POLICY

GENERAL STATEMENT

It is our policy to take all reasonable steps to manage the health and safety of all those who drive their own vehicle whilst on LSU business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to provide Duty of Care for our employees, whilst at work, or on LSU business. It is for this reason that our policy not only sets out our procedures on driving, but also details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from drivers as well as basic guidelines on driver health.

SECTION 1 - DRIVER REGISTRATION

All LSU employees using their own vehicle for LSU business **MUST** register it with LSU. This should be done by completing the [Private Vehicle Registration form](#). This should then be given to Jude or Louisa in the Management Department.

They will also copy the documents you are required to produce, i.e.

1. **DRIVING LICENCE**
2. **UNIQUE DVLA CODE.** You will need to obtain this yourself using the following link; <https://www.gov.uk/view-driving-licence> Please bring a print out of the "check code". (This will allow us to view your driving record, any penalty points/disqualifications and the "check code" allows you to share your driving record with LSU).
3. **MOT EVIDENCE.** You will need the MOT feedback/statement from your MOT garage/tester.
4. **INSURANCE CERTIFICATE**
5. **PROOF OF TAX.** This needs to be obtained by yourself and a print out provided; <https://vehicleenquiry.service.gov.uk/>

PLEASE NOTE - NO MILEAGE/PETROL ALLOWANCE CLAIMS WILL BE PROCESSED OR PAID WITHOUT THE PRIVATE VEHICLE REGISTRATION FORM AND EVIDENCE BEING SUBMITTED TO LSU MANAGEMENT PRIOR TO ANY JOURNEY ON LSU BUSINESS (hr@lsu.co.uk or healthandsafety@lsu.co.uk).

SECTION 2 –DRIVER'S RESPONSIBILITIES

Before using your Own Vehicle on LSU business you must:

1. Always check your car for roadworthiness, especially before a long journey. Check oil, water, seat and mirror adjustment, and bodywork. If you are unsure how to do this, these websites will help:

<http://www.theaa.com/breakdown-cover/car-maintenance-tips.html>
<http://www.rac.co.uk/advice/car-knowledge/videos> - Know Hows
<http://www.drivesafely.org/campaigns-518/keep-your-driving-safe-537/>

LSU can offer you a training session in Car Maintenance if you require. (Please contact Chris Spencer; chrisspencer@lsu.co.uk).

2. Check tyres and tyre pressures. Keeping tyres at the correct pressure will save on fuel.
3. If you are claiming for mileage allowance from LSU, you must notify your insurers that you are using your vehicle for LSU-related activities. A failure to inform them

in advance may negate any claim you submit as a result of an accident (whether or not it's your fault).

4. Know – and comply with – [The Highway Code!](#)
5. DO NOT drive if you have recently consumed alcohol or are on medication which may affect your driving ability.

Extract from BBC website:

*The legal drink-drive limit is **80mg per 100 millilitres of blood** (or 50mg / 100 ml in Scotland) But this cannot easily be translated into alcohol units as it can be affected by build, sex, whether food has been eaten, and a host of other factors.*

*Campaigners say there is therefore **no safe amount to drink before driving**, because it is so difficult to tell what effect the alcohol will have on you.*

Another important consideration is how long each unit will stay in your system. Only 10 minutes after having a drink, 50% of the alcohol will be in your bloodstream. After an hour all the alcohol will have been absorbed.

*On a typical night out you may easily have **200mg/100ml of alcohol in the blood by midnight, which will not be fully flushed out until the following afternoon.** And, contrary to popular belief, it is impossible to speed up the processing of alcohol through your body any faster. A cold shower or cup of coffee will not help - it just takes time.*

ALCOHOL CONTENT examples	
Standard (175ml) glass of wine	- 2 units
Large (250ml) glass of wine	- 3 units
Pint of standard lager	- 2.3 units
Pint of premium lager	- 2.8 units
Pint of strong cider	- 4.7 units

6. NEVER use a mobile phone while driving, even a handsfree.
7. Do not smoke, eat or drink whilst driving.
8. DO NOT drive if tired.
9. Plan your journey to include a 15 minute break every two hours.
10. Remember the risks if you have an early start, long drive and then take part in a long event/activity, allow yourself time to rest before starting the return journey. If possible try and stay overnight or consider sharing the driving (but don't forget to let your insurers know the driver's details!).

To avoid driving tired, please read the Government tips below to ensure you have a safe journey:

Before you start your journey:

- *Plan your journey to include a 15 minute break every two hours of driving*
- *Have a good night's sleep before setting out on a long journey*
- *Remember the risks if you have to get up unusually early to start your trip, or have a long drive home after a full day's work.*
- *Avoid making long trips between midnight-6am and 2-4 pm when natural alertness is low*

- *Even a small amount of alcohol, some medicines and drugs can make you drowsy and you're in danger of falling asleep at the wheel.*

When you are on your journey

- *Take a 15 minutes break every two hours of driving*
 - *If you start to feel sleepy find a safe place to stop (not the hard shoulder of a motorway) as soon as possible.*
 - *Drinking 2 cups of coffee or other high caffeine drink and having a rest to allow time for the caffeine to kick in are effective methods of combating sleepiness*
 - *Share the driving (as long as the person is insured and is also registered with LSU).*
11. Make sure that you and all your passengers wear seatbelts at all times. As the vehicle driver you are 'in charge' and have the right to ask anyone to leave the vehicle if they are endangering you, other passengers, or other road users.
 12. Be aware that your vehicle is your responsibility at all times. Any other person who may be required to drive the vehicle must be suitably insured and also registered with LSU.
 13. Finally – use your commonsense! Don't take unnecessary risks. If you feel sleepy open the windows, find somewhere safe to stop and rest, drink some strong coffee or another high caffeine drink, walk about – don't drive again until you feel more alert. <http://www.rac.co.uk/advice/car-knowledge/videos>

SECTION 3 – PASSENGER RESPONSIBILITIES

All passengers must accept that the driver is the most important and 'senior' person in the vehicle and comply with all directions and instructions given. The driver has the right to ask anyone to leave the vehicle if they are proving to be a menace and thus endangering other passengers and other road users.

Drivers **MUST** notify all passengers that seatbelts **MUST** be worn.

2.19 WORKING ALONE

Lone workers are those who work by themselves without close or direct supervision. It is vital that a Risk Assessment is completed to identify any hazards, assess any risks involved and put measures in place to avoid or control risks associated with working alone. The employee/s in question must be consulted and informed about the risk assessment and its findings.

After 6pm Weekdays and Weekends

When working alone out of hours, where there is no hazard involved in the activity, i.e. using a PC, reading, writing, etc., staff **MUST** notify both their Department Leader and the Venue Dept by **emailing: dutymanagers@lsu.co.uk** so the relevant Duty Manager can be informed.

Staff must inform the Venue Duty Manager when they subsequently leave the building. This is usually best achieved by going into JC's and requesting the staff to contact the Duty Manager and inform them that you have left the building.

If there is a fire alarm activation out of hours, lone workers must leave the building immediately and not wait to be asked by a Duty Manager.

If a hazardous activity is to be undertaken out of hours, the member of staff must NOT work alone. They must be accompanied by at least one other member of staff and prior permission must be obtained from a senior member of LSU staff (e.g. their Department Leader, Duty Manager etc.) A Risk Assessment should be completed before the task is undertaken and all those involved should be consulted and then informed as to its recommendations.

2.20 WORKING FROM HOME

Working from home refers to time spent working from your home, rather than on LSU premises. Working from home may be considered suitable for some posts, but not for others, such as those in a service position. The decision as to whether to allow a member of staff to work from home lies with the Department Leader.

