

Policy P05 – Health and Safety Policy

This is the Statement of General Policy and Arrangements for:

Overall and final responsibility for Health and Safety is that of:

Day-to-day responsibility for ensuring this Policy is put into practice is delegated to:

University of Southampton English Society
Marcus Burton (President)
Jade Unwin (Welfare Officer)

Statement of General Policy	Responsibility of:	Action / Arrangements:
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from such activities	Jade Unwin (Welfare Officer)	The Welfare Officer and the President will implement a Health and Safety Code (HSC) to ensure all reasonable, practicable measures to prevent accidents and control health and safety risks are in place.
To provide adequate training to ensure students are competent to do their work in a safely	SUSU Health and Safety Manager	SUSU Health and Safety Manager to provide health and safety training to student group representatives.
To engage and consult with students on day-to-day health and safety conditions and provide advice and supervision	Jade Unwin (Welfare Officer)	The Welfare Officer and President will bring this Policy and the HSC to the attention of all members at the times specified in the HSC.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Jade Unwin (Welfare Officer)	The Welfare Officer and President will incorporate emergency procedures into the HSC.

Competent Health and Safety Advice can be obtained from:	SUSU Health and Safety Manager	Contact details: SUSU Health and Safety Manager a.flynn@soton.ac.uk – Mobile No 07747 763493 – Land Line Internal 25115
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To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Jade Unwin (Welfare Officer)	The Welfare Officer and President will incorporate measures for the maintenance of safe and healthy working conditions, use of plant, equipment and machinery, and safe storage and use of substances into the HSC.
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Health and safety law poster is displayed:	Student Office, University of Southampton Avenue Campus, Highfield Road, Southampton, SO17 1BJ
First-aid box are located:	Student Office, University of Southampton Avenue Campus, Highfield Road, Southampton, SO17 1BJ
Your nominated Appointed Person / First Aider is:	Jade Unwin (Welfare Officer)

Signed:	Marcus Burton (President)	Date:	24 th April 2013	
Subject to review, monitoring and revision by:	President	Every:	12	months, or sooner if work activity changes

Health and Safety Code (HSC)

Introduction

In order to meet its obligations under Health and Safety law, its Policy P05, and its Green Option Support Package as agreed with the Students' Union, EngSoc has created this Health and Safety Code (HSC). The HSC exists to guide the actions of its Officers and members to ensure the Society's activities are undertaken in as healthy and safe a manner as possible.

Prevention of Accidents

In the course of EngSoc's normal activities, its members may be at risk of slips, trips, falls, and other accidents. The President, Welfare Officer, and other Officers are obliged to systematically assess these risks before the commencement of any activity, and to devise measures to minimise such risks.

The Society recognises that many of the causes of accidents are addressed in other sections of this HSC. Therefore, all Officers of the Society are obliged to consider this HSC holistically when ensuring the prevention of accidents.

Work-Related Ill Health

The Society employs no members of staff. Therefore, in the Society's view, work-related ill health poses no manageable risk in the course of the Society's normal activities. In the event of these becoming a manageable risk in the course of the Society's normal activities, the President and the Welfare Officer will revise this section of the HSC as appropriate.

Risk Assessments

In order to implement many of our Statements of General Policy, the Society will always undertake Risk Assessments for our day-to-day activities and for specific events run by the Society.

For the risk assessment of our day-to-day activities, the President, Welfare Officer, and the other Officers will devise a comprehensive risk assessment for the Society's day-to-day activities, including its General Meetings, on an annual basis.

For the risk assessment of specific events, the President, Welfare Officer, and the other Officers will devise a comprehensive risk assessment for the Society's events, including socials, welfare activities, and sporting events on a termly basis.

Members will be notified of these risk assessments before undertaking any activity with the Society. Members are entitled to request a full copy of any risk assessment from the Committee by notice in writing.

The President and the Welfare Officer may revise any of the Society's risk assessments more frequently at their discretion.

Manual Handling

The President, the Welfare Officer, and other Officers will ensure that they are fully aware of correct lifting techniques, and will be required to demonstrate these techniques to members before members are allowed to lift or carry any equipment or furniture. Officers will ensure that members are complying with the techniques demonstrated to them throughout any manual handling activities.

The President and the Welfare Officer will ensure that, for the purposes of manual handling, the above 'correct lifting techniques' comply fully with those in the Health and Safety Executive's [guide to Manual handling at work](#).

The President and the Welfare Officer will ensure that the risks of manual handling activities (*ie*, MSDs) are incorporated in all Risk Assessments required under the Society's Health and Safety Policy and this HSC.

Emergency Procedures

The President and the Welfare Officer will ensure that they are fully aware of emergency procedures for any venue in which the Society's activities take place. The President and the Welfare Officer will also ensure that other Officers are aware of these procedures as necessary.

Before undertaking any activities at a venue, the President, Welfare Officer, another Officer, or member of venue staff will communicate to members all relevant information about the venue's emergency procedures.

No Society activity will take place in a venue unless the above steps are followed.

In the event of an emergency at a venue in which the Society's activities take place, all Officers and members will follow the venue's emergency procedures as previously communicated to them. The President and the Welfare Officer will assist venue staff in the implementation of emergency procedures only if requested.

In the event of an emergency in a location without emergency procedures, the President or the Welfare Officer will contact the relevant authorities and take all reasonable steps to ensure the health and safety of members.

Working Conditions, Plant Equipment or Machinery, Substances

The Society employs no members of staff, and does not operate plant equipment or machinery for any of its activities. Therefore, in the Society's view, these pose no manageable risk to its members in the course of the Society's normal activities. In the event of these becoming a manageable risk to

the membership in the course of the Society's activities, the President and the Welfare Officer will revise this section of the HSC as appropriate.

In the course of the Society's activities, members may very rarely be at risk of encountering substances hazardous to health. In this event, the President and the Welfare Officer will undertake a comprehensive risk assessment, and provide this, any relevant chemical data sheets, and all information on exposure limits to any members who may be affected.

If the President, the Welfare Officer, and members at risk wish to continue the activity, they will then implement all reasonable and appropriate control measures, including but not limited to substitution, issuing personal protective equipment, and emergency procedures relating to the substance(s).

Should members be at risk of encountering substances hazardous to health on an occasional or frequent basis, the President and the Welfare Officer will ensure members are additionally, with their consent, subject to reasonable and appropriate health surveillance.

Administration of the HSC

The President and the Welfare Officer will bring the HSC, together with Policy P05 – Health and Safety, to the attention of members upon subscription, and annually thereafter. The President and the Welfare Officer may bring the HSC and Policy P05 to the attention of members more frequently at their discretion.

The President and the Welfare Officer, upon commencement of their term of office, will review the HSC. The HSC may be reviewed more frequently in light of any accidents, incidents, or near-misses, or for any other cause, at the discretion of the President and the Welfare Officer.

EngSoc HSC, version 1.3

Last revision 29th July 2013 by Marcus Burton (President)