

University of Manchester Students' Union

Health & Safety Policy Statement

Introduction

Staff and students at the University of Manchester Students' Union (UMSU) carry out a wide range of activities, some of which involve risks that are known, or unpredictable, or unusual. Whilst we cannot provide a risk-free environment, we will however, strive to ensure that all of us make well informed decisions and are responsible and considerate about the risks we encounter during operations.

This policy sets out the key principles which guide health & safety management and the related procedure describes in more detail what is expected of managers, staff, students, student groups, contractors and visitors.

Purpose of this policy

It is the policy of UMSU to pursue high standards of health and safety management that are open, supportive and empowering. Our objective is to comply with our statutory obligations, and work beyond these towards good and best practice in the sector

In order to achieve this, we recognise that health and safety is a core management's function and best practice entails its full integration into the management of all other activities. UMSU will endeavour to ensure that adequate resources are provided to support this policy

In this context, efficient and effective management means

- a. Embarking on a process of continual improvement
- b. Showing leadership and commitment to managing health and safety on a day to day basis and at a strategic level, and leading by example
- c. Acknowledge (and where appropriate) rewarding good practice
- d. Using the process of informed risk assessment to design out hazards, and achieve appropriate controls over risks that can't be eliminated
- e. Facilitating the involvement of all employees in decisions affecting their health and safety at work and communicating effectively with them
- f. Provision of competent personnel through effective training, professional development and support

Internal Monitoring & Auditing: The health and safety management system will be subject to internal monitoring and auditing, with monitoring being reported to the Health, Safety & Legal (HS&L) group on a regular basis. The outcomes from this process will inform and improve management practices as part of the commitment to continual improvement.

Health & Safety Plan: Improvements in the health & safety management arrangement will be identified in a planned strategy and tracked by the HS&L group.

All Staff: Must take reasonable care of themselves and all others who may be affected by their acts and omissions and comply with both central and local policies and arrangements for safe working to enable UMSU to discharge its legal duties with regards to health and safety. Some staff have specific responsibilities and these are detailed in the procedures to implement the health and safety policy.

All Students & Student Groups: In the interest of health and safety, students and associated student groups must not interfere with or misuse any object, structure or system of work provided by the Students' Union

All Staff, Students (including Student Groups) & Their Representatives: Are encouraged to participate in decision making processes locally and must

- a. Report and accident at work which results in personal injury or ill health, however minor and every dangerous occurrence via the appropriate reporting form
- b. Report near miss incidents which have the potential to cause injury or ill health via the appropriate reporting form
- c. Notify the line manager, People team, senior leadership team or Union Affairs officer when suffering from a disease or medical condition which may be caused by or made worse by work activities. This information will be treated as confidential
- d. Not proceed with any activity if they feel it poses a threat to their health and safety or that of others
- e. Report any unsafe or unhealthy working conditions or suspected faults relating to the buildings, building fabric or with any equipment without delay
- f. Undertake health and safety training and induction as appropriate for their role and work activities
- g. Familiarise themselves with relevant risk assessment for their work activities
- h. Assist any visitors, who may not be familiar with SU procedures, to the best of their ability

Review and Update Arrangements: The policy will be reviewed annually by the HS&L group and revised or updated as necessary

Consequences of non-compliance: Health and safety management should provide a very positive contribution to the overall efficient and effective management of the Students' Union. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to the Unions disciplinary procedures for staff and misconduct for students and student groups.

Exclusions: For the avoidance of doubt, this policy in for the University of Manchester Students' Union only. It does not cover organisations which are separate legal entities.

CEO Signature



Date

01 August 2025