Staff who work from home have individual responsibility under Health and Safety Regulations and are required to take reasonable care of their own safety. This includes doing a [DSE audit](#) where appropriate. It is also the responsibility of the staff member to consult their insurance company, mortgage holders, landlords and local council, where appropriate to ensure they meet contractual requirements. Failure to inform domestic insurers may result in invalid cover.

SECTION 3 – FIRE POLICY

It is the policy of Loughborough Students' Union to ensure that all employees, students, contractors and visitors are protected from the risks of fire. In order to achieve this aim, appropriate fire prevention/precaution measures shall be taken. Appropriate evacuation procedures shall be developed, implemented and periodically tested. All staff shall be provided with sufficient appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognised good practice.

Fire Risk Assessments are carried out and reviewed in all LSU premises, in accordance with The Regulatory Reform (Fire Safety) Order 2005: RR(FS)O. It requires a responsible person to carry out a fire safety risk assessment and implement appropriate fire precautionary and protection measures, and to maintain a fire management plan.

3.1 FIRE EVACUATION PLANS

As specified in LSU's Health and Safety Policy, responsibilities of LSU staff in the event of fire are as follows:

EVACUATION OF THE UNION BUILDING

On hearing the fire alarm:

- 1) Leave the building in an orderly manner using the nearest available fire exit and report to the assembly point - CAR PARK THREE FOR STAFF, TENANTS AND CONTRACTORS (this is the bay that is Pay & Display, nearest the skips) OR by the fountain in front of Hazelrigg Rutland for students, volunteers and visitors.
- 2) Do not stop to collect personal belongings, finish work, go to the toilet, or anything else which may cause delay.
- 3) If the fire is small, you can try to extinguish the fire with the extinguisher appliances provided, but WITHOUT risking your own safety and ONLY if you feel confident to do so. **This should only be attempted by trained personnel.**
- 4) Do not re-enter the building until instructed to do so by the Evacuation Controller (wearing yellow tabard) or a Fire Marshall (wearing a red arm band).
- 5) Once instructed that it is safe to do so, staff should re-enter the building before volunteers, students or members of the public. This is to allow time for us to open services before others re-enter the building.

EVACUATION – DAYTIME (9AM – 5PM)

- 1) If you discover a fire during the day, immediately operate the nearest alarm call point.
- 2) Ring switchboard on extension 0, giving full details of the location of the fire (Switchboard will dial 999 and give the fire service as much information as possible and report that we are evacuating the building). If you are unable to reach Reception, then please call 999.
- 3) Each Fire Marshall (Department Leader or their deputy/allocated person) should ensure that their pre-designated allocated fire zone areas are clear and then leave the building.

reporting to the Evacuation Controller (wearing a yellow tabard, located at the Voice exit) on the way out.

EVACUATION - EVENINGS (FROM 5PM TILL CLOSE OF THE BUILDING)

- 1) If you discover a fire during the evening, immediately operate the nearest alarm call point and leave the building using the nearest available fire exit.
- 2) The Duty Manager (Venue) will act as the Evacuation Controller. Upon hearing the alarm, they will contact the Fire Brigade and oversee evacuation of the building following established procedures (using Venue Security as Fire Marshalls to clear pre-designated areas). The Duty Manager can be contacted by calling JC's on 5118, or by asking any member of Venue Security to radio them.
- 3) Make your way in an orderly manner to the emergency assembly point – CAR PARK THREE FOR STAFF, OR by the fountain in front of Hazelrigg Rutland for students and visitors.
- 4) Do not re-enter the building until told to do so by the Duty Manager or AVM Security staff.

EVACUATION - WEEKENDS

IN TERM TIME	TIME OF DAY	EVACUATION CONTROLLER
Weekends Term Time: (Saturday and Sunday)	Saturdays 7.00 – 11.00am Sundays 6.45 – 9.00am	Shop Manager Cleaning Supervisor and/or Deputy Supervisor
	Saturdays 11.00 - close Sundays 9.00 - close	Duty Manager or AVM (Venue)
OUT OF TERM		
Saturday holiday time	6.45 – Cleaning finished	Cleaning Supervisor and/or Deputy
Sunday Holiday time	7.00 – Cleaning finished	Cleaning Supervisor and/or Deputy

NB - Every member of Union staff working at weekends should assist, where necessary, in an evacuation, as directed by the Evacuation Controller.

ACTIONS UPON HEARING THE FIRE ALARM:

The Evacuation Controller

NB – In all cases the Alarm company (Aim) call the fire brigade plus a key holder to ensure that someone is here within 10 minutes who can open up all areas of the building for the fire brigade and can silence the alarm.

The allocated Evacuation Controller (or their appointed deputy) will be responsible for the following:

1. Ensuring that their immediate working area is cleared and evacuated by staff and members of the public.
2. **Collecting the yellow fire jacket** from Reception and putting it on, to ensure that they are highly visible and to show that they are responsible for the evacuation of the building.
3. Appointing members of staff who work in their department and other departments/areas to stand at the Main, Voice and JC entrances /exits (if enough staff are available) to prevent the public from re-entering the building. (They should remain

there until the all clear has been given by the Evacuation Controller via the Fire Brigade).

4. Ensuring that all other staff, including those of any other departments known to be working, (such as Catering and Media) have evacuated the building. **NB – staff should not be sent around the building to clear areas.**
5. Calling the Duty Phone number: 07747088007 as a double check to ensure that a Keyholder has been notified by the alarm company. (If there is no reply **only**, call the alarm company (Aim) on 0844 8005340, quoting our contract number; U295383, as they will have a list of alternative Keyholders).
6. Ensuring that members of the public that are seen on route also leave the building.
7. The Evacuation Controller should stand by the Main Reception exit (by the fire panel), if it is safe to do so and wait for area/dept supervisors to report in. Alternatively, they should stand outside at the main exit.
8. When the Keyholder arrives, the Keyholder should open up all areas of the building required by the fire brigade and silence the alarm.
9. If the Keyholder has not arrived by the time the fire brigade arrive, the allocated Evacuation Controller should look at the fire panel downstairs (behind Reception), which gives the location of the fire and direct the fire brigade to the correct location. **The Evacuation controller must inform the fire brigade that the building has not been checked in all areas, only manned areas/depts. were checked.**

Department/Area Weekend Supervisors

1. You should ensure that your area/dept is clear and that all staff and students/visitors have left the building.
2. You should then lock down your area/dept. if possible.
3. You should then inform the Evacuation Controller that you and/your staff are accounted for.
4. The Evacuation Controller may then allocate you to stand at the Main, Voice or JC entrances /exits to prevent the public from re-entering the building. You should remain there until the all clear has been given by the Evacuation Controller.

All staff who work at weekends

1. There are not enough staff available to check every area of the building, **therefore it is VITALLY important for staff to inform everyone they see on their leaving route to evacuate the building.**
2. All members of Union staff should co-operate with the allocated Evacuation Controller at all times.
3. Staff who work for departments/areas who are not involved in evacuating the building such as Catering, Media or any other areas/department should inform the Evacuation Controller that they and/or their staff are accounted for.
4. Leave the building in an orderly manner using the nearest available fire exit and report to the assembly point - CAR PARK THREE FOR STAFF, TENANTS AND CONTRACTORS (this is the bay that is Pay & Display, nearest the skips) OR by the fountain in front of Hazelrigg Rutland for students and visitors.

NB - All staff who work at [Weekend Daytimes](#) at the Union Building are required to complete a Weekend evacuation declaration.

3.2 EVACUATION PROCEDURE FOR A BOMB SCARE

In the event of a bomb scare:

- 1) Contact any one of the following: Director of Venue Services, the Management Team OR the Union Facilities Manager during the day or Duty Manager at night/evening who will then dial 999 and inform the police that the building is being evacuated.

