

## HEALTH & SAFETY

The OU Students Association is committed to ensuring the health, safety and welfare at work of its employees, students, volunteers and others, so far as is reasonably practicable in accordance with the University Health & Safety Policy. All staff, including agency workers, are issued with relevant health and safety information and guidance as part of their inductions.

The OU Students Association considers that high health and safety standards are of key importance in enabling the Association to achieve its objectives and that compliance with legal requirements is viewed as the minimum acceptable health and safety standard.

To ensure the Association continues to monitor health and safety standards, the following health and safety roles have been designated:

The Head of Executive Support & Staff Welfare has been appointed as the Unit Safety Co-ordinator (USC) to advise and assist the Chief Executive on health and safety matters and should be the first point of contact for advice on health and safety matters.

The Chief Executive has been appointed as the Departmental Safety Advisor (DSA), responsible for promoting and monitoring health and safety compliance in the Association.

There are a number of Fire Wardens in the office who have received appropriate fire warden training. Details of Fire Wardens are displayed on the pin boards in kitchen areas.

There are a number of Unit First Aiders (based in Wilson & Chambers, the adjoining building) who have received the appropriate statutory training. Details of First Aiders can be found on the office pin boards in kitchen areas.

The Executive Support & Staff Welfare team have all been appointed as DSE (Display Screen Equipment) Assessors.

### Responsibilities

All staff, student volunteers and visitors working in the Association are expected to adopt a positive attitude to health and safety issues and should:

Take reasonable care of themselves and of others who may be affected by their activities.

Comply with legal and University requirements as laid down in the publications that make up the [University Health & Safety Policy and Guidance Notes](#).

Inform the DSA or USC of any situation which may be considered a serious threat to health and safety or where there is a shortcoming in health and safety arrangements.

Make themselves aware of the Association's health and safety arrangements and emergency procedures.

Refrain from damaging, misusing or interfering with anything that has been provided for health and safety reasons.

Volunteers who attend meetings in our locations on campus must make themselves aware of the health and safety measures across campus, taking into account fire evacuation points and disabled access points.

The OU Students Association recognises its responsibility for providing staff, student volunteers and visitors to the office with appropriate information and instruction regarding relevant risks to their health and safety.

All visitors/volunteers to the OU Students Association will be provided with the relevant health and safety information and will be adequately supervised whilst in the OU Students Association Offices.

Student volunteers who are attending campus to attend OU meetings and events outside of the OU Students Association offices, should familiarise themselves with the health and safety procedures of that particular OU department or committee.

#### Risk Assessment

Arrangements have been made within the OU Students Association to ensure that risk assessments are undertaken in order to identify and prioritise control measures or actions required. These arrangements will be co-ordinated by the USC.

Staff, students, volunteers and visitors will be provided with personal protective equipment (PPE) if a risk presented by work activity cannot be adequately controlled by other means.

#### Communication

Staff will be provided with health and safety information and guidance relevant to their area of work during their induction programme. Updates or important health and safety information will be circulated to staff as relevant.

For details of the OU's Health and Safety Policy, staff are asked to visit the OU's Health and Safety Intranet page.