

NUA Students' Union Health & Safety Policy

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1.0 Health & Safety Policy Statement

1.1 Policy Statement

Norwich University of the Arts Students' Union (NUASU) is committed to upholding a high standard of health, safety and welfare for all members, staff and visitors.

NUASU has a statutory duty to ensure, as far as is reasonably practicable, that all Union activities are run safely, that participants health and wellbeing are maintained and that all identified risks are eliminated or controlled.

1.2 Purpose of Policy

The purpose of this policy is to formalise our commitment to health and safety and outline how we intend to achieve the objectives in the Union's day to day work. This policy outlines how as a membership Union, service provider and employer we strive to fulfil our duties towards health and safety.

This policy will highlight and communicate the objectives of the Students' Union regarding the health, safety and welfare of all members, staff and visitors involved in Union activities.

2.0 Union Commitments

2.1 NUASU will uphold the following commitments to this policy:

- To undertake Risk Assessments of all activities to identify hazards, assess risks and implement control measures to reduce these risks to an acceptable level.
- To meet the legal requirements of the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.
- To make sure that all Union staff, officers and members are competent to carry out their tasks and receive appropriate and adequate training.
- To consult Union members and staff on health and safety issues, bringing these to the attention of the Steering Committee where necessary.
- To monitor the Health & Safety Policy, ensuring it is working in practice, being reviewed annually and that appropriate actions are taken to address any issues.
- To be responsible for the selection, acquisition, hire and maintenance of equipment (including testing, inspection and appropriate logging of use.)
- To obtain adequate insurance for the activities of the Union.
- To ensure the competence of any instructors that carry out activities on behalf of the Union.

3.0 Responsibilities

3.1 Students' Union President

The Students' Union President has overall responsibility for ensuring the Union remains health & safety compliant. They are responsible for the implementation of this policy across all services, ensuring staff and members receive appropriate training and for the continual development and monitoring of this policy.

3.2 Union Staff

Union staff have a collective responsibility to promote health & safety and to behave in accordance with this policy reporting any issues to the Students' Union President. The Union recognises that all of its employees have a duty to support and uphold the aims and commitments contained in this policy.

3.3 Students' Union Members

Non-Portfolio Members

All current students at NUA are members of the Union unless they have formally opted out. All members have a collective responsibility to promote health and safety and to behave in accordance with this policy, reporting any issues to the Students' Union President or Union Staff.

Club & Society Officers

Club and Society Officers have a responsibility to ensure that all of their activities are conducted in line with this policy, that health & safety is promoted at all times and that any issues are reported immediately to the Students' Union President. Club and Society Officers are also required to carry out hazard analysis and risk assessments on their activities, following guidance and support from the Students' Union.

Student Representatives

Student Representatives have a responsibility to liaise with students about their experiences and report any health and safety issues to the relevant Tutor, University staff member or Students' Union President.

3.4 Steering Committee

The Steering Committee members have a collective responsibility to approve, review and monitor the Health & Safety Policy, holding the Union to account for its actions in relation to the policy.

4.0 Training and Communication

4.1 Health & Safety Training

The Students' Union President will ensure that all Union staff, elected officers and relevant members receive health & safety training that is appropriate to their role. However, the Union will aim to go beyond compliance and empower staff and students to act responsibly and safely by creating and maintaining an environment where health, safety and wellbeing is promoted.

4.2 Accessibility

This policy will be available for public view by being published on the Students' Union's website: www.nuas.ac.uk/documents.

4.3 Queries and Questions

Any queries or questions relating to this policy can be directed to the SU President at: su.president@nua.ac.uk.

5.0 Third Party Involvement

5.1 External Instructors / Coaches

All coaches and instructors appointed to deliver activities on behalf of the Union must:

- Have recognised, relevant coaching / instructing qualifications.
- Have their own Third Party Liability insurance.
- Have relevant experience/qualifications in delivering the activity.
- Consent to NUASU carrying out a Disclosure and Barring Service (DBS) check prior to the activity taking place.