- 2) If appropriate, the fire alarm should be activated by the Evacuation Controller/Duty Manager to ensure that every person in the Union building is aware of the emergency evacuation.
- 3) Evacuate the building following instructions given at the time.

If you receive a **threatening/bomb-scare phone call** please use the **Threatening Phone Call checklist [report form](#)** to record all the vital details. A copy should be printed off by every member of staff with phone access and kept in a safe place.

LONE BOMBER PROCEDURE

Staff should evacuate according to the Run, Hide, Tell procedure. Regular training sessions on this will be given throughout the year.

3.3 EVACUATION PROCEDURES FOR OTHER LSU PREMISES

EVACUATION PROCEDURE FOR COLLEGE SHOP

- 1) If you discover a fire, raise the alarm by setting off the nearest break glass point.
- 2) Do NOT attempt to tackle the fire (due to the large amount of flammable stock within the shop).
- 3) On hearing the alarm, check that the area is evacuated, bolt the delivery door, ensure the safe is locked, close and lock the shutter.
- 4) The senior member of staff working in the area at the time should assume responsibility for evacuation.
- 5) Leave the building and go to the assembly point - CAR PARK ONE.
- 6) Advise College Fire Marshall (who usually wears a yellow jacket) that you are out and safe.

EVACUATION PROCEDURE FOR ART SHOP

- 1) If you discover a fire, raise the alarm by setting off the nearest break glass point.
- 2) Do NOT attempt to tackle the fire (due to the large amount of flammable stock within the shop).
- 3) On hearing the alarm, check that the area is evacuated, shut any windows, ensure the office is locked, close and lock the shop.
- 4) The senior member of staff working in the area at the time should assume responsibility for evacuation.
- 5) Leave the building and go to the assembly point – ASSEMBLY POINT 2.
- 6) Advise YOUR Manager/Supervisor that you are out and safe.

EVACUATION PROCEDURE FOR PURPLE ONION

1. If you discover a fire, raise the alarm by activating one of the break glass points. These are located at the far end of the stock room on the right or to the left of the main doors in the shop.
2. The fire alarm will automatically notify University Security, who will in turn notify the fire brigade. **You should not call the fire brigade yourself.**
3. The senior member of staff working in the shop at the time should assume responsibility for the evacuation (i.e. be Evacuation Controller).

The last member of staff to leave the office must shut the office door. The member of staff who is nearest to or the last to leave the storeroom must shut the storeroom door.

The main emergency exit is the Shop main double doors. (The stockroom exit is a secondary exit only, as it is narrower).

4. Try to attack the fire with the appliances provided, but **without** risking your own safety and **only** if you feel confident to do so. The appliances can be used to attempt to put out a fire which is blocking a fire exit. **This should only be attempted by trained personnel.**
5. All staff should go out the main shop double doors if possible, in an orderly manner, without collecting personal belongings and go to the assembly point – **Grassed area adjacent to Faraday Hall.**
6. The Evacuation Controller should allocate 2 members of staff to stand at either end of the front wooden ramp to prevent entry by students/public/staff.

3.4 EVACUATION PROCEDURES FOR PEOPLE WITH A DISABILITY

ADVICE TO ALL STAFF

All staff members should offer assistance to any individual/s who may have difficulties in evacuating the building for whatever reason. Staff members and others with a disability should ask a member of staff for assistance if required.

If you leave someone in a Union Building Fire Refuge (Wheelchair Bay) it is your responsibility to notify someone that you have done so. Please inform either the Evacuation Controller (wearing yellow tabard) or a Fire Marshall (wearing a red arm band) during a daytime evacuation OR the Duty Manager / Security team (evenings). There are also blue "Disability Assistance" buttons with Call Point Activation to alert the fire alarm panel/ pager system that they are there in the event of a fire. These are located at the top of Fusion external staircase and at the Finance fire exit.

Union Building Fire Refuges (Wheelchair Bays) are clearly signed and located outside upstairs on Fusion Terrace and next to the Finance Office. Do not enter the Refuge until all others have evacuated, to ensure the exit is not blocked. Please ensure that the exit is left accessible at all times, with any wheelchairs parked not blocking the exit route. The refuge will be safe from fire for over an hour.

If it is not possible to reach a designated fire Refuge, you should take the person to a **fire escape stairwell**, preferably at the furthest point from the fire. These areas offer half hour fire resistance. They should be told to stay on the landing within the stairwell, but **only after all other people have finished evacuating, so as not to cause an obstruction.** You MUST ensure that you inform the Evacuation Controller/Duty Manager of their whereabouts.

Please note that if you need to lift a person in a wheelchair, then lifting wheelchairs with users still sitting in their chairs is the advised method. Only do this however if it is possible without causing injury to yourself or others.

Deaf or hearing impaired staff/students will not be able to hear the alarms, but should be able to see that people are evacuating the building. All staff should offer help to deaf or hearing impaired staff/students in evacuating the building safely, if it is safe to do so.

As the loud siren may cause disorientation, all staff should offer blind/visually impaired persons help in evacuating the building safely.

By informing the Evacuation Controller/Duty Manager or anyone with a radio during an evacuation, a specially trained Evacuation team can be requested to evacuate a person with a disability from a Union fire Refuge. **This is only allowed in a REAL FIRE situation, i.e. not a practice and when a real fire has been confirmed.**

EVACUATION OF THE MAIN UNION BUILDING FOR PEOPLE WITH A DISABILITY

- 1) Upon hearing the fire alarm, please leave the building in an orderly manner using the nearest available fire exit. If you require assistance, please ask a member of staff.
- 2) Do **not** use the lifts. If it is not possible to exit from the first floor, you should make your way (or be given assistance) to a Union Fire Refuge (Wheelchair Bay). These are clearly signed and located **outside upstairs on Fusion Terrace** and **next to the Finance Office**. **Do not enter the Refuge until all others have evacuated, to ensure the exit is not blocked. Please ensure that the exit is left accessible at all times, with any wheelchairs parked not blocking the exit route.** The Refuge will be safe from fire for over an hour.
- 3) **It is vital that you ensure that people are made aware that you are in a Fire Refuge.** There are blue "Disability Assistance" buttons with Call Point Activation to alert the fire alarm panel/ pager system that you are there in the event of a fire. These are located at the top of Fusion external staircase and at the Finance fire exit. Alternatively you must ensure that a Fire Marshall or Executive member takes the responsibility for informing the Evacuation Controller/Duty Manager of your whereabouts.
- 4) If it is not possible to reach a Fire Refuge, you should make your way or be assisted, to a **fire escape stairwell**, preferably at the furthest point from the fire. You should stay on the landing within the stairwell, but only after all other people have finished evacuating, so as not to cause an obstruction. You **MUST** ensure that a Fire Marshall or Executive member takes the responsibility for informing the Evacuation Controller/Duty Manager of your whereabouts.
- 5) You **MUST** ensure that a Fire Marshall or Executive member takes the responsibility for informing the Evacuation Controller/Duty Manager of your whereabouts.
- 6) **In a real fire situation only i.e. not a practice and when a real fire has been confirmed, a specially trained Evacuation team** can be requested to evacuate you from a Union Building Fire Refuge. You will need to inform the Evacuation Controller/Duty Manager/any staff member with a radio.
Or by calling University Security on 222141.

DEAF/HEARING IMPAIRED PERSONS

Deaf or hearing impaired staff/students who are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm.

BLIND/VISUALLY IMPAIRED PERSONS

Blind/visually impaired persons are advised to locate evacuation and assembly points in the Union as soon as possible and should make contact with the Buildings Dept to be advised on the fire evacuation routes from buildings they regularly frequent. It is essential that this takes place immediately on arrival at the Union rather than wait until an evacuation takes place.

