

AGENDA

Meeting: **Leadership Committee**
Location: **Online via Microsoft Teams**
Date & Time: **Wednesday 22nd March 9.30-11.00**

Item		Presenting	Report
1.	Apologies for Absence	Chair	
2.	Notice of Any Other Business	Chair	
3.	Declaration of Conflict of Interest	Chair	
4.	Minutes of the Previous Meeting and Matters Arising	Chair	
5.	Membership-led democracy, Policy setting and scrutiny	SU President	Verbal
6.	Storage issues	SU President	Verbal
7.	Health and Safety Policy	Governance	R1
8.	Student Groups Policy	Governance	R2
9.	Any staffing updates	Chief Executive	Verbal
10.	Trustee Recruitment Update	Governance	Verbal
	Any Other Business		
	To Confirm the date and time of future meetings		

LEADERSHIP COMMITTEE REPORTS – 22/03/23

Item	Report Number
Actions Arising and minutes of previous meeting	-
Health and Safety Policy (And Health and Safety Handbook)	R1
Student Groups Policy	R2

Actions arising from previous meetings	Action Owner	Started	Expected finish	Progress/update
SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration	Alexander Robinson	01/23	02/23	
SU President to look into the SU contributing to the cost of living taskforce.	Alexander Robinson	01/23	02/23	
Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee.	Viktor Toshev and Jura Neverauskaite	01/23	04/23	
The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.	Blake Walker	02/23	03/23	
Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.	Mandy Wilson-Garner	02/23	03/23	
Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.	Beki Self	02/23	03/23	
Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.	Amy Young	02/23	03/23	

Decisions made without a meeting

Not Applicable.

CONTACT:	Beki Self Senior Administrator (Governance)	E-Mail: ras232@bath.ac.uk
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Meeting:	Leadership Committee	
Location:	The Edge level 2 SU Meeting Room	
Date & Time:	15 th February 2023 9.30	
Present:		
<i>Name</i>		<i>Role</i>
Viktor Toshev	VT	Chair, Activities Officer
Blake Walker	BW	Community Officer
Jura Neverauskaite	JN	Postgraduate Officer
Elizabeth Stacey	ES	Sport Officer
Alexander Robinson	AR	SU President
Julia Kildyshova	JK	Education Officer
In Attendance:		
<i>Name</i>		<i>Role</i>
Beki Self	BS	Secretary, Senior Administrator (Governance)
Helen McHenry	HM	Head of Finance
Mandy Wilson-Garner	MWG	Chief Executive (Interim)
Ryan Lucas	RL	Head of Student Voice & Engagement (Interim)
Amy Young	AY	Head of Student Voice & Engagement (Interim)
Alice Ludgate	AL	Director of Student Support and Safeguarding - Present for item 5
Sam Cook	SC	Peer Support Manager - Present for item 8

Item			
1.	Apologies for absence		
	Name	Reason	Accepted
	Charlie Slack	Annual Leave	Yes
	Mike Dalton	Annual Leave	Yes
	Polly Hawker	Annual Leave	Yes
2.	Notice of any other business		
	Head of Student Voice and Engagement (RL) – Responsible Futures		
	Activities Officer (VT) – How to get feedback from large student groups.		
3.	Declaration of Conflict of Interest		
	No members of the Committee declared a conflict of interest.		
4.	Minutes of the Previous meeting and Matters Arising		
	The Committee approved the minutes of the previous meeting.		
	Actions Arising		
	SU President to contact the Bike Mayor (Saskia Heijltjes) to investigate potential avenues of collaboration. – This is in progress.		