Original documentation to evidence the above must be provided to the Students' Union President prior to the activity taking place. Copies of submitted evidence will be taken for record and audit purposes and will be stored in line with General Data Protection Regulations (GDPR.)

5.2 Off Campus Activities

NUASU will sometimes organise activities and events that take place on external premises. In these circumstances the Students' Union President will need to carry out the following health & safety checks prior to the activity/event taking place:

- That suitable risk assessments are available.
- That the external organisation/provider has a suitable Health & Safety Policy.
- That safety equipment is identified and will be provided.
- That appropriate welfare facilities are available (washing, toilets and changing facilities etc.)
- That emergency procedures are established and First Aid assistance is available.
- That the external organisation/provider has their own Public Liability Insurance (at least £2 million cover should be provided.)
- That appropriate levels of supervision will be provided for the activity.
- That the external organisation/provider is affiliated or accredited to a National Governing Body (if appropriate for the activity.)

5.3 Organising Transport

The Students' Union President will be responsible for identifying the most suitable mode of transport for Union activities. Only reputable suppliers will be used and insurance checks will be made. Any risks associated with transport and travelling will be included within the Risk Assessment for the activity.

6.0 Reasonable Adjustments

6.1 Reasonable Adjustments

Activities of the Students' Union will be inclusive for all members and remain in line with the Union's Equality & Diversity Policy.

It is the Students' Union President's responsibility to ensure that Union activities are accessible to everyone wherever possible, and that reasonable adjustments are made to cater for persons with disabilities and other access needs. This could include, but isn't limited to:

- Selecting venues with disabled access
- Providing additional equipment
- Providing additional support/coaching
- Adjusting the schedule of the activity
- Accommodating specific dietary requirements

All reasonable adjustments for specific individuals will be recorded within the Health & Safety Risk Assessment and monitored throughout the activity by a named responsible person.

6.2 Student Declarations

Students will be required to declare any access needs ahead of all activities to ensure that reasonable adjustments can be implemented. Disclosures can be made in the following ways:

- Via the NUA Online Store (when registering for specific activities)
- Sending an email to the SU President: su.president@nua.ac.uk

Declarations must include detail about the access need and recommendations of any reasonable adjustments the individual requires. This will then be reviewed by the Students' Union President and built into the Risk Assessment of the activity.

6.3 Under 18's

Some members of the Union may be under the age of eighteen and this should be considered when planning activities. The Students' Union has an increased duty of care towards all students that are under the age of eighteen as they are regarded as minors under English law. The consequences of this are as follows:

- The Students' Union should not assume that a student under the age of 18 can be treated as an adult or make her/his own decisions.
- A person under the age of 18 does not have full legal capacity to enter into contracts, to give valid consent or to hold office in student Clubs or Societies.
- Before the student engages in certain activities consent of a responsible person should be sought. This should be the parents or guardians of the student.
- Special measures may need to be taken in respect of certain sporting or social activities.
- The student may not purchase alcohol or drink alcohol on Students' Union or University premises or as part of any Club/Society activity.
- Staff in a position of responsibility for or a relationship of trust with the individual need to be made aware of the legal position and be DBS checked.

7.0 Risk Assessments

7.1 Students' Union Events and Activities

Risk assessments will be completed for all Union events and activities. All medium and high risk activities will be formally documented on a Risk Assessment Form with control measures identified. All Risk Assessment Forms will be signed-off by the SU President in advance of the activity or event taking place.

7.2 Club & Society Activities

All Club & Society Officers will be required to complete a Hazard Analysis Form as part of any new society applications or handovers between Officers. The Hazard Analysis Form will summarise the activities of the club/society and will identify any potential risks to health & safety. The Students' Union President will then assign the club/society an overall risk rating (low, moderate or high) based on the information provided, to establish whether a full risk assessment is required.