3.5 RESPONSIBILITIES OF SPECIFIC STAFF DURING AN EVACUATION

ROLE OF THE EXECUTIVE

In the event of a fire, it is the responsibility of the Executive members to:

- 1) Help any person in the building who requires assistance with evacuation. This includes people with disabilities. **You should then ensure that the Evacuation Controller (day) or Duty Manager (night) are immediately told of their location. This is vital and is your responsibility.**

- 2) Direct students, members of the public and volunteers to go to the fountain in front of Hazelrigg Rutland and staff members, contractors and tenants to Car Park Three.
- 3) If it is safe for you to do so, go to the Voice exit in the Piazza to report to the Evacuation Controller/Duty Manager (person wearing a luminous yellow tabard). Executive members may then be asked to stand on a door entrance to prevent the public/staff from re-entering the building. The exact location will be allocated to you upon reporting to the Evacuation Controller/Duty Manager.
- 4) If it is not safe to report to the Evacuation Controller/Duty Manager, then leave the building by the nearest fire exit and make your way in an orderly manner to the emergency assembly point: **Car Park Three for staff.**
- 5) Do not re-enter, or allow others to re-enter the building until told to do so by the Evacuation Controller (wearing yellow tabard) or a Fire Marshall (wearing a red arm band).

ROLE OF THE EVACUATION CONTROLLER OR DUTY MANAGER

Daytime Procedure

The Evacuation Controller (who will be wearing a yellow tabard) will be located by the Voice exit, or outside at the Voice exit if it is unsafe to stay inside. They will:

- 1) Check off all Fire Marshalls as they report on their areas.
- 2) Report any problems **immediately** to the Fire Brigade on their arrival and inform the Union Director as soon as possible.
- 3) Write a short report to record what happened and any problems encountered during the evacuation. This must be kept for checking by Charnwood B.C, as required.

Evening Procedure

The Duty Manager acts as Evacuation Controller. They will:

- 1) Nominate Venue Security staff to act as Fire Marshalls, clearing designated areas as instructed by the Duty Manager.
- 2) Report to the Fire Brigade on their arrival.
- 3) Write a short report to record what happened and any problems encountered during the evacuation. This must be kept for checking by Charnwood B.C, as required.

ALLOCATED FIRE MARSHALLS

It is the responsibility of allocated Fire Marshalls (generally Departmental Leaders or their nominated deputies) to:

- 1) Act as Fire Marshalls in the event of a fire, carrying out the evacuation procedures as above, and clearing pre-designated fire zone areas of the building. A list of the areas to be checked should be kept by each Fire Marshall and their deputy/deputies.
- 2) Clearly inform all staff of their responsibility, if any, in the event of an evacuation.
- 3) Assist as necessary at the request of the Evacuation Controller.
- 4) **Attend Fire Marshall training at regular intervals, but a minimum of every three years. Attend training within three months of the role commencing.**

3.6 FIRE DRILLS

One practice fire drill of the entire building will be carried out twice per year both during the day and night. During the daytime this evacuation drill will be arranged between the Union Facilities

Manager and the Health and Safety Officer. This night evacuation drill will be arranged by the Director of Venue Services. Alternatively controlled false alarms may be used as practice scenarios.

There are designated Fire Marshalls (and deputies) who have certain areas to check upon hearing the fire alarm. They should wear red arm bands. They should report to the Evacuation Controller upon leaving the building to confirm their area has been checked, advise of any problems and for possible further instruction. For daytime evacuations, a list of each fire zone areas is kept by each Fire Marshall and their deputy/deputies. A summary of all areas can be obtained from the Health and Safety Officer.

For night time evacuations, Venue Security staff also have pre-allocated areas to clear.

At the end of the practice drill, any issues encountered should be recorded. Fire Marshalls should report (verbal or written) any problems or issues to the Fire Controllers/ Duty Manager. A brief report of the drill should be recorded.

3.7 ALARM TESTS

All fire alarms in Union buildings will be tested at designated times. The Union Building tests at Tuesdays 10am. It is the responsibility of the Union Facilities Manager to nominate an employee to carry out these tests and complete the test register. Defects must be reported immediately. In the event of a complete system failing the Buildings Dept, H&S Officer and University Fire Officer should be informed immediately. (Temporary portable alarms may be provided for distribution throughout the said building).

3.8 FIRE SAFETY TRAINING, INSTRUCTION AND INFORMATION

All new employees shall be given local fire safety induction training by their Departmental Leader or other appropriate person, in the first week of employment. This will include identification of escape routes, location of fire extinguisher and call points, where the assembly point is and any local hazards that they need to be aware of.

The Department Leader must ensure that Fire Marshalls have been appointed and walked through their allocated fire zone.

General Union health and safety training includes fire safety. During the session, staff will be made aware of the relevant precautions and procedures for the Union premises and will be made aware of the fire safety equipment. The Department Leader must ensure that all their staff are trained or have received refresher training, every 4 years.

The evacuation procedures and the location of assembly points shall be displayed on Fire Action Notices located at strategic points throughout Union buildings.

3.9 REPORTING AND INVESTIGATING FIRE INCIDENTS

Any LSU staff who become aware of a fire-related incident shall report it as soon as possible to the H&S Officer and Buildings Dept. When appropriate, they will then carry out an investigation and make recommendations in accordance with health and safety policy.

3.10 KEYHOLDERS

To be found in Annex 1

SECTION 4 – DEPARTMENTAL LEADERS’ HEALTH AND SAFETY RESPONSIBILITIES (DIRECTORS, HEADS AND MANAGERS)

The records that should be kept in each Department as required by health and safety legislation **and as detailed in this Health and Safety Policy are as follows:**

- Induction training records (for new staff and those with newly changed roles)
- Risk Assessments (these must be kept for 40 years),
- Staff health and safety training records (central and Departmental training)
- Manual Handling Questionnaires and any related Risk Assessments
- Stress Risk Assessments
- DSE Audit Action points for all Users of Display Screen Equipment
- Weekly/ monthly/yearly checklists (as required according to a Departmental Risk Assessment)
- COSHH Assessments (if applicable)
- Noise Risk Assessments and measurements (if applicable)
- Portable Appliance Test (PAT) requirements or new equipment information (Buildings keep records)
- Equipment/machinery test and maintenance records
- **Fire Safety Precautions.**

Departmental health and safety responsibilities rest with the Leader of each department.

Please note – health and safety actions can be delegated, but responsibilities cannot.

Nominees of Department Leaders appointed to carry out specific health and safety tasks do not assume any responsibility by doing so. In delegating health and safety tasks, Leaders must ensure that the nominee has the appropriate training, experience, specialist knowledge and time.

If an incident resulted in an individual being prosecuted for negligence under Health and Safety Law, a Department Leader could be held liable. All the above records need to be kept and regularly updated in order to prove you are following LSU Health and Safety Policy and therefore keeping within Health and Safety Law.

Keeping our staff and members safe is our priority. You must intervene if you see any unacceptable behaviour or misuse of equipment in the organisation, at any level, but especially in your department.

All Department Leaders should sign the [Department Leaders Health and Safety Responsibilities Declaration](#) and send to: healthandsafety@lsu.co.uk

4.1 WRITING & MAINTAINING RECORDS

Health and Safety records within Departments should be kept for a number of reasons:

- 1) They are mandatory
- 2) They are current working documents
- 3) They can be used to track trends and patterns
- 4) They show a history of our responsible health and safety management
- 5) They can be used as a defence in common law prosecutions

The above records must be kept readily available within departments for consultation and should be retained for future reference, should they be required.

