



## **John Moores Students' Union**

### **Health, Wellbeing & Risk Policy**

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## **1. General Statement of Policy**

John Moores Students' Union (JMSU) regards the promotion of health, safety and wellbeing as an essential objective. Our policy is to provide and maintain, as far as is possible, a safe working environment for all our employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

This policy shall be guided and bound by the Health and Safety at Work, etc, Act 1974. It will be reviewed annually and updated according to changes in legislation and in the organisation.

## **2. Aims & Objectives**

The main aims and objectives of this policy are to:

- Provide a safe and healthy working environment including safe systems of work.
- Effectively manage and monitor the safety arrangements.
- Increase the awareness of the responsibility of all employees for the health and safety of themselves and others.
- Ensure a systematic approach to risk assessment and control.
- Ensure adequate resources are available to implement this policy, including the provision of competent employees.
- Provide any information, instruction and training as is necessary.
- Provide suitable arrangements for employee consultation on matters relating to health, safety and welfare.
- Align with Liverpool John Moores University for the purposes of health and safety, and seek to assist them in their goals.
- JMSU will keep this Policy up to date, particularly as the business changes in nature and size. To ensure this, the policy and its operation shall be reviewed regularly and amended as necessary.

## **3. Scope**

The policy applies to all employees, trustees, members, volunteers, contractors and visitors of John Moores Students' Union.

## **4. Duties & Responsibilities**

### **4.1 BOARD OF TRUSTEES**

4.1.1 The Board of Trustees, as the employer, has overall and final responsibility for health and safety matters at JMSU and for ensuring that health and safety legislation is complied with.

4.1.2 The Board of Trustees will ensure that:

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

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

## 4.2 **CHIEF EXECUTIVE OFFICER (CEO)**

4.2.1 The Chief Executive Officer has delegated responsibility to:

- i) Introduce corporate Health, Wellbeing & Risk Policy to ensure statutory compliance at all times.
- ii) Ensure the policy is reviewed regularly and amended as necessary.
- iii) Ensure that the organisation has a Code of Practice which is current and fit for purpose.

## 4.3 **DEPARTMENTAL MANAGERS**

4.3.1 Departmental Managers of each department is also responsible for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts of the department's activities.

4.3.2 Departmental Manager have a responsibility for those employees and students operating within the scope of their area of responsibility, or within their designated workplaces for:

- i) Ensuring all personnel within their designated areas of control are aware of all potential hazards, understand the fire evacuation procedure, first aid arrangements, accident reporting procedure and defects reporting procedure.
- ii) Ensuring that all staff receive the appropriate induction and on-the-job training and receive information and instruction relevant to their duties.
- iii) Ensuring that the safety arrangements are effectively implemented for all functions and activities under their control.
- iv) Ensuring that and accident, incident or near-misses are reported to the Facilities Department.
- v) Instigating and controlling corrective and preventative action programmes in relation to accidents, incidents and near misses.
- vi) Conducting regular inspections to ensure all safety arrangements and work practices are effectively applied and remain relevant.

- vii) Ensuring that appropriate and suitable PPE (personal protective equipment) is provided, used and regularly inspected.
- viii) Adopting risk assessments and safe systems of work and reviewing them regularly as required.

4.3.3 Departmental Managers are responsible for their own department's annual review of safety and risk.

#### 4.4 **FACILITIES/SERVICES MANAGEMENT**

4.4.1 Department Managers will ensure the efficient and effective functions or support services and/or facilities. The specific responsibilities are:-

- i. To ensure that all employees receive the appropriate health and safety induction at the start of their employment, including a copy of the Health, Wellbeing & Risk Code of Practice.
- ii. To ensure a daily inspection of the workplace is completed and any hazards or deficiencies in the safety arrangements are reported promptly to the CEO or Landlord.
- iii. To ensure daily checks of fire exits are carried out, to ensure they are free from obstruction.
- iv. To undertake a thorough inspection of JMSU per week to ensure that the building is inspected in its entirety each month. To report any building defects or repairs and maintenance issues immediately and to keep a log of all reported items.
- v. To assist in the completion and review of risk assessments and safe working practices, updating and amending as necessary.
- vi. To be responsible for office equipment machine replenishment and maintenance.
- vii. To be responsible for waste management control.
- viii. To undertake fire drills, complete fire alarm testing, manage staff fire instruction training and maintain the fire logbook.
- ix. To lead the organisation on COSHH.

#### 4.5 **INDIVIDUAL STAFF**

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

4.5.2 Individual staff specific responsibilities are:

- i. To work in accordance with the training and instruction given.
- ii. To read, understand and adhere to the Health, Wellbeing & Risk Code of Practice.
- iii. To make use of all safety equipment provided.

- iv. To advise their manager of any safety hazards or deficiencies in the safety arrangements and controls, observed accidents, dangerous occurrences or near misses.
- v. Not to undertake any task for which authorisation and or training has not been received.
- vi. Ensuring a clean and tidy workplace is maintained.

4.5.3 Individual members of staff and students have a duty to take reasonable care for the health and safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

4.5.4 Failure on the part of an employee or student to comply with these requirements of the Health, Wellbeing & Risk Policy may be subject to the relevant disciplinary procedures.

