
UNDEB BANGOR HEALTH AND SAFETY POLICY STATEMENT

The Students' Union will comply with both the spirit and requirements of Bangor University's Health and Safety Policy, and will ensure, so far as is reasonably practicable, but in accordance with the relevant legislation, statutory requirements and good practice to ensure the health, safety and well-being of all staff, students, contractors, visitors and others who may be affected by the Students' Union activities. This will be achieved through the implementation of a Health and Safety Management System and the process of risk assessments and risk control.

As the Students' Union Director and Students' Union President we have overall responsibility for all aspects of health and safety within the Students' Union, including seeking to ensure the provision of appropriate resources and the implementation of suitable structures, as are necessary, to safeguard the health and safety of individuals.

An important consideration in the implementation of this Policy is that staff and students are involved and encouraged to accept personal responsibility for promoting, adopting and developing good standards of health and safety practice and awareness. The Department is also committed to promoting and supporting the health and well-being of staff and students.

It is essential that all members of the Students' Union show commitment towards health and safety. The communication of health and safety information and the subsequent co-operation of staff and students within the Students' Union is imperative if health and safety standards are to be assured, promoted and continually improved.

The implementation and effectiveness of this Policy will be reviewed regularly and updated where required. Any changes will be brought to the attention of all staff and students as appropriate.

Signed & Date (Students' Union Director):
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Signed & Date (Students' Union President):
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Date of Next Review: September 2026

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1. ORGANISATION

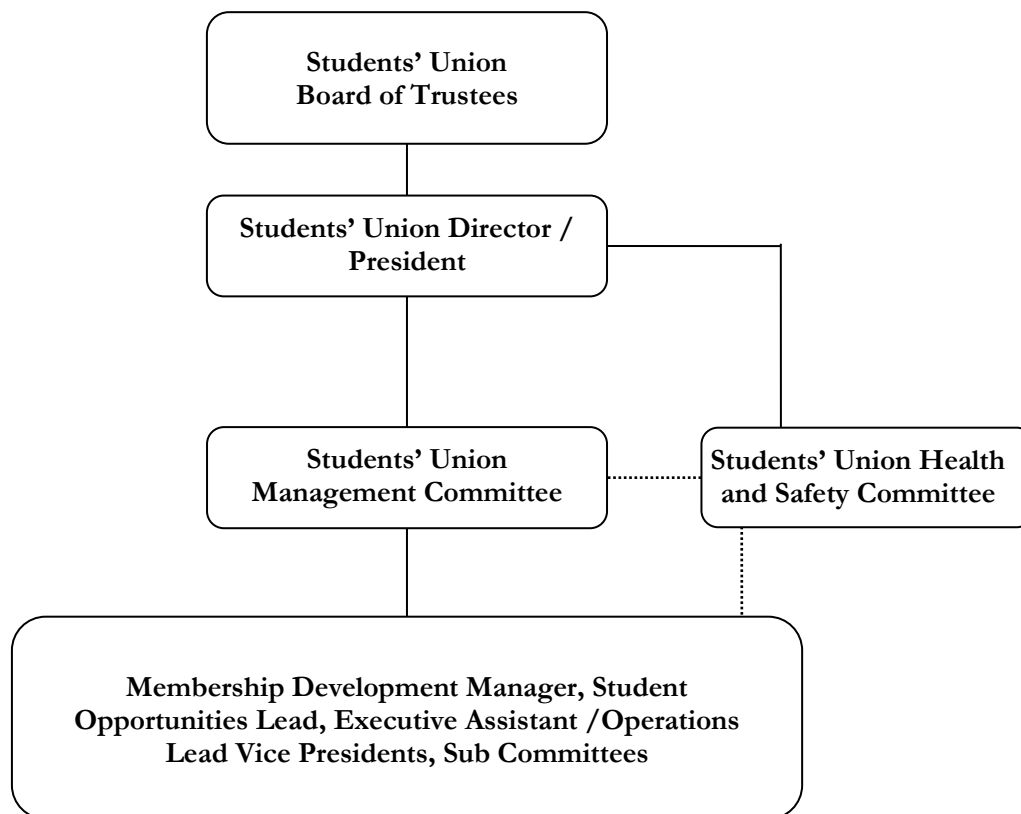
1.1 Specific Health and Safety Roles and Responsibilities