	<p><i>The Community Officer to request an item for the Accessibility Committee agenda; how does the University ensure future buildings are accessible and those with accessibility needs are treated equitably.</i> – This has been requested but there has not been a meeting of the accessibility committee since the last Leadership so there are no further updates.</p> <p>SU President to look into the SU contributing to the cost of living taskforce. – Action has not yet been taken on this and unfortunately was unable to attend the NUS briefing on this topic. Interim Head of Student Voice and Engagement (AY) noted they attended the NUS briefing and would be happy to talk to the SU President about it.</p> <p>Activities Officer and Postgraduate Officer to conduct further research and bring an updated proposal to a future leadership committee – This is in progress.</p> <p>The Senior Administrator Governance (BS) to meet with the Activities Officer and Sport Officer to discuss training, the groups policy and the disciplinary policy. – This has happened and it was decided to link this into a review of the Student Groups Policy.</p>
5.	<p>Student Trusted Contact Policy</p> <p>The Director of Student Support (AL) and Safeguarding presented on the new Trusted Contact Policy.</p> <p>In the presentation it outlined the following:</p> <ul style="list-style-type: none"> • This is a new policy but not a new procedure or way of working. This is formalizing processes that are already in place. • ‘Trusted contact’ is a new term replacing emergency contact or next of kin. • This is a process used incredibly rarely by the University; it may only be used once or twice a year. <p>The committee were asked if there needs to be explicit publicity of the new policy to students.</p> <p>The Community Officer (BW) stated they felt it may be important to inform students of the terminology change opposed to flagging it is because of a new policy. This will prevent students mistakenly thinking that a trusted contact is in addition to the emergency contact.</p> <p>ACTION: The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.</p> <p>QUESTION – The Interim Head of Student Voice and Engagement asked if students can be a trusted contacted and if so, do they need to provide consent and can they access support? ANSWER – Students can be trusted contacts, the new policy sets out guidance for asking permission to list a person as a trusted contact.</p> <p>It was noted by the committee it would be good reflect on the processes in the SU to see if we can update terminology from next of kin/emergency contact to trusted contact where possible.</p> <p>The Director of Student Support and Safeguarding left the meeting.</p>
	<p><i>Due to an availability change the committee agreed to move item 8 forward so the Peer Support Manager (SC) could be present.</i></p>
8.	<p>PGT Buddying Report</p> <p>The Peer Support Manager (SC) presented a report on expanding the PGT Buddy pilot scheme (R2).</p>

	<p>The initial pilot was with one department which was received well. The next stage of the pilot will be to see if the scheme is wanted more widely across the University.</p> <p>QUESTION: A trustee asked that as the SU won't be able to fund this scheme beyond the pilot, has there been any indication from the University that they are happy to fund this if successful? ANSWER: The Chief Executive and Head of Finance explained that without a larger scale successful pilot the University will not specify if they will fund the project.</p> <p>The Chief Executive (Interim) noted that the money this is coming from was initially intended for supporting PGT mental health which this project does so it is fulfilling the same purpose.</p> <p>A trustee mentioned that it was a good opportunity to spend some of the restricted funds the SU has.</p> <p><i>The Committee unanimously approved the proposal.</i></p>
6.	<p>Reflections on NUS Antisemitism Report</p> <p>The Senior Administrator (Governance) (BS) delivered the report (R1).</p> <p>It was outlined this report follows a less formal summary that was shared with those who attend Kickstart.</p> <p>A Trustee noted the report was a useful summary and it is good to think about the risk of antisemitism at the University and The SU.</p> <p>A trustee noted it would be good to see what guidance if any there is for student groups.</p> <p>Chief Executive (MWG) noted it would be good know what other students' Unions are doing.</p> <p>ACTION: Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.</p> <p>Community Officer (BW) noted this has been mentioned in Respect subgroups. In these the conversations, the University seems open to developing specific antisemitism training or ensuring there is a specific aspect of Be The Change training about antisemitism.</p> <p>It was noted this links into wider conversations around anti-racism and recognising antisemitism within that.</p> <p>There was a consensus in the meeting that going forward a key priority should be ensuring staff have appropriate knowledge and training so the burden is not always on the students that may be victims of harassment to report but that staff are able to recognise antisemitism and challenge it.</p> <p>A trustee noted it is important to ensure that training developed is useful and creates the desired outcome such as ensuring those that most need the training do take it.</p>
7.	<p>How Does the SU Identify Reputational Risk</p> <p>The Senior Administrator (Governance) (BS) explained after the NUS Antisemitism report, there was a lot of media attention and multiple SUs including The SU Bath held disaffiliation referendums. Reflecting on this BS wanted the committee and attendees to discuss how reputational risk is managed at the SU and if we need to consider any changes to our current processes.</p> <p>There was a thorough discussion from those in the meeting covering the following key points:</p>