All clubs & societies considered to be moderate or high risk will have a formal Risk Assessment completed with control measures identified. The Risk Assessment Form will be signed off by the Students' Union President and Steering Committee. All club & society risk assessments will be reviewed on an annual basis and adjusted accordingly to reflect any changes to activities.

Additional Risk Assessments may have to be completed throughout the year if clubs & societies host any campaigns or events that are not part of their usual activities. Club & Society Officers are required to contact the Students' Union President for guidance in this instance.

7.3 Risk Level Calculator

The Risk Level Calculator helps to identify how great the level of risk is, depending on the likelihood of an injury occurring and the severity of any injuries likely to be sustained. All medium and high level risks need to be documented on a Risk Assessment Form with control measures put in place to eliminate or reduce the risk to a low & safe level.

The Risk Level Calculation is: Likelihood (L) x Severity (S) = Risk (R)

Likelihood (L) →	Very Likely-3	Likely-2	Highly Unlikely-1
Consequence/Severity (S) ↓	Risk (R) ↓		
Severe Injury-3	9 High	6 High	3-Medium
Major Injury-2	6 High	4 Medium	2 Low
Minor Injury-1	3 Medium	2 Low	1 Low

The Risk Level Calculation will be completed at the start of the Risk Assessment to identify the risk level *before* control measures are implemented. It will then be calculated again *after* the control measures have been identified to establish if there is a reduced level of risk. Low level final risks need only a reminder to participants prior to the activity taking place. Any medium risks must be fully explained to participants and the control measures fully implemented and monitored. High risk hazards remaining after control measures have been suggested will not be permissible and further guidance will need to be sought.

8.0 Equipment and Storage

8.1 Union Equipment

Any equipment purchased by the Students' Union must meet the quality standards set by the European Union and carry the CE mark. The Students' Union President is responsible for the purchase of correct and suitable equipment and its subsequent maintenance, inspection, safe use and storage.

The Union will maintain accurate inventories of equipment and will also undertake annual audits on any equipment loaned to clubs & societies.

Equipment must only be used for its intended purpose and in line with any manufacturer's instructions and guidance. Full instruction and training should be given to all members and Union staff before they are allowed to use any equipment.

Any damaged equipment must be reported immediately to the Students' Union President to decommission, organise a repair or order a replacement.

8.2 University Equipment

Union staff and members are required to follow all NUA policies on the use of university equipment and machinery. Any damage to NUA property whilst being used by the Union or its members must be reported to the Estates Department.

8.3 Personal Protective Equipment (PPE)

The Union will provide appropriate PPE for any on-campus Union activities which require it. For any off-campus activities, the Students' Union President will liaise with the external organisation/provider about the availability of PPE as part of the Risk Assessment.

8.4 Portable Electronic Equipment (PAT Testing)

All electrical equipment owned by the Union will undergo a portable electrical appliance safety test. This includes equipment currently used and new equipment before its first use. Any electrical equipment that is plugged into a three pin socket must be subject to this testing regardless of size or power etc. The PAT test ensures that the Students' Union is compliant with Health and Safety as well as Electricity and Fire Regulations. PAT testing will be

organised through the University's Estates Team as outlined within NUA's Health & Safety Policy.

8.5 Manual Handling

All Union staff, officers and student volunteers need to be aware of any manual handling risks associated with activities they undertake. Manual handling relates to any activities involving lifting, lowering, carrying, twisting, pushing and pulling and if not managed properly can lead to injury.

Manual handling will be considered as part of all Risk Assessments with control measures put in place wherever possible to reduce the risk of injury.

8.6 Clean As You Go

The Union operates a clean-as-you-go policy meaning that all areas must be kept clean and tidy with equipment stored properly after use. Everyone is responsible for monitoring this and any hazards must be immediately reported to the Students' Union President.