Position	Responsibility	Role
Bangor University	Maintenance of services and premises as per the 'lease' agreement with the Students' Union	To fulfil safety obligations as per Landlord.
Students' Union Director / President	Overall	To oversee, implement, enforce and communicate this Health and Safety Policy with suitable arrangements established to manage health and safety in accordance with legislative requirements, University and Union Policies and Procedures. This includes ensuring health and safety concerns are addressed and raised within the Union and / or University structure as appropriate.
Vice President(s)	Delegated responsibility	To assist the Union Director / President as necessary in discharging health and safety responsibilities.
H&S Coordinator	Delegated Responsibility	The Executive Assistant/Operations Lead manages day to day Health and Safety Provision within the Union. To oversee and administer the Students' Union Health and Safety Policy in respect of ensuring areas occupied by the Students' Union are kept in good order i.e housekeeping. Concerns related to the building infrastructure and / or cleaning services provided by Domestic staff should be reported to the Pontio Team who will liaise with PaCS and / or others as required. Undertaking of general inspections of the areas occupied by the Students' Union, ensuring the safety of electrical equipment, carrying out display screen equipment assessments for staff and assisting in making sure SU Vehicles are operated and maintained safely. Maintaining of records as identified.
Membership Development	Delegated responsibility	To oversee and administer the Students' Union Health and Safety Policy for Clubs & Societies and Volunteering. Ensure Clubs, Societies and

Manager and Student Opportunities Lead		volunteering projects have appropriate health and safety management arrangements in place to ensure the health, safety and well-being of members participating in Club / Society/ Volunteering activities, with activities monitored to ensure compliance with arrangements.
Bangor University IT Department	Delegated responsibility	To oversee and administer the Students' Union Health and Safety Policy with regards to information technology.

Students' Union Health and Safety Sub Committee	Policy Development	To make recommendations and be responsible for planning, reviewing and monitoring the Students' Union Health and Safety Policy to ensure it remains appropriate and that Union activities are undertaken in accordance with the Policy. Voice student health and safety concerns within the Union or University structure as necessary.
Health and Safety Committees eg SVB, Clubs & Societies	Delegated responsibility	To oversee and administer the Students' Union Health and Safety Policy and other specific H&S Policies as appropriate to their area. Report matters as necessary to the Students' Union Health and Safety Committee or the SU Director / President if immediate action is required.
All Staff	Delegated responsibility	See 1.3 below.

1.2 Organisational and Reporting Chart for Health and Safety



1.3 Health and Safety Responsibilities – all Staff (including Full Time Officers) and Students

Each person has a legal obligation to take reasonable care for their own health and safety and for the safety of others affected by their actions. All staff and students must comply with the relevant requirements of both the University and Students' Union Health and Safety Policies, ensuring they undertake their activities in a manner which is safe to themselves and to others. This includes:

- Co-operation / compliance with health and safety arrangements e.g., procedures, safe systems, training, instruction, supervision.
- If required due to the nature of an activity, ensuring appropriate training and supervision has been received before undertaking it.
- Only undertaking hazardous tasks if sufficient safety instruction and Risk Assessments are in place.
- Reporting hazardous situations e.g., equipment and practices to a relevant person immediately.
- Reporting accidents and incidents immediately to:
 - *Staff*: Student Operations Team.

- *Students:* The person responsible for the area / activity e.g., Club Captain, Project Leader to the Student Opportunities Team.
- Using all equipment provided in the interests of health and safety as directed.
- Being in a fit state to undertake activities, informing an appropriate person if feeling unwell or taking prescription medication that could affect performance.
- Being aware of emergency procedures e.g., action to take in a Fire Alarm, First Aiders.
- Being aware of specific emergency procedures regarding Students' Union activities away from the immediate vicinity of Bangor University eg Trip Registration, emergency contacts etc.

1.4 Communication of Health and Safety Information

Staff and students will receive health and safety information through local instruction and training provided by a relevant member of staff or direct from their Club / Society / SVB Project Leader. In addition, general information will be provided on the Notice Board, Website and via email. Staff may also receive health and safety information at local Staff Meetings or direct from their Line Managers following their manager's.

1.5 Consultation on Health and Safety Matters

Health and safety issues within the Students' Union will be discussed, as appropriate at the Senior Leadership Team meetings in accordance with the terms of the Board of Trustees or at the Students' Union Health and Safety Committee. Information will then be cascaded to staff by the relevant Senior Manager / Line Manager.

University related health and safety matters will be raised by the Students' Union Director with the Head of Health and Safety Services. Matters will then be forwarded within the University if needed.

Suitable forums will be developed to enable Clubs / Societies / SVB Project members to discuss health and safety and circulate information within the Union structure if required.

Concerns related to the Pontio building will be raised by the Finance and Operations Team with Property and Campus Services or at the Pontio Operations Meeting, so relevant building information can be exchanged between all Pontio building occupiers as required.

1.6 Competence of Staff and Students

Staff and students will receive appropriate training and supervision until it is felt they have the necessary level of competence to undertake the activity safely.