	<ul style="list-style-type: none"> • It needs to be assured that any steps taken by the SU are enabling freedom of speech. • It needs to be established what the SU already does for informally monitor output of students and student groups. • How can checking potential reputational risk be embedded in project management and decision making. <p>ACTION: Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.</p>
9.	<p>Progress on Executive Committees review</p> <p>Senior Administrator (Governance) (BS) provided an update on the progress of the Executive Committees review.</p> <p>It was noted the Peer Support Manager (SC) has done some great work in ensuring the role profiles for Societies Executive is in line with other student roles.</p> <p>BS will continue to work with SC and other staff support for Executive Committees to ensure continuity of role profiles across different Executive Committees.</p> <p>It was highlighted that for this academic year the focus will be on continuity of role profiles and ensuring students are aware of the purpose of the roles before volunteering. Next academic year will then look at the wider structure and purpose of Executive Committees.</p>
10.	<p>Staffing Updates</p> <p>The Chief Executive (Interim) (MWG) noted that most vacancies in the SU are now filled or in recruitment which is great for the organisation.</p> <p>SU President (AR) provided an update of the Chief Executive recruitment process. The Chief Executive role officially opened on Monday 16th February. We are still waiting on University HR to upload the post to the University website but you can currently see the advert on the Minerva recruitment page.</p>
11.	<p>Any other business</p> <p>Responsible Futures – Head of Student Voice and Engagement (RL)</p> <p>Responsible Futures is a nationwide initiative led by De Montfort University and The University of Bath is a partner.</p> <p>The University have a strategic team leading on this, but it is important to note that The SU is an equal partner in this initiative.</p> <p>The University have noted the SU should have a sustainability strategy, staff champions and for sustainability to be embedded in all Officer roles.</p> <p>Chief Executive (Interim) (MWG) noted the SU does already have a green action plan as a part of Green Impact and as an organisation it is likely we are already ticking a lot of the potential requirements. It is important to cross reference what the SU is asking and what we are already working on. MWG also emphasised that the SU agreed to be a partner in this on the basis that our direct input into the Responsible Futures Scheme would be minimal.</p> <p>Where can officers gain regular student opinion on matters?</p> <p>Activities Officer (VT) raised they felt that they were unable to get student feedback as this does not fit into what a standpoint is for Summit.</p>

	<p>Head of Student Voice and Engagement (AY) explained that Officers do have a space in their Officer Reports to ask feedback or questions.</p> <p>It was noted that this does raise an important question about how students can feedback into SU processes such as policy.</p> <p>ACTION: Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.</p> <p>Budget for Trustees</p> <p>SU President (AR) noted that currently there is not a budget for Trustee activities. Due to the voluntary nature of trustees AR feels it is important to cover expenses for travel and to cater for in person meetings. Head of Finance (HM) noted that there is not currently budgeted as everything went online with Covid and all trustees prior to Covid were local to the Bath area.</p> <p>ACTION: SU President to draft up a budget for Trustee activities and discuss this with the Head of Finance.</p>
	<p>Date and time of future meetings</p> <p>The next meeting is currently booked for 15th March but due to NUS Conference this will need to be changed. ACTION: Senior Administrator (Governance) to change the date for the next meeting.</p>
<p>The meeting ended at</p>	

Item	Action	Action Owner	Exp Finish
5	The Community Officer to share the new terminology with diversity groups and let the Head of Student Support and Safeguarding know if questions arise.	BW	22/03/23
6	Chief Executive to contact other SU CEOs about what other organisations are doing about antisemitism.	MWG	22/03/23
7	Senior Governance Administrator to have a conversation with the Media and Communications manager about how social media of student groups is reviewed.	BS	22/03/23
11	Head of Student Voice and Engagement (Interim) to speak to the Deputy Chief Executive about how students can feed into Policy.	AY	22/03/23

THE STUDENTS' UNION (THE SU) HEALTH & SAFETY POLICY

Rationale: To set out how The SU adheres to Health and Safety at work act 1974.

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Students' Union/University relationship	
Policy statement	
Responsibilities for health & safety	
Arrangements for health & safety	

Students' Union/University relationship

The SU recognises that its responsibility for health & safety is shared with the University of Bath because:

- they are the employer of all SU staff;
- they are the landlord of all buildings occupied by The SU;
- they are the University at which The SU student members are registered at.

The SU recognises that this relationship could cause confusion. Therefore The SU will ensure in setting out the following policy and any relating procedures that these are in line with the University's own where reasonably appropriate.

Policy statement

The SU recognises that good standards of health, safety and welfare are an integral part of good management.

The SU aims to meet our health, safety and welfare commitments by:

- ensuring health & safety concerns and accidents are taken seriously, investigated and acted on as appropriate;
- ensuring that the significant risks associated with our activities are assessed and appropriate control measures are implemented to reduce the risk of injury/ill health;
- ensuring SU staff and volunteers are familiar with this policy and receive training on their responsibilities;
- reporting to the Charity Commission if a serious incident happens or is suspected to have taken place.