LSU’s Health and Safety Officer will undertake health and safety audits of LSU departments to ensure compliance and to check record-keeping.

4.2 GENERAL HEALTH AND SAFETY DUTIES FOR DEPARTMENTAL LEADERS

Department Leaders (Directors, Heads and Managers) should ensure that:

- 1) All new staff (permanent and student) are inducted on their first day into the organisation, using the relevant [LSU Staff induction form](#).
- 2) All staff have attended the relevant health and safety training as required by their post.
- 3) All relevant information on health and safety matters is disseminated within his/her department.
- 4) Safe working practices are implemented within his/her department and regular inspections and reviews are carried out, either personally or through an appointed member of staff.
- 5) Risk Assessments are written, relevant, up-to date, adhered to and form the cornerstone of all activities and training within the department.
- 6) Any changes to working practice are reflected in the relevant Risk Assessment/s and remain in line with this Policy. Where it conflicts with the Health and Safety Policy, healthandsafety@lsu.co.uk must be informed and consulted with, prior to any change.
- 7) They promote a positive LSU health and safety culture and the ethos that every member of their department should take responsibility for health and safety of themselves and others, both within the department and within LSU.
- 8) Assistance is to be given to the Health and Safety Officer on all matters relating to health and safety. This will include health and safety audits and associated actions required and the following of general and specific advice/guidance/requests given by the Health and Safety Officer.
- 9) Any special or potential hazards are reported to the Health and Safety Officer and the possible solutions discussed to ensure the safest possible working practice.
- 10) All members of the department, including student staff, are made aware of current and new developments in health and safety, with particular reference to any changes of policy or procedure.
- 11) Accidents/incidents and Near Misses are reported promptly in accordance with LSU procedures and preventative action taken as appropriate. If feedback is required by the Health and Safety Officer on any accident or near miss, this should be obtained **within one week** of the request.
- 12) All equipment or machinery used by staff under departmental control is maintained in good, safe working order. If any work is required by the Maintenance team, a Maintenance Request form should be submitted immediately.
- 13) Gangways and doorways in the departments are kept clear of obstructions and other fire policy guidance.
- 14) Cleanliness, safe waste disposal and other 'good housekeeping' practices meet with the policy, health and safety regulations, requests and advice by the H&S Officer and Union Facilities Manager.
- 15) First Aid boxes are checked regularly by a responsible and trained delegate.

- 16) Where plant or premises are under joint control, the responsibility for specific aspects of health and safety remain with the specific Department Manager/Leader. **If any alterations or repairs are planned by a Department Leader, the Facilities Manager chrisspencer@lsu.co.uk must be notified in writing prior to any works.**

4.3 TRAINING

DEPARTMENTAL LEADERS' TRAINING RESPONSIBILITIES

- Departmental Leaders are responsible for ensuring that staff are trained in health and safety in all areas required to undertake their work safely and to comply with the Health and Safety Policy.
- If staff are not sufficiently trained in the health and safety areas relevant to their role, they should not be allowed to work.
- Department Leaders are responsible for determining what health and safety training is necessary for staff to undertake their role safely.
- All staff are given [induction training](#) on their **first day** by their Departmental Leader or delegated deputy.
- All staff must pass the required online health and safety training within their **first month** of employment.
- Health and Safety additional training within departments (e.g. COSHH), are to be addressed as soon as possible (but within one month of joining the Union)
- Student staff for Venue and Shops departments must attend the General Health and Safety training run by their department as soon as possible (preferably in their first month as a Union employee).
- Any new health and safety training requirements must be met as soon as possible. (These may be identified at a departmental or management level).
- Attendance of staff on University health and safety courses should reflect the training needs of the department, the staff role or staff personal development.
- Department Leaders must ensure that their staff are properly and sufficiently trained on the equipment that they use.

DEPARTMENTAL LEADERS' TRAINING

- All Department Leaders must complete online health and safety manager training within the **first month** of their employment.

4.4 RISK ASSESSMENTS

At LSU it is the responsibility of Department Leaders to ensure that:

- 1) Within their areas of responsibility, comprehensive Risk Assessments have been carried out on all activities, working practices, the working environment and risks to consumers of their service, such as a member of staff using a stepladder or students avoiding slipping on spilt drinks when drunk.
- 2) Consultations are made with the members of staff involved in the activity or procedure and with any other departments or individuals who may be affected/involved.
- 3) The outcome of risk assessments and control measures are communicated to all relevant staff and any contractors working within their area of responsibility. All affected parties must sign and date the Risk Assessments accordingly or a **related Working Practices document which is based on the Risk Assessment**.
- 4) All training, operating manuals, competencies and working practices should reflect the **relevant Risk Assessments**.
- 5) Any necessary actions, as specified in the control measures, should be undertaken as soon as possible.

- 6) This process should be reviewed and, if necessary, repeated at least once per year and also when there are major changes to operations. If no change has occurred the report should state this.

4.5 MANUAL HANDLING ASSESSMENTS

In order to comply with the Manual Handling Regulations, the following steps should be taken by Department Leaders:

- 1) Hazardous manual handling operations should be avoided by redesigning the task or automating or mechanising the process.
- 2) Department Leaders should request that every staff member with any requirements for manual handling within their role at the Union, should complete [a LSU Manual Handling self-assessment Questionnaire](#), preferably on an annual basis.
- 3) The findings of the Questionnaire should then be discussed with the member of staff by the Department Leader. If the individual's requirements go beyond the control measures listed in the department's standard Manual Handling Risk Assessment, then a full Personal [LSU Manual Handling Risk Assessment](#) should then be jointly produced for that individual. (Assistance for this can be sourced from the Health and Safety Officer). The Action Points of this must then be acted upon to ensure that adequate precautions are taken to prevent risk from manual handling.

If staff are unable to work or have reduced activities due to an injury or condition that relates to manual handling, they must:

1. Obtain a FIT note from their doctor (prior to their return to work if they have been absent from work)
2. Be involved in a discussion/meeting in order to produce a [Manual Handling Risk Assessment](#) with relating Actions. (This will be completed by healthandsafety@lsu.co.uk upon request by the Department Leader).

4.6 ACCIDENT REPORTING

It is the responsibility of Department Leaders and Duty Managers to ensure that all accidents and **near misses** that occur within areas under their control are recorded correctly and accurately on the standard LSU Accident/Incident Report or Near Miss form and submitted to the Health and Safety Officer **without delay**. Some types of injuries have to be reported to the HSE (Health and Safety Executive) within a certain number of days, or we are liable to a large fine.

4.7 DISPLAY SCREEN EQUIPMENT (DSE)

Department Leaders should ensure that the main requirements of the Display Screen Regulations are met. These are as follows:

- 1) Users workstations should be analysed at least annually by individual members of staff within the department in order to assess the risk to health and safety using the [LSU DSE Self-Assessment Questionnaire](#) or [Interactive DSE Assessment](#) programme. Department Leaders are responsible for ensuring that action points are made and acted upon within an agreed timeframe.
- 2) Ensure work routines are introduced to allow breaks or changes in activity that reduces long periods of intensive work.
- 3) Allow Users to have an appropriate eye test that may identify the need for corrective appliances for DSE work.
- 4) Provide Users with health and safety training in the use of workstations.

4.8 [EVACUATION OF THE BUILDING](#)

Most Department Leaders have a designated area to clear in the event of an evacuation. In their absence, a nominated member of staff should be available to act as deputy Fire Marshall. It is the Department Leader's responsibility to nominate a deputy and ensure that they are inducted and trained. Areas of responsibility for Fire Marshalls should be kept in each department on a red laminated card. A summary of all areas can be obtained from the Health and Safety Officer.