1.7 Training

Risk Assessments will determine the level and type of training required by staff and students to undertake work / activities safely. In addition, the following will be implemented:

- *Staff:* All staff must attend the University's Induction which is arranged by Human Resources. All new employees including Elected Officers will also then receive a basic Health and Safety General Induction with further, more specialised training provided as necessary.
- *The Health and Safety Coordinator (duties delegated across a number of staff):* Staff with delegated health and safety duties will be allowed to undertake additional training as necessary to fulfil their

health and safety role eg First Aider, DSE Assessor, Manual Handling Assessor, Risk Assessor, Portable Appliance Tester, COSHH Assessor etc. Consideration will also be given to staff attending the NEBOSH General Certificate if required due to nature of their health and safety responsibilities.

- *Students:* All Students with a specific role e.g., Club Captains, SVB Project Leaders, Activity Leaders will receive suitable training in order to perform their functions. In addition, all Students participating in Students' Union activities e.g., Clubs, Societies and Volunteer Groups will receive training as is necessary to ensure their health and safety. No student will be allowed to participate in activities until it is felt they have the appropriate competence for the role they are to undertake.

1.8 Training Records

Staff training records will be held by individual Managers and held centrally on central training log.

The Student Opportunities Lead will maintain training records for Club, Societies and Volunteering Projects.

1.9 Other Records

The following records associated with the day-to-day management of health and safety are maintained:

Subject	Records Maintained By
SU H&S Policy	Director
SU Overview Risk Assessment	Director
DSE Self-Assessment Forms	Finance and Operations Team
SU First Aid Arrangements e.g., 1 st Aid Poster, 1 st Aid Box	Finance and Operations Team
Electrical Items - Register / PAT Test Records – Clubs and Societies	Student Opportunities Lead
Electrical Items - Register / PAT Test Records – Building Related	Executive Assistant/ Operations Lead
General Building Inspections	Executive Assistant/ Operations Lead
SU Driver's Assessment Training & Checks	Executive Assistant/ Operations Lead
SU Fleet documentation	Executive Assistant/ Operations Lead
Staff Driving Licence Checks and Authorisations	Executive Assistant/ Operations Lead
Sickness Absence Records	Executive Assistant/ Operations Lead
Accident & Incident Reports	Executive Assistant/ Operations Lead (staff) / Student Opportunities Lead, (Societies and Volunteering)

2. ARRANGEMENTS

2.1 Emergency Procedures

In the event of a **FIRE**:

- **Sound the Fire Alarm and make people aware of the situation.**
- Dial **333** (internal phone for Bangor site) or **999** (payphone, mobile and other sites) to call the Emergency Services.
- Evacuate the building by the nearest available safe exit and proceed to the Assembly Point.

On hearing the **FIRE ALARM**:

- Switch off any potentially dangerous electrical appliances.
- If safe to do so, close all doors on leaving.
- Leave the building by the nearest available safe exit.
- Report to the Assembly Point.
- **Do not take risks.** Do not return to the building until authorised to do so.

**ASSEMBLY POINT:
MEMORIAL ARCH**

Staff, students and visitors **UNABLE TO EVACUATE** via the stairs must:

- **Never use the lift.**
- Proceed to the lift by the SU – the person can take someone with them.
- Press the red button to activate the Refuge Point (acts as an intercom).
- Inform Security of their location (Students' Union, 4th Floor, Pontio) and that they cannot evacuate.
- Follow instructions as directed by Security.



In the event of a **LIFT BREAKDOWN**:

- Inform Student Centre staff.
- If Student Centre staff are unavailable:
 - Activate the Refuge Point as detailed above.
 - Or, call Security or Pontio staff on the numbers below.

If **FIRST AID** is needed:

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- The Students' Union First Aid Box and details of First Aiders are located at Reception.
 - **Note:** All Security staff are First Aid trained ext **2795 / 333** and some Pontio staff ext **3829 / 2828**.
 - **Note:** Each SU Vehicle has a First Aid Kit.

2.2 Risk Assessments

The Students' Union will prepare and maintain an Overview Risk Assessment for its activities which reflects the day to day hazards associated with the Union's activities and associated health and safety management arrangements to either eliminate or reduce risk in-line with University Policies and Procedures.

Additional risk assessments will also be undertaken for a specific hazard or a person who is at greater risk. For example:

- Person(s) with disabilities.
- Clubs and Society activities.
- Student Volunteer Group activities.
- High risk activities and large one-off events.
- Minibus Use.

In addition to Health and Safety Services, the Opportunities Manager will be able to assist with the preparation of risk assessments (for the areas under their control). In addition, as activities and processes change, risk assessments may need to be reviewed and updated.