9.0 Emergency Procedures

9.1 Accidents, Incidences and Near Misses

All accidents, incidents and near misses must be reported to the Students' Union President as soon as possible after the incident. The reporting of these occurrences will allow the Students' Union President to investigate accidents and trends with the aim of improving controls and reducing risk still further. Incidents can be reported in the following ways:

- Telephoning the Students' Union Office: 01603 610561
- Emailing the SU President: su.president@nua.ac.uk
- Reporting to the SU Offices in St Andrew's House

9.2 First Aid

All NUA campus buildings have designated First Aiders and these are available to the Students' Union in the event of an emergency by contacting the NUA Reception on Ext. 3100.

When Union activities take place off campus, the SU President will confirm first aid procedures with the venue/provider as part of the risk assessment.

9.3 Fire Evacuation

All NUA campus buildings have designated Fire Marshalls and these are available to the Students' Union in the event of an emergency.

When Union activities take place off campus, the SU President will confirm fire and evacuation procedures with the venue/provider as part of the risk assessment.

9.4 Clubs & Societies

Club & Society Officers are responsible for monitoring the safety of their members during all meet-ups. If an emergency occurs, Society Officers must immediately dial 999 for assistance. The incident must also be reported to the SU President at the earliest opportunity by telephoning 01603 610561 or emailing su.president@nua.ac.uk.

10.0 Allergies and Catering

10.1 Allergens and Allergies

It is important for Union staff and Society Officers to risk assess any food that is provided during an activity or event for allergens. Allergens can cause serious allergic reactions and must be clearly labelled when being served. The Union will always endeavour to cater for individual dietary requirements and students must declare this before attending any Union activity that involves the consumption of food.

Students can declare any known allergies and individual dietary requirements in the following ways:

- Via the NUA Online Store (when registering for specific activities)
- Sending an email to the SU President: su.president@nua.ac.uk

All declarations will be reviewed by the Students' Union President and built into the Risk Assessment of the activity.

10.2 Catering

The Union will sometimes use the services of external caterers to provide food and drink to students. The Students' Union President is responsible for confirming the use of all caterers and will ensure that they have relevant insurance and a five star hygiene rating. If hot food is to be supplied then the caterer would generally be expected to stay on site to ensure that the food is kept at the correct temperature and is safe to eat.

Takeaway food (such as pizza) is permitted for events but consumption must be monitored by the person in charge of the activity.

10.3 Homemade Food

Only homemade food that is low-risk and ambient is allowed to be served at Union events and activities. Low risk foods include cakes, biscuits, sweets, pastries, crisps, bread and crackers. A list of ingredients must also be supplied for all homemade food so that allergens can be identified.

10.4 Ready to Eat Food Products

The Union will sometimes purchase ready to eat foods that contain ingredients that need to be temperature controlled. This includes cooked meats, fish, dairy products, pasta and rice. All foods that need to be kept at a low temperature must be stored within the refrigerators on campus until it is ready to be served. Once served, the food must be consumed within a four hour period with any leftovers being disposed of after this timescale.

11.0 Terminology

Allergens	A substance that causes an allergic reaction. Common types of food allergens are peanuts, milk, eggs, shellfish, wheat and soy.
Control Measures	Actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that has been identified.
Hazard	Any source of potential damage, harm or adverse health effects on something or someone.
Membership	Includes all elected Officers and current NUA students (including those that attend on a full time and part-time basis, any student on intermission and any student participating in Erasmus.)
Non-Portfolio Members	All current students at NUA are members of the Union unless they have formally opted out.
Personal Protective Equipment	Equipment that will protect individuals against health or safety risks and includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.
Risk	A situation that involves exposure to danger.
Risk Assessment	A careful examination of what could cause harm to people.
Student Representatives	A student elected by the peers of their course year, serving a year long term of office.
Steering Committee	The governing members of NUA Students' Union.
Welfare	The health, happiness and fortune of an individual.