Department Leaders (or their nominee) should report to the Evacuation Controller upon leaving the building to inform that their designated area is cleared and to advise of any problems. They should then go to their pre-designated door to prevent re-entry by staff, students or the public. Department Leaders should also assist where necessary at the request of the Evacuation Controller.

Department Leaders should ensure that all staff, including student staff, are aware of the fire evacuation procedure and ensure that fire evacuation notices are displayed in a prominent position within their area. They should also ensure that the relevant members of staff are instructed in the correct procedure for assisting with the evacuation of disabled persons.

NB - All staff who work at [Weekend Daytimes](#) at the Union Building are required to complete a [Weekend evacuation declaration](#).

4.9 [FIRE SAFETY](#)

A [Fire Safety Precautions Declaration](#) should be signed by all staff and kept by Department Leaders.

MONITORING AND AUDITING

All Department Leaders shall, as part of their day-to-day duties and during inspections, ensure that fire safety precaution and prevention measures are in place and are working as they are intended to.

Department Leaders should monitor local arrangements for the provision of training, etc. to ensure that they work satisfactorily.

NEW BUILDINGS/ALTERATIONS

When new buildings or alterations are being planned, the Buildings Dept should be consulted and Project Managers shall ensure that the requirements of relevant fire safety legislation, fire risk assessments and recognised standards are considered and that the proposed building/facilities meet the requirements of Union's fire safety and Fire Risk Assessment. Details of the proposals should also be sent to the Union Health and Safety Officer, who will consult with the University Fire Officer, to check them for compliance with fire safety legislation, standards and good practice.

SPECIAL PROCEDURES

In some cases (e.g. Gas Stores, Workshops etc.) there may be a need to have special/specific procedures in place. These procedures should be produced by the relevant department in conjunction with the Buildings Dept. The relevant department will ensure that members of staff have been trained/briefed on the procedures as appropriate.

4.10 [OCCUPATIONAL STRESS POLICY](#)

Department Leaders should be familiar with the Union's [Occupational Stress Policy](#) and the [Guidance notes for Managers](#) and [Staff](#). All Department Leaders should ensure that their staff should complete an [Occupational Stress declaration](#) and return it to them in their first week at LSU.

Department Leaders are responsible for implementing suitable and sufficient assessments of risk, which includes the risk to psychological health arising from occupational stress. This should be completed using a standard [LSU Risk Assessment Form](#). Specialist support in implementing Risk Assessments relating to stress is available from the Union's Health & Safety Officer.

Department Leaders are responsible for:

1. Implementing the Union Occupational Stress Policy for employees under their managerial control.
2. Ensuring that, when Risk Assessments are implemented, they address the hazards relating to occupational stress
3. Ensuring that reasonable steps are taken to minimise the potential for exacerbating risks arising from occupational stress, not only by developing good communications but also by fostering an open and supportive environment in which stress can be discussed.
4. Department Leaders should take steps to ensure that other staff in their department or sections, who have management or supervisory roles, understand the nature and causes of stress, how to identify it, and means of prevention or reduction.
5. Department Leaders should act to identify symptoms of stress at an early stage, provide support to staff who are undergoing difficulties and encourage referral to the [providers of support](#), whilst ensuring a sensitive and understanding approach to such cases.

TRAINING FOR DEPARTMENT LEADERS

A training course to support the implementation of the Union's Occupational Stress Policy has been established and can be run on request. Department Leaders are entitled to attend the course, as are any representatives they may appoint to assist in this.

4.11 [NOISE AT WORK POLICY](#)

Department Leaders Responsibilities

- Understand the scope and content of the Noise Regs where this is relevant to work in their area.
- Ensure noise factors are taken into account when hiring or purchasing new equipment.
- Ensure that necessary noise risk assessments have been undertaken for any equipment used by those in their charge.
- Implement and enforce noise control measures, in conjunction with the nominated deputy or LSU Health and Safety Officer.
- Ensure employees are suitably trained in all aspects of operating equipment, including noise control.
- Where a nominated deputy within the Department is appointed to support the implementation of the Noise Regs and this Policy within the Department, the Leader must ensure they have the necessary skills and competence.
- Support the nominated person(s) in implementing measures to comply with the Noise Regs.
- Ensure all managers and employees within the Department discharge their responsibilities in accordance with this Policy.

4.12 [COSHH](#)

The action required by Department Leaders to comply with the COSHH regulations is:

- 1) All hazardous substances used in departments should be listed on an inventory form.
- 2) Where possible, items defined as hazardous should be avoided and substituted for a safer substance that will still produce the same results.

- 3) If this is not possible, appropriate controls will need to be established relating to storage, handling and use, including the provision, wearing and maintenance of personal protective equipment.
- 4) All assessments should be collated with data sheets and kept together with inventory list.
- 5) All staff must be instructed and trained so that they are aware of the health risks involved in their work and the precautions to take. The control measures and substance information/risks detailed on the written assessment forms and suppliers data sheets must be brought to the attention of staff, and kept readily available for them to refer to at any time.
- 6) Regular routine checks must be carried out with corrective action being taken where staff are observed to be not conforming with laid down controls.
- 7) Any necessary Personal Protective Equipment used should be checked regularly for signs of wear and tear and replaced as necessary.

4.13 THE SAFE USE OF WORK EQUIPMENT

Department Leaders must ensure that their staff are properly and sufficiently trained on the equipment that they use.

It is the responsibility of the Department Leader to:

- 1) 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.
- 2) 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.
- 3) 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.
- 4) Orders for equipment should reinforce the requirement that equipment should be supplied to meet the appropriate legislative and technical health and safety specifications.
- 5) Where a Risk Assessment identifies the need for PPE, Department Leaders must ensure that PPE provided is suitable for its purpose and is properly maintained.

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

4.14 WEEKLY/MONTHLY/ANNUAL CHECKLISTS

It is the responsibility of the Department Leader to utilise these as determined by a Risk Assessment and the requirements of the department. Guidance can be sought from the healthandsafety@lsu.co.uk if required.

ANNEX 1 – KEY HOLDERS

EMERGENCY CALL-OUT PROCEDURE FOR KEY HOLDERS

The following arrangements exist between LSU and the University Security Department for the benefit of key holders when called out to the Union Building outside normal opening hours.

This system should also be followed by all Department Leaders who have cause to enter the building outside normal opening hours.

If maintenance work is to be undertaken outside normal opening hours, permission should be sought from the Facilities Manager and the procedure below followed.

No other employees should enter the building outside normal working hours without prior knowledge of their Department Leader, who must ensure that the attached procedure is followed in all circumstances.

THE UNION BUILDING / PURPLE ONION / NURSERY

Call-out by University Security relating to the Purple Onion may be due to intruder or fire alarm activation or be damage related.

In respect of the main Union Building and Nursery, most call outs will be by the Alarm Company, which will be due to intruder or fire alarm activation. On some occasions you may receive a call out from University Security, but this will most likely to be due to something amiss observed externally (e.g. overflow running or gas boiler strobe operating). Alternatively it may involve damage or a break-in at Rutland Lodge.

Call-out by the Alarm Company will always be due to a break-in or problem on the alarm system or fire alarm (i.e. someone locked in the building or a door not secured properly).

On each occasion that a key holder is required to enter Union premises outside normal working time, a member of University Security staff will accompany him/her. If any task needs to be undertaken which may in any way be considered hazardous, the key holder will call the On-call Maintenance Officer and the University Security staff member will remain with him/her until the On-Call Officer arrives.

In the event of the alarms being activated, the University Security staff member will remain with our key holder until the reason for the alarms sounding has been ascertained and until it is clear there is no personal safety risk.