Note: Risk assessments and any amended risk assessments must be communicated to all those affected eg staff, students, visitors and contractors.

Further information on risk assessments and carrying them out is available on the [HSS Website](#).

2.3 Accident / Incident Reporting Procedure

The first priority following an accident or incident is to **deal with any immediate health and safety issues**, such as First Aid, clearing spillages etc. Any person involved in, or witness to an Accident / Incident should:

- Obtain and complete an Accident/Incident Report Form (HSS Website) whilst details are still clear and witnesses are still present. If possible, with the help of a colleague, Line Manager etc.
- Return the completed Form to the Executive Assistant/Operations Lead or Student Opportunities Lead as appropriate. Copies of the Form will be provided to the member of staff and student in question, Health and Safety Services and also the person responsible for the activity / area.
- **Death, major injury, disease and dangerous occurrences must be reported immediately to the SU Director and Health and Safety Services.**

The person responsible for the area / activity will subsequently:

- Investigate the accident/incident – this will be done with the member of staff / student in question, and as soon as possible after the reporting of the accident/incident.
- Ensure that remedial safety measures are taken, as appropriate.

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- Discuss the accident / incident at the next Students' Union Health and Safety Committee and other meetings as required

For accidents occurring on hired/leased premises or during externally organised courses/conferences etc. the reporting procedure as indicated by the host organisation should be completed (a copy of the Report kept) and the above reporting procedure for the Students' Union also followed.

2.4 Alcohol and Drugs

Staff and students must never come to work or participate in activities after taking alcohol or drugs if they feel it could affect theirs or others health and safety.

- *Staff:* Who feel they have a possible alcohol or drug related problem should either talk to a colleague or their Line Manager. In addition, staff may also contact Human Resources or HSS for advice.
- *Students:* Who feel they have a possible alcohol or drugs related problem should talk to Student Services.

2.5 Buildings

Faults or problems associated with the building structure / services should be reported to the Finance and Operations Team who will liaise with Estates and/or the Pontio Team (responsible for the management of the Pontio building), as required.

Under no circumstances should staff or students disturb any structural materials or interfere with building services. Where disturbance may be required this must be done by arrangement with Property and Campus Services and following a suitable Risk Assessment.

2.6 Chemicals and Hazardous Substances (including Clinical Waste)

Staff will only use office and domestic cleaning products. If using such products staff should read and follow the instructions for use on the container with all chemicals stored securely when not in use. Domestic Services will be contacted to deal with any biological substances e.g., urine, vomit.

The Student Opportunities team will ensure Clubs and Societies consider the risks associated with any hazardous substances used as part of their activities with a specific COSHH Assessment prepared if needed. This includes safe use of the product, PPE, storage and disposal. If required, substances will be disposed of via HSS as part of the formal University chemical waste collections with the cost re-charged as required.

Students participating in volunteer activities will be given instruction on the action to take with regards to clearing body fluids e.g., assisting a child who has been unwell.

Note: Sharps boxes, sanitary and clinical waste will be disposed of by licensed contractors if required.

2.7 Children and Vulnerable Adults

The Students' Union recognises that children and vulnerable persons are at higher risk than adults when visiting its premises or participating in its activities. The following guidelines exist to ensure the health, safety and well-being of children and vulnerable persons:

- If required, the Students' Union shall undertake a risk assessment for risks posed to children / vulnerable persons by the building as per OHSU P15 Children on University Premises.
- The Student Opportunities Lead will ensure all volunteer projects involving children / vulnerable persons are suitably risk assessed with volunteers DBS Checked as required.
- The Student Opportunities Lead will ensure Club / Society activities involving children / vulnerable persons are suitably risk assessed with DBS Checks carried out of participating students if required.

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- The Director and Membership Development Manager will ensure events involving children / vulnerable persons are suitably risk assessed and overseen by DBS Checked members of staff and students if required.
 - Children under the age of 16 / vulnerable persons will only be admitted to other Union areas following authorisation from the Line Manager responsible for that area.
 - Children under the age of 16 /vulnerable persons must be supervised by a parent, guardian or 'responsible adult' at all times.

It is not normally acceptable for a child to accompany a staff member during working hours. Any member of staff needing to bring their child(ren) to work must seek prior authorisation from their Line Manager and then be aware that **they are responsible** for their child(ren) at all times whilst on the premises.

The Students' Union has a Safeguarding Policy that covers all activities involving Children and Vulnerable Adults.

2.8 Counselling

Staff experiencing difficulties, but who feel they can't talk to a colleague or Line Manager can contact HSS or Human Resources direct or visit the Website for details on the University's Counselling Service. Students should talk to Student Services if they experience difficulties.