Responsibilities for health and safety

The University of Bath are responsible for:

- ensuring that staff have appropriate facilities and a working environment that's safe for everyone in the workplace;
- ensuring that there are appointed people trained to provide first aid on campus;
- ensuring that there is appropriate employers' liability insurance in place for staff;
- ensuring staff, students and chosen representatives are consulted on health and safety;
- providing advice and guidance on health, safety and welfare matters;
- creating and maintaining a safety management system;
- investigating reported concerns and accidents in order to identify any actions required to prevent recurrence;
- reporting to the Health & Safety Executive (*HSE*) certain workplace injuries, near-misses and cases of work-related disease.

The Board of Trustees are responsible for:

- setting and monitoring strategy and policy;
- monitoring health & safety performance and seeking reassurance that performance is satisfactory;

- reporting to the Charity Commission if a serious incident happens or is suspected to have taken place in relation to The SU.

The Chief Executive is responsible for:

- ensuring the health & safety policy is put into practice;
- recommending to and monitoring improvements for the Board of Trustees where health and safety performance is found to be unsatisfactory;
- completing the annual health and safety self-assurance return to the University of Bath.

The Governance & Executive Support Manager and SU Health & Safety Coordinator are responsible for:

- liaising with the University on health & safety matters and ensuring this policy is up to date;
- the design and implementation of local health & safety procedures as they apply to The SU;
- monitoring health & safety performance across The SU and providing assurance reports to the Board of Trustees;
- managing an ongoing programme of audits of compliance with The SU Health & Safety policy on behalf of the Board of Trustees.

Heads of Departments and managers are responsible for:

- the health, safety and welfare at work of all their staff along with any other people who may be affected by the work of their department/team;
- having an appropriate awareness of the health & safety policy and the requirements of legislation as they apply to the work of their department/team;
- ensuring that staff and volunteers are made aware of and understand the health & safety policy along with its related procedures;
- ensuring that staff and volunteers receive any necessary health & safety training relevant to their area of work;
- ensuring that the significant risks associated with their team's activities are assessed and appropriate control measures are implemented to reduce the risk of injury/ill health.

All staff, student leaders and volunteers are responsible for:

- co-operating with supervisors and managers on health and safety matters;
- taking reasonable care of their own and others health and safety;
- reporting all health and safety concerns to an appropriate person (*as detailed above*).

Arrangements for health and safety

The general arrangements for health & safety for The SU will be recorded within a safety handbook which alongside this policy will be reviewed annually to ensure that it is kept up to date.



UNIVERSITY OF
BATH

**THE STUDENTS' UNION
HEALTH & SAFETY
HANDBOOK
2021/22**

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Introduction

Message from the Head of Department/Director:

In an Emergency

Never put yourself or others in danger. If in doubt - contact Security.

Fire Evacuation



If you discover a fire (or other emergency situation) raise the alarm by operating the nearest break-glass call point and **dial 666** from an internal phone or **01225 383999** from a mobile. Provide details of your location and the exact location of the fire.



Do not attempt to fight the fire unless you have been trained and are confident to do so. Otherwise you must evacuate the building immediately and report your actions to the Fire Warden or Evacuation Controller at the assembly point.



If you are in the building when the fire alarm is activated you must leave immediately by the nearest exit and go directly to the assembly point. Ensure all visitors are escorted out of the building by their hosts. Further information on fire safety is available on the University's website. [Fire Safety training](#) is mandatory for all members of staff and recommended for all students.



If you have impaired mobility/sight/hearing impairment, then please ask your line manager / supervisor / tutor to help you produce a PEEP ([Personal Emergency Evacuation Plan](#)). The plan will identify how you will be evacuated in the event of an emergency for which a number of different measures may be implemented including the assignment of a buddy. Key members of staff where you regularly work should be provided with a copy of your PEEP by your line manager or supervisor, together with Security and the University Health, Safety & Environment Service (UHSE).



Fire Escape Routes – must be kept clear of combustible material and stored items to ensure that they remain fully accessible and free from sources of ignition. All fire doors must be maintained self-closing at all times and not wedged open for any reason unless by an approved device.



Do not attempt to use a lift during an evacuation unless you are disabled and it is a designated evacuation lift. Do not stop to collect personal belongings.



Good housekeeping - can lower the chances of a fire starting.