#### 4.6 **SAFETY REPRESENTATIVE (UNISON appointed)**

4.6.1 JMSU encourages the appointment of a Safety Representative by a recognised Trade Union as a positive contribution to Health and Safety working conditions. There is a legal obligation on Trade Unions to appoint a Safety Representative to perform the functions and activities outlined in the Health and Safety at Work Act 1974, and the Safety Representatives and Safety Regulations 1977.

#### 4.7 **LIVERPOOL JOHN MOORES UNIVERSITY (LJMU)**

4.7.1 LJMU is responsible that the Union building is structurally sound and its fixed assets in good working order including roads, toilets, mechanical and electrical fixtures are in good order and well maintained.

4.7.2 LJMU will ensure that all statutory tests and inspections are undertaken as required and that records are maintained.

4.7.3 LJMU through the University Health & Safety Committee: providing advice and access to expertise, training and resources to ensure the Union continues to meet its legal and partnership responsibilities.

### 5. **Health, Wellbeing & Risk Committee**

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

- i. To advise JMSU on all matters of safety and to make recommendations for such actions that are necessary to comply with the statutory requirements of the Health & Safety at Work etc Act 1974, any other relevant legislation, the JMSU Health, Wellbeing & Risk Policy and the LJMU Health & Safety policies.
- ii. To review and ensure adherence with the JMSU Health, Wellbeing and Risk Code of Practice.

- iii. To keep the implementation and effectiveness of the Health, Wellbeing & Risk Policy under review, and to monitor safety standards and performance throughout JMSU.
  - iv. To support and implement Health and Safety audits.
  - v. To receive reports of accidents and incidents for all JMSU activities, including any such incidents subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
  - vi. To advise on and review measures for the promotion and awareness of safety throughout JMSU.
- 5.2 JMSU Health, Wellbeing & Risk committee will comprise of representatives of the following groups; Executive, Senior Management, Middle Management, Unison and Front Line staff as appropriate. Other JMSU or University staff may be invited to report to the committee as deemed appropriate by the CEO.
- 5.3 The role of the committee is to meet at least once every term where matters relating to Health, Wellbeing & Risk will be addressed – where issues are identified and solutions implemented. Minutes of all such meetings shall be taken and placed in the Health and Safety Z file.
- 5.4 It shall be the committee's responsibility to ensure that Health, Wellbeing and Risk is further discussed at management and staff team meetings as appropriate.
- 5.5 The Committee will be chaired by an elected manager (on behalf of the CEO). The Committee represents staff and Union views, agrees implementation strategies, and disseminates information throughout the organisation.
- 5.6 The University Health & Safety Department Manager will attend the meetings in an advisory capacity.

## **6. Health, Wellbeing & Risk Code of Practice**

- 6.1 JMSU will maintain a Health, Wellbeing & Risk Code of Practice to provide specific and detailed practical information in relation to health, safety and welfare.
- 6.2 Code of Practice will regularly be reviewed and amended in response to changes in the nature and size of the operation.

## **7. Health, Wellbeing & Risk Governance Structure**

- 7.1 See **Appendix A** for Health, Wellbeing & Risk Governance Structure.
- 7.2 The below actions and information provide assurance for the furtherance of health, wellbeing and risk processes undertaken by JMSU:-
  - i. Weekly Health & Safety Inspections
  - ii. Health, Wellbeing & Risk Circulars
  - iii. Health, Wellbeing & Risk Topic Audits
  - iv. LJMU Health & Safety Audit (3-yearly)
  - v. Weekly Fire Alarm Testing
  - vi. Practise Fire Evacuations

## 8. Reporting

- 8.1 The minutes of each Health, Wellbeing & Risk Committee are reported to the next meeting of the Trustees' Finance Audit & Risk Committee for information.
- 8.2 Any matters dealt with by the Committee which are included in the Board's Schedule of Reserved Matters must be presented to the Board or Finance Audit & Risk Committee for formal approval as appropriate.
- 8.3 The Health, Wellbeing & Risk Annual Report will be presented to the Board of Trustees and the LJMU Health & Safety Governance Committee.
- 8.4 See **Appendix B** for Health, Wellbeing & Risk Reporting Structure.

## 9. Inspection & Audit Review

- 9.1 An annual report on Health, Wellbeing & Risk will be produced by JMSU for consideration by the Board of Trustees. This report will include will give an overview of how JMSU has met its health and safety commitments during the previous academic year and will cover the following areas: Health, Wellbeing & Risk Audit, Accident and Incident Reporting, Risk Assessment, Document Reviews undertaken, Fire evacuation procedure and testing, PAT testing, Safeguarding, Committee meetings and Training update.

## 10. Related Policy

- 10.1 This policy should be read in conjunction with:
- a) JMSU Safeguarding Children and Vulnerable Adults Policy
  - b) JMSU Student Activities Policy
  - c) JMSU Major Incident Policy
  - d) LJMU Health & Safety Policy
- 10.2 This is not an exhaustive list of policies and all JMSU Policies can be found at <https://www.jmsu.co.uk/what-we-do-how-we-work/our-policies>

## 11. Appendix

### Appendix 1 – Health, Wellbeing & Risk Structure





Appendix 2 – Health, Wellbeing & Risk Reporting Structure