2.9 Display Screen Equipment (DSE) / Computers

The Union considers **all** members of staff to be DSE 'Users' and as such will:

- Identify and provide all DSE Users with sufficient instruction / information to use their workstation.
- Enable staff flexibility to vary their work patterns to allow for breaks away from their DSE work.
- Ensure all DSE Users complete the on-line DSE Self-Assessment as required.
- Provide adequate resources and equipment as identified by the DSE Self-Assessment.
- Inform staff of the University's provision of free eye and eyesight tests, contribution to glasses etc.
- Ensure staff are aware they must discuss any concerns relating to the use of computers or possible associated physical pains with their Line Manager at the earliest opportunity.

Following appointment staff must complete the On-Line DSE Self-Assessment with completed Forms sent to the Finance and Operations Team who will review the Forms and prioritise any action to be taken. Records of training and copies of Forms, actions etc will be kept by the Finance and Operations Team.

Further information on DSE and DSE Assessor training, eyesight tests etc is available on the [HSS Website](#).

2.10 Disabled Persons

Persons who have any form of disability which they feel might have particular relevance to their health and safety whilst working or participating in activities at the Students' Union should contact their Line Manager or Officer as appropriate. Support, safe systems and precautionary measures relevant to each individual's situation e.g., emergency evacuation procedures may then be discussed, and implemented, where required.

It should be noted that the Pontio building is accessible, with powered entrance doors, lifts, accessible welfare facilities and Refuge Points in place.

2.11 Disposal of Waste (including sharps)

Staff and students must dispose of waste in accordance with local policy e.g., recycling bins with care taken when filling waste receptacles to ensure they are not overfilled (both in terms of content and weight) to enable them to be easily emptied.

Sharps: **No one** must dispose of sharp items into the general waste bins. Any sharps found or created (e.g., broken glass) should be placed in a box etc, taped up and taken to the external 'wheelie' bin. Security on ext 2795 should be contacted immediately to deal with any 'needles' found within the Students' Union.

2.12 Electrical Safety

Electricity must be treated with respect as it causes fire, burns and even kills. The following controls are in place to manage risks associated with its use:

- The Executive Assistant/Operations Lead will arrange for PAT Testing to be undertaken of building related portable electrical equipment with a Register produced as part of this process.
- The Student Opportunities Lead will ensure Clubs, Societies and Volunteering projects are aware of their responsibilities with regards to maintaining Club / Society owned equipment, Register, fault reporting procedures etc.
- Staff and students must visually check electrical equipment before use and at regular intervals e.g., PAT Test labels in date, cables, plugs, use of test buttons on RCDs etc.
- Staff and students must bring faulty equipment to the attention of an appropriate person who will remove the equipment from service and deal with the fault as appropriate.
- Staff / students may not interfere with a fuse box, circuit breaker, socket, electrical item unless there is imminent danger in which case, staff (**if safe to do so**) may isolate / switch off the item / supply.
- Staff and students must not overload electrical systems e.g., adaptors, sockets. Adaptors with power surge protectors should be used with adaptors used appropriately e.g., coiled extensions fully unwound. 2-pin plugs should only be used with a CE marked adaptor.
- Staff and students must turn off items such as laminators, heaters etc before leaving the building.
- Staff and students must take care to avoid creating trip hazards with electrical cables.

Further information on electrical safety and training can be found on the [HSS Website](#).

2.13 Environment

Staff and students are encouraged to make every effort to protect the environment e.g., use recycling bins. Suggestions to improve environmental performance can be sent to environment@bangor.ac.uk. Each year both Sabbatical Team and Senior Managers select Environment Champions to lead on environmental work.

2.14 Events

The Students' Union will undertake specific events risk assessments, co-ordinating with other University Departments, and the Pontio Team, as needed with relevant information communicated. Volunteers assisting with events will be provided with suitable health and safety instruction, information, training as needed to ensure the health, safety and welfare of event participants.

The Membership Development Manager and Student Opportunities Lead will ensure Clubs, Societies and Volunteering projects adopt the same approach for their events e.g., competitions and comply with any specific Governing Body requirements such as safety zones, qualified support personnel.

2.15 Expectant and New Mothers

Staff who are expecting and / or breastfeeding are encouraged to inform their Line Manager as soon as possible so a risk assessment can be carried out to ensure their work is not putting their health or that of

their child at risk. In addition, they should be encouraged to raise any concerns with (whoever they feel most comfortable with) their Line Manager, HR or HSS.

Students participating in Club and Society / Volunteer activities will be encouraged to talk in confidence to the Student Opportunities team respectively so suitable arrangements can be put in place.

