

HEALTH AND SAFETY POLICY

Open SU is committed to ensuring the health, safety and welfare of its employees, students, volunteers and others, as far as is reasonably practical in accordance with the University Health and Safety Policy. All staff, including agency workers, are issued with relevant health and safety information and guidance as part of their induction.

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

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

- The Head of People has been appointed as the Unit Safety Co-ordinator (USC) and the Departmental Safety Advisor (DSA), and is the first point of contact for advice on all health and safety matters and responsible for promoting and monitoring health and safety compliance in Open SU.
- All staff are required to complete a Fire Awareness e-learning session to equip them in what to do should there be a fire or drill evacuation on campus while they are on site. Information on the exit routes and assembly points are found on the Library pin board and available on the intranet. There are a number of Fire Wardens and Fire Marshals in the office to assist, who have received appropriate fire warden training should there be an evacuation.
- There are a number of Unit First Aiders based across the University who have received the appropriate statutory training. The Security Team should be called in the first instance, if required:
Security General Number: 01908 653333
Security Emergency Number: 01908 653666
- The Head of People has been appointed as DSE (Display Screen Equipment) Assessor.

Responsibilities

All staff, student volunteers and visitors working in Open SU 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 and 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 Open SU'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.

Open SU 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 Open SU will be provided with the relevant health and safety information and will be adequately supervised whilst in Open SU work areas.

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

Risk assessment

Arrangements have been made within Open SU to ensure that risk assessments are undertaken to identify and prioritise control measures or actions required. These arrangements are co-ordinated by each individual team accordingly.

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.

Accidents and Incidents

All accidents whether at home, on campus or other venues whilst at work, must be reported. Staff should complete an Accident Report & Investigation Form that can be supplied by the People Team, as soon as possible after the incident has taken place. Line Managers are then responsible for the investigation and

implementing changes and actions to avoid the incident happening again.

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](#).

Health and safety whilst working at home

Fire safety

Employees should consider how they would safely escape if there was a fire whilst working from home. The following areas should be considered for fire safety when working from home:

- A smoke alarm should be fitted and tested regularly, and the battery replaced in accordance with manufacturer guidelines.
- Work areas should be kept free from excessive combustible items and waste regularly cleared.
- Escape routes from the working area to the exit should be kept clear at all times.
- Staff who have a medical condition/disability which could affect their ability to evacuate their home safely and quickly in an emergency should ensure that their work area is located on the ground floor and is as close to the nearest exit as possible.

Further guidance for fire safety at home is available from [Fire Kills - Fire Kills](#).

Slips, trips and falls

Slips, trips and falls are the biggest cause of workplace accidents. Floor coverings should be sound and there should be no trailing cables in the work environment areas where homeworkers need to work.

Accident and incidents

All accidents at home in relation to working from home must be reported as above. Staff should have suitable first aid equipment at home to manage minor injuries and the facilities to contact the emergency services in an emergency.

Work equipment

Open SU has responsibility for ensuring any equipment supplied to you is safe and fit for purpose. Where equipment is your own, you may need some

guidance regarding safety and suitability. Electrical goods must comply with safety regulations.

Homeworkers need to ensure on a regular basis that electrical equipment, plugs, leads, etc. are in good working order and in good condition so that they do not cause harm to you or anyone else.

Homeworkers should avoid overloading electrical sockets and not use extension leads with equipment such as electric fires, kettles and toasters because of the increased risk of them overheating and causing a fire.

Electrical Safety First has advice on electrical safety at home available at:
<https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/>.