If a situation arises whereby our key holder remains in the building alone, then he/she will make contact at regular intervals with the Facilities Manager or assistant (half hourly) and will notify them when the building is being vacated.

COLLEGE AND ART SHOP

In the event of an emergency call out the following applies:

- 1) Access to the College will be by the College Caretaker, who will be in attendance. (If they are not, you should telephone them on: 0776 854 2084).
- 2) University Security will already be in attendance. However if they are not, contact LSU Maintenance (Call Out number on: 0774 888 8914) to meet you at the premises.
- 3) You must be accompanied from when you approach the premises until you leave, even if contractors or the police are expected.
- 4) At no time should you be alone.
- 5) If at any time you feel you are in a vulnerable situation tell your Department Leader.

ART SHOP

- 1) You will be called to the premises by University Security.
- 2) Before going to the premises, contact LSU Maintenance Call Out number on: 0774 888 8914 to meet you at the premises.
- 3) You must be accompanied from when you approach the premises until you leave, even if contractors or the police are expected.
- 4) At no time should you be alone.
- 5) If at any time you feel you are in a vulnerable situation tell your Department Leader.

ANNEX 2 – OTHER LSU HEALTH AND SAFETY RESPONSIBILITIES

HEALTH AND SAFETY OFFICER'S RESPONSIBILITIES

The LSU Health and Safety Officer's healthandsafety@lsu.co.uk duties are:

1. To act as adviser in health and safety to LSU staff at all levels.
2. To provide information and advice upon request on health and safety matters
3. To maintain up to date information for reference at any time by members of staff, volunteers, Department Leaders and Health and Safety Representatives.
4. To update and develop Policies relating to health and safety.
5. To promote health and safety training throughout the Union by circulating information and organising courses.
6. To ensure that all staff are kept aware of health and safety issues and of their responsibility for the health and safety of those who work with them.
7. To undertake health and safety audits of LSU departments to ensure compliance and to check record-keeping.
8. To maintain liaison with external safety organisations and other bodies able to provide information on relevant health and safety hazards and standards of compliance, including the University.
9. To investigate accidents and near misses where considered appropriate and to initiate action required to remove any safety hazards which are identified during investigations.
10. To maintain a record of all accidents within LSU and report to Charnwood Borough Council as required under RIDDOR.
11. To compile accident data and report it to the LSU Health and Safety Committee.
12. Provide training and instruction to staff upon procedures to be followed in the event of fire and in the use of fire fighting equipment to Department Leaders and nominated staff.
13. To investigate and report on fires and fire-related incidents to the Health and Safety Committee.
14. To keep a ready supply of First Aid equipment for First Aid kits.
15. To assist in any other matters related to health and safety as necessary.

FACILITIES MANAGER RESPONSIBILITIES

It will be the responsibility of the Union Facilities Manager (Buildings Dept) to:

1. Implement routine fire alarm testing and arrange fire drills in conjunction with the Health and Safety Officer, rectifying any faults as appropriate.
2. Assist with the co-ordination of fire evacuation drills.
3. Assist with routine fire safety inspections and audits.
4. Be responsible for the maintenance of fire equipment, fire signs etc. throughout the Union premises.
5. Arrange regular testing of fire extinguishers by a Fire Officer.
6. Maintain and repair fire extinguishers as required.
7. Order replacement items and new equipment as necessary.
8. Ensure installation of new fire signs and the checking and replacement of signs where necessary in public areas of the Union building.
9. Maintain written records relating to the inspection and the location of all fire equipment held on Union premises.
10. Maintain tools and equipment required for the maintenance of fire equipment in a serviceable and safe condition, in accordance with the requirements of the Health and Safety at Work Act 1974.
11. Accept their own responsibility in health and safety, and encourage colleagues to do the same.

12. Ensure that action is taken to identify and remove any potential causes of accidents and near miss events.
13. Review procedures for producing risk assessments to ensure that risk assessments are suitable and sufficient and up to date.
14. Bring to the Union Director's attention any breach of statutory requirement or other health and safety concern which cannot be resolved effectively at Department level.
15. Provide the necessary information, instruction and training to enable staff to perform their job in a safe manner.
16. Ensure their staff provide appropriate supervision of staff, based on risk assessment.
17. Encourage and support the attendance of appropriate members of the Department on relevant internal and external health and safety training events.
18. Provide as appropriate, correct personal protective clothing to all persons under their control. Take personal action to suspend or stop any activity that is dangerous or not carried out within health and safety policy.
19. So far as it is reasonably practicable, ensure all contractors engaged by the Department are adequately supervised and conduct their work in accordance with: The specified terms of contract, Agreed method statements and risk assessments, Statutory regulations and LSU's approved codes of practice, Avoidance of danger to employees, students or members of the public.
20. Monitor that all plant, equipment and processes within their area of control are maintained in a safe condition and in compliance with appropriate statutory requirements.
21. Gas service of main plant annually. This does not include any gas appliances, but does include associated pressure vessels.
22. Electrical Inspection and test of electrical distribution boards annually. This does not include any alterations made after the annual test, unless authorised by the Facilities Manager in writing and Inspection and test certificates are acquired/supplied.
23. Maintain existing lighting levels including emergency lighting in the event of power failure
24. Maintain Fire fighting equipment service annually and replacement as required.
25. Maintain fire detection system and associated equipment such as sprinkler, R102 system and Smoke Louvres
26. Portable appliance testing annually
27. Legionella control to the three mains water tanks only. (Water supplies altered by other departments where control is lost therefore, will be after the main tanks valves and must be addressed by the relevant department).
28. Pest control service contracts
29. TM44 submission. The main register is kept but is reliant on other departments providing/forwarding any relevant required information for the main register.
30. Display Energy Certificate submission, energy consumption is recorded but any variation in refrigeration is dependant on other departments providing/forwarding any relevant required information for the main register.
31. Intruder alarm service and repair.
32. Magnetic door lock system service and repair.
33. Lift service and Insurance thorough inspection.
34. General site Waste disposal, contract review, tender is not included.
35. Tenants electricity bill generation

THE TRADE UNION HEALTH AND SAFETY REPRESENTATIVE (currently vacant)

The role of the Trade Union Health and Safety Rep is to make representations to the employer on general matters affecting the health, safety and welfare at work of the employees he/she represents in the work place. No function given to a safety representative by the list below shall be construed as imposing any duty on her/him.

The role of the Trade Union Health and Safety Representative is:

1. To investigate complaints by any employee he/she represents relating to their health and safety and welfare at work.

2. To make representations to the employer on general matters affecting the health, safety and welfare at work of the employees in the work place.
3. To represent employees in consultation with inspectors of the Health and Safety Executive (HSE) and of any other enforcing authority.
4. To receive information from inspectors in accordance with section 28(8) of the 1974 Health and Safety at Work Act.
5. To attend meetings of Health and Safety Committees in his/her capacity as a Safety Representative in connection with any of the above functions (but without prejudice to section 7 and 8 of the 1984 Act).

ANNEX 3 – STAFF WITH EXTERNAL HEALTH AND SAFETY QUALIFICATIONS OR TRAINING

LSU is fully committed to training staff in the areas of health and safety required by their role and LSU requirements as an organisation. As such, the following **external** qualifications and courses have been financed by LSU for both personal development and to ensure that the Union has sufficient and suitable in-house health and safety expertise.