2.16 Fire Safety

The Students' Union recognises both the Department's and individual's responsibility for preventing fire. As such staff / students must not leave or store combustible materials and / or other items on top of electrical equipment (eg extension leads, heaters), where it blocks emergency routes and / or in front of fire equipment or isolation points. In addition, the following controls will be put in place:

- The Pontio Team will arrange fire drills in addition to a weekly test of the fire alarm.
- The Finance and Operations Team will carry out regular inspections to ensure exit routes are free from obstacles and fire equipment and isolation points remain accessible.
- Staff and students will receive information on building emergency evacuation procedures.
- Electrical equipment, except those in use will be turned off at the end of each day.
- Fault reporting procedures will be put in place.
- Departmental actions identified in the Estates Building Fire Risk Assessment will be addressed.

Further guidance on Fire Safety and Fire training can be found on the [HSS Website](#).

2.17 First Aid

The Students' Union has a First Aid trained member of staff with a First Aid Box which is checked regularly by the Finance and Operations Team available from the Student Centre.

Sealed First Aid Boxes are also available in each SU vehicle, which are inspected weekly. If the seal is broken this must be reported to the Finance and Operations Teams who will arrange an immediate replacement.

The Student Opportunities Lead will ensure Clubs, Societies and volunteering projects have an appropriate number of qualified First Aiders amongst their members and an adequate number of First Aid boxes. The Student Opportunities Lead will arrange additional, more specific first aid training if required by the activity being undertaken i.e. remote first aid.

2.18 Food Hygiene

A small kitchen area is available which has a microwave, fridge and kettle. Any person using the area must ensure it is kept clean and free from crockery, packets of food etc left. 'Served' food e.g., events, will either be sourced from a suitable supplier or specific instruction regarding food hygiene will be given to those involved.

2.19 Health and Well-being (including Stress)

The Students' Union encourages staff to take breaks and to participate in training to avoid / manage stress. If a member of staff feels this, they are encouraged to inform their Line Manager to try and resolve the issue.

If they feel unable to discuss the matter with their Line Manager, they can discuss the issue in confidence with the Occupational Health Practitioner or HR. Further information on staff Health Checks, Counselling etc. can be found on the [HSS](#) and HR Website.

Students experiencing difficulties are encouraged to contact Student Services for support and advice.

2.20 Lone Working / Out of Hours Working (see 2.25 - Personal Safety)

Although discouraged it is accepted that due to the nature of Students' Union activities, work will take place outside of normal office hours i.e., 08:00 – 18:00 Monday to Friday.

As the Pontio building is opened to the public, Pontio staff will work from early morning until late, 7 days a week, with their own locking up procedures in place. As such, SU staff should never be in a position of 'lone working', however, as additional controls, SALTO locks are fitted to all office areas and the Students' Union will display notices in the Students' Union area of who to call in an emergency.

Panic alarms which will link to support staff will also be installed.

2.21 Machinery and Equipment

The following action must be taken to protect users of machinery and equipment:

- *Equipment within Buildings:* The Finance and Operations Team will identify any items that require specific training, maintenance etc with arrangements made as necessary.
- *Club and Society Related Equipment:* The Student Opportunities Team will ensure Clubs and Societies identify any items that require specific training, maintenance, inspections etc with appropriate arrangements put in place to ensure these requirements are met and suitable records are kept.
- *SVB Projects:* The Student Opportunities team will ensure equipment used during SVB Projects is suitable for the participants' age range and that items are inspected regularly to ensure they remain in good condition and are safe to use.
- Staff and students must immediately report any faulty / damaged items of machinery and equipment to the Finance and Operations Team, the Club / Society/Volunteering to the Student Opportunities Team(see above) who will remove the items from use and arrange for the necessary repairs to be carried out.

2.22 Manual Handling

Staff and students, may be required to undertake some manual handling activities eg loading minibuses, moving equipment to an activity site. Risk assessments will consider specific manual handling risks paying particular attention to those with health issues that could affect their handling capability. Training will be provided if felt necessary. In addition, staff and students:

- Should report health issues which could affect their ability to undertake such activities.
- Avoid handling large or heavy objects. If this is not possible plan the task and carry it out with the help of others.
- Use mechanical lifting aids if available eg trolleys.

- Ensure deliveries (paper, water etc) arrive at the point of use.
- Remember how the manual handling they create affects others, for example never overfill bins, notify the Mail Room of any large mail shots.

NOTE: All deliveries to the Pontio Loading Bay must be coordinated through the Pontio Team.

2.23 Overseas Travel

All University related overseas travel must be undertaken in accordance with the Overseas Travel Policy. This includes, before travel completion of a suitable risk assessment (taking into account advice of the Foreign and Commonwealth Office (FCO)) and the organisation of University Travel Insurance through the on-line Insurance process facilitated by the Finance Department.

The Membership Development Manager and Student Opportunities Lead must inform the Finance and Operations Manager of all overseas travel carried out by their Clubs, Societies and / or Volunteers to ensure adequate insurance is in place. Overseas travel risk assessments will be required as part of this process.

2.24 Personal Protective Equipment (PPE)

Staff carry out no activities that require the use of PPE. If staff feel they need PPE for a task e.g. gloves to clean spills they should speak to the Operations Team.

Some Clubs and Societies will require specific PPE for their activities. The Student Opportunities Lead and relevant coordinators will discuss this with the relevant Captain to ensure arrangements are put in place. This includes training students, maintenance / replacement / storage of PPE. Volunteers may need to use disposable gloves / aprons. These will be provided by the Student Opportunities Team.

2.25 Personal Safety (see 2.31 Violence)

The Students' Union recognises that staff and students most at risk from abuse / violence are those working front of house with the general public and those participating in activities away from the University. The Students' Union will not tolerate such behaviour and to protect staff and students, will consider the personal safety of staff and students in risk assessments putting controls in place as needed e.g., training. In addition, the Union will:

- Support staff and students exposed to such risks e.g., counselling, access to Harassment Advisors.
- Train lone workers in emergency procedures e.g. First Aid, emergency contacts.
- Provide further security measures e.g., cameras, panic buttons as necessary.

In addition, staff and students must:

- Consider personal safety in everything they do, avoiding situations which may lead to confrontation and / or exposure to risks to their personal safety.
- Participate in training put in place to protect them e.g., de-escalation of violence training.
- Look after their personal possessions and belongings.
- Keep to recognised footpaths, park in a well-frequented area as near as possible to their destination.
- Keep a mobile phone available for emergencies.

- Report incidents immediately to the Students' Union, Bangor University and / or the Police.

2.26 Safety Signs and Symbols

The following emergency signs are found at the University and must be complied with. All concerns regarding building signs eg damaged or missing should be reported to the Operations Team:



Fire signs (RED & BLUE) eg. fire procedure signs



Fire signs (RED & BLUE) eg. fire procedure signs



Prohibition signs (RED) eg. no smoking



Mandatory signs (BLUE) eg. must wear personal protective equipment



Warning signs (YELLOW) eg. radiation



Safe area signs (GREEN) eg. location of fire exits

2.27 Sickness Absence

The Students' Union complies with the HR Sickness Absence Reporting Procedure with the relevant Line Manager expected to carry out Return to Work Interviews for their staff. Records of sickness absence, Self-Certificates and Return to Work Forms are held by the Operations Manager.

Further information on the sickness absence / return to work procedures can be found on the [HR Website](#).

2.28 Slips, Trips and Falls / Housekeeping

One of the most common causes of injuries at work is slipping or tripping. Good housekeeping helps prevent slips, trips, and the resulting falls. In addition, staff and students must:

- Relocate trailing cables that may cause a trip hazard.
- Avoid blocking passages, corridors, staircases.
- Store materials appropriately. Never store items above head height.
- Keep work areas clean and tidy, clearing up spills immediately.
- Report concerns e.g., damaged floors, poor housekeeping to the Finance and Operations Team.

General inspections of housekeeping will be undertaken at regular intervals by the Finance and Operations Team.

2.29 Smoking

Smoking is **not permitted** in or within 5 metres of any University building or within any vehicle owned, hired or leased by the Students' Union.

2.30 Travelling

All journeys on Students' Union business should be planned to avoid rushing and in such a way so that no unacceptable time pressure is placed on the driver. Staff undertaking journeys in excess of four hours or with an early / late start should consider obtaining overnight accommodation.

In addition, the Finance and Operations Team will:

- Ensure Union vehicles for the purpose for which they are to be used.
- Make arrangements for routine servicing, maintenance, MOTs. **Note:** ensure weekly, recorded vehicle inspections are undertaken.
- Supply First Aid kits and fire extinguishers in minibuses and inspect as necessary.
- Ensure all drivers of Union vehicles produce their licence for inspection, complete the relevant insurance forms and have completed SU Drivers Assessment training.
- Provide SU Driver's Assessments for minibus drivers with all sections of the training completed.
- Ensure all drivers and passengers are made aware of their responsibilities when using Union vehicles, documents which have to be completed etc.
- Ensure all minibuses display a valid 'Minibus Permit'.
- Retain records as necessary eg vehicle insurance / MOT, MIDAS trained drivers, licence checks.