(Please note that department-specific external training is not listed nor is any in-house training):

NEBOSH Certificated

Jude Hoy (2000)

Chris Spencer (2016)

NEBOSH Certificate trained

Dan Williams (2016)

Andy Meakin (2017)

Steve Black (2017)

IOSH Managing Safely qualified

Chris Spencer (2015)

Louisa Todd (2016)

Jane Turner (2016)

Andy Todd (2017)

Bob Austin (2017)

Martin McCrory (2017)

Sharon Williams (2017)

Manual Handling Train the Trainer

Jude Hoy

Louisa Todd

Chris Spencer

Andy Todd

Sue Hart (2016)

Bob Austin (2016)

Sharon Williams (2016)

Dan Williams (2017)

Martin McCrory (2017)

PAT Testing (City and Guilds 2377: Certificate of Competence for the Inspection and Testing of Electrical Equipment)

Chris Spencer

Benj Elcock

Bob Austin

Steve Smith

Andy Todd (2016)

Rich Barker (2016)

Harry Jenkins (2016)

Workplace Noise; Loughborough University

Andy Todd (2008)

Nic Botley (2008)

Dan Williams (2015)

Chris Spencer (2015)

Jude Hoy (2016)

Sharon Williams (2016)

Laser Safety Awareness: Loughborough University

Steve Black (2016)

CIEH Level 2 Risk Assessment Training

2015:

Jude Hoy

Sherry Parker

Dan Williams

Steve Black

Nic Botley

Ian Moore

Alison Johnston

Anne Cato

Jane Turner

Karen Walker

Francesca Sepede

Please note - Many LSU staff are trained internally in areas of Health and Safety Risk Assessments and these are not listed above as they are too numerous to list. Attendees are however recorded and logged by Management for permanent staff and by Department Leaders for Student staff.

ANNEX 4 – STAFF WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

- 1) THE BOARD OF TRUSTEES
<https://www.lsu.co.uk/yourunion/boardoftrustees/>
- 2) THE UNION DIRECTOR - Andy Parsons
- 3) DEPUTY UNION DIRECTOR – Paul Barlow
- 4) DEPARTMENT LEADERS AND DEPARTMENTAL HEALTH AND SAFETY REPRESENTATIVES
 - Building – Chris Spencer
 - Catering – Ian Moore
 - Finance Department – Gary Chamberlain
 - Marketing – Jo Gregory-Brough
 - Enterprise – Emma Bishop
 - Nursery – Caroline Farley
 - Shops – Andy Meakin
 - Art Shop – Nicky Margetts
 - PO – Karen Richardson
 - UB – Mike Hearn
 - Student Development – Liam Davis
 - Student Services – Sue Lucas
 - Reception - Amy Latimer
 - Technical – Andy Todd
 - Management – Jude Hoy
 - Venue – Andy Meakin
 - Steve Black (Evo)
 - Voice – Nicky Conway
- 5) FACILITES MANAGER- Chris Spencer
- 6) LSU HEALTH AND SAFETY OFFICER AND REPORTER TO HSE UNDER RIDDOR - Jude Hoy
- 7) THE TRADE UNION HEALTH AND SAFETY REPRESENTATIVE - vacant
- 8) THE ENFORCING AUTHORITY - Charnwood Borough Council
- 9) KEYHOLDERS
 - All Maintenance staff
 - For major emergencies only: Chris Spencer - Buildings and Andy Todd - Technical

FIRE MARSHALLS - Daytime

All the Fire Marshalls are door stewards.
 The Executive are also door stewards as required and the doors will be allocated by the Evacuation Controller/Duty Manager during the evacuation.
 Tenants – one representative from each unit
 Tenants final check – Louisa Todd or Maintenance
 Action Corridor – Ryan Onions and Natasha Walkerdine
 AU – Natalie Walker, Stacey Small, Rebecca James
 Buildings Department – Benj Elcock or Paul Massey, Chris Spencer, Bob Austin
 Catering – Ian Moore or Sherry Parker
 Finance – Gary Chamberlain or Laura Titterton/Rhonda Mistry
 Manchurian – own area (Wayne or Wu)
 Media Studios – Jane Turner or Chris Moore, Alison Johnson
 Marketing – Fran Sepede or Sarah Cockshott
 Nursery – Caroline Farley or Karen Walker or Sue Hart
 Art Shop – Nicky Margetts
 UB Shop – Mike Hearn, Jo Line, Jeanette Oakes
 PO Shop – Karen Richardson or Sumi Savani
 Student Services – Amy Latimer or Denise Sparks
 Tech – Nick Botley/Harry Jenkins or Andy Todd,
 Venue 2 – Andy Meakin, Sarah Warren, Claire Delaney
 Venue Department - Dan Williams, Evo
 Voice – Nicky Conway, Jordan Dawson, Ben Holihead, Hannah McManmon, Lewis Eves

FIRE MARSHALLS – Evening

All Security staff.

EVACUATION CONTROLLER – Daytime (in order of responsibility for evacuation)

Health and Safety Officer (Jude Hoy)
 Louisa Allen
 Paul Barlow
 Liam Davis

EVACUATION CONTROLLER – Weekends

IN TERM TIME	TIME OF DAY	EVACUATION CONTROLLER RESPONSIBLE FOR EVACUATION
Weekends Term Time: (Saturday and Sunday)	5.45 – 11.30 Saturdays 6.45 – 11.30 Sundays	Cleaning Supervisor and/or Deputy Supervisor
	11.30 – close of business	AVM or Duty Manager
OUT OF TERM	TIME OF DAY	EVACUATION CONTROLLER RESPONSIBLE FOR EVACUATION
Saturday holiday time	6.45 – Cleaning finished	Cleaning Supervisor and/or Deputy
Sunday Holiday time	7.00 – Cleaning finished	Cleaning Supervisor and/or Deputy

ANNEX 5 – FIRE SAFETY DUTIES/RESPONSIBILITIES OF THE RESPONSIBLE PERSON, COMPETENT PERSON & DUTY HOLDER

The following persons are designated as having duties/responsibilities under the RR(FS)O

Position	Designation under the RR(FS)O
Union Director	<p>The Union Director is the most senior individual member of the Union and as such is designated as the Responsible Person under the RR(FS)O.</p> <p>The post holder is responsible for ensuring that fire safety matters are delegated to appropriate members of staff and are planned and resourced appropriately.</p>
Union Health and Safety Officer	<p>The Union Health and Safety Officer has to assess, investigate and report on fire hazards associated with the Union property. The Union Health and Safety Officer is designated as the Competent Person and he/she acts on behalf of the Union Director in discharging these duties.</p> <p>The Union Health and Safety Officer may receive advice and information from the University Fire Officer to assist him/her in discharging this duty effectively.</p>
Departmental Leaders	<p>Departmental Leaders have responsibility for the day to day running of their departments and therefore are designated as Duty Holders for fire safety matters under their control. In particular, Duty Holders must ensure that fire hazards are managed appropriately and that activity within the department, particularly the use or storage of dangerous substances, does not create or exacerbate a fire risk.</p> <p>Where premises are occupied jointly, Duty Holders are responsible for cooperating with fellow duty holders insofar as this affects areas under their joint control.</p> <p>Duty Holders receive reports and fire risk assessments from the Union Health and Safety Officer and are responsible for implementing action plans to remedy any deficiencies, and ensure special/specific procedures required for the Union Fire Policy are drawn up.</p> <p>In discharging their duties, Duty Holders may appoint members of staff, such as Departmental deputies to assist with carrying out fire safety tasks.</p>
Facilities Manager	<p>Union Facilities Manager is a Duty Holder under the RR (FS) O. 2005.</p> <p>The Duty Holder is responsible for ensuring that Union buildings are designed, built and maintained to be protected, so far as is reasonably practicable, from the effects of fire.</p> <p>The Union Facilities Manager may receive advice and information from the University Fire Officer to assist him/her in discharging this duty effectively.</p>