Drivers of Union Minibuses and Hire Vehicles must:

- Complete Insurance Forms and provide a copy of their Driving Licence to the Operations Team.
- Inform the Finance and Operations Team immediately of any changes to a licence eg points, medical condition which affects their ability to drive.
- Complete and be confident in all areas of the MIDAS Assessment process including:
 - The Unions' Vehicle Guidelines.
 - Guidance and Standards set by the Community Transport Association.
 - Bangor University's Driver and Vehicle Safety Policy Standard, associated Information Sheets and Driver and Passenger Safety Handbook ([see HSS Website](#)).
 - Ensure that details of each trip are communicated using the correct forms and submitted to relevant staff before departure.
- Complete basic vehicle checks before departure including checks of First Aid kit, fire extinguisher.
- Postpone the journey and inform a member of Reception staff or the person responsible for the activity should a problem be identified with the vehicle / trip arrangements.
- Drive safely, complying with the requirements of the Highway Code and guidance in the Students' Union's Minibus Handbook and the Bangor University's Driver and Passenger Safety Handbook.

Passengers in Union Minibuses and Hire Vehicles must:

- Comply with the driver's instructions at all times.
- Wear seat belts at all times (if available) whilst travelling in the vehicle.
- Never drink alcohol or smoke whilst travelling in Union vehicles.
- Be aware that if their actions endanger themselves or others travelling in the vehicle they may face disciplinary action from the Union.

Those Using Own Vehicles

- Complete a 'Use of Own Vehicle' Form and return it to the Operations Team with a copy of their vehicle's tax disc and their Driving Licence.

2.31 Violence

The Students' Union is committed to fostering an environment where its staff, students and visitors and contractors can work and study free from intimidation, aggression, coercion and victimisation. It is particularly concerned to eliminate all forms of harassment and bullying as it recognises that such behaviour is unacceptable, discriminatory and, in certain circumstances, also unlawful.

All incidents will be taken seriously and could result in disciplinary action that may lead to dismissal or expulsion. Furthermore, individuals who harass or bully may be subject to criminal and/or civil prosecution.

To help prevent harassment or bullying in any form, staff and students should report incidents immediately to their Line Manager or an Elected Officer. An Accident and Incident Form must also be completed.

2.32 Visitors and Contractors

The Students' Union will ensure so far as is reasonably practicable that the activities of contractors and visitors does not pose a risk to the health and safety of staff and students. In addition, the Student Centre must be made aware of all visitors and contractors that come onto its premises to ensure checks of the persons credentials are carried out and that appropriate health and safety information / supervision is provided. Visitors must follow all Union health and safety procedures and controls.

All building and building services work must be controlled through the Pontio Team who have overall managerial responsibility for the building and who will liaise with Estates as necessary to ensure competent contractors are appointed and provided with appropriate health and safety information.

2.33 Welfare, Heat, Light, Ventilation, Drinking Water, Toilets

The Students' Union is committed to providing a safe and healthy place in which to work. Any concerns relating to heating, lighting, or ventilation, or with the provision of drinking water and toilets, should be directed to the Finance and Operations Team.

2.34 Working at Height

A set of small steps may occasionally be used by staff within the building to reach items on shelves and which will be inspected during workplace inspections. Out of the ordinary working at height tasks must be notified to the Finance and Operations Team to ensure a specific risk assessment is undertaken.

The C&S Coordinator will ensure appropriate arrangements are in place for students working at height as part of their Club / Society activities. Arrangements will include the provision of training, purchase of suitable ladders / steps and the subsequent inspection and maintenance of these items.

2.35 Young Workers / Work Experience

The Director must pre-approve all work experience or appointment of persons under 18 years of age. The Director will ensure relevant University Policies are complied with and that a specific Risk Assessment and H&S Induction which takes into account difficulties that may arise due to the person's physical or mental immaturity is prepared and provided to the person.

A copy of the Risk Assessment will also be provided to the person's School / parent / guardian as required.

3. HEALTH AND SAFETY MONITORING AND AUDITING

The Senior Leadership Team will formally review the Students' Union Health and Safety Policy every 12 months to monitor the effectiveness of it with any alterations ratified by the Health and Safety Committee. To support this process the Union Director will undertake an informal inspection to confirm the organisation and arrangements within the Policy are in place and working.

Staff and students will also have an opportunity to formally review the appropriateness of the Health and Safety Policy every twelve months.

In addition, a member of the Finance and Operations Team will carry out health and safety inspections of the Students' Union area, with at least, one per year, undertaken with Health and Safety Services.

Additional monitoring will also be arranged out by the Membership Development Manager and Student Operations Lead Manager for Volunteer and Club / Society activities respectively.

Students' Union personnel are expected to raise any health and safety concerns that they may have as soon as possible and communicate these to their Line Manager.

4. COVID – 19 and Other Pandemics

The Management Committee will ensure that the SU follows all University Policies and Procedures developed in response to a pandemic.