- Empty bins regularly
- Avoid the accumulation of combustible material
- Turn equipment off at the wall at the end of the working day
- Keep cables tidy



Fire Assembly Point (FAP) Key

FAP 1	6 East 8 East STV The Edge	FAP 9	Polden Court Quarry Mendip
FAP 2	STV	FAP 10	Conygre West Accommodation Centre
FAP 3	STV	FAP 11	Quantock Cotswold
FAP 4	5 South Central Stores School of Management Building	FAP 12	Dorhill Wolston Brendon Court 3 West North 1 West North
FAP 5	2 East 4 East 4 East South Norwood House Chaplaincy Library 1 West 3 West 4 West 2 West University Hall 1 East	FAP 13	3 East Estates
FAP 6	1 South 2 South 3 South 4 South 4 South Annex 3 South Annex Milner Centre	FAP 14	Chancellors' Building Marlborough Court Solsbury Court The Quads, Blocks A and B Bale Haus The Lime Tree Founders Hall
FAP 7	8 West Wessax House 6 West 6 West South	FAP 15	Eastwood Accommodation
FAP 8	5 West 7 West 9 West 10 West Polden	FAP 16	Eastwood Accommodation
		FAP 17	Eastwood Accommodation
		FAP 18	Woodland Court Eastwood Accommodation
		FAP 19	The Quads, Blocks C, D and E East Building

Fire extinguishers - are available for use by trained staff who feel confident to use them. However you should never do anything which puts you or anyone else at risk. If you cannot put out the fire with one extinguisher then evacuate and call Security. If you do decide to fight the fire, ensure you use the [correct extinguisher](#) for the material on fire because using the wrong one could make the fire much worse.

IF IN DOUBT - GET OUT!

Fire Wardens –

- Nominated by the Department and fully trained
- Role is to help everyone evacuate the building safely
- Identifiable by their high-visibility vests

Dangerous Substances – Materials which are highly flammable, oxidising or potentially explosive. Specific precautions, including adequate ventilation, are required when handling and storing dangerous substances to minimise the possibility of an incident. These precautions and additional controls must be identified through a DSEAR risk assessment.

Waste – can contribute to the risk of fire and the spread of disease.

- Remove and dispose of regularly.
- Combustible waste must not be allowed to accumulate in high risk areas
- Correct procedures must be followed for the disposal of [specific hazardous waste](#).
- Do not over-stock

Invacuation

There may be rare occasions when the **invacuation alarm is activated**. **This will require you to enter the nearest safe, (i.e. not on fire) building**. Further details. Invacuation training is available on [Moodle](#).



First Aid

If you or someone around you becomes injured please contact your nearest [first aider](#) or **ring Security on 666**. Further information about first aid and [incident reporting](#) is on the University's website

Flood/Leak

If you can stop the leak safely then do so and inform [security](#). Warn people in the rooms below to safeguard papers and equipment.

If there is electrical equipment in the vicinity of the water do not attempt to move it or to wade through any water until the mains has been switched off and declared safe by a competent member of Estates.



Service Failure

If there is an electricity or equipment failure during working hours, contact Security (5349).

University Health & Safety Law

Health & Safety Policy

The University and Students' Union both recognise and accept their legal responsibility to provide a safe and healthy workplace for staff, students and visitors. A number of [Health and Safety policies](#) exist in respect to various activities, all of which include an interpretation of legislation plus roles and responsibilities. These are important documents which must be followed.

It is the responsibility of all employees and students to ensure they don't do anything which would be detrimental to their own health and safety or that of others. They must also cooperate with the University and Students' Union in respect of health and safety and not interfere or otherwise damage any equipment provided for the purpose.

Law Poster

Basic information about health and safety law and what you can expect from the University and Students' Union is available via easy to understand leaflets which are available in large print, easy-read and audio.



Responsibilities

The Students' Union

- ✓ Develops suitable local arrangements to ensure compliance with legislation, University policy and Students' Union policy.
- ✓ Assesses the risk of its activities and records the significant findings.
- ✓ Identifies and implements suitable and sufficient measures to control the risk to as low as reasonably practicable.
- ✓ Ensures adequate training including induction training, instruction, information and supervision is provided to those engaged in activities and for whom the Students Union has responsibility.
- ✓ Carries out planned Health & Safety inspections.
- ✓ Monitors and reviews local arrangements in place.
- ✓ Provides Health & Safety assurance reports to its Board of Trustees.

[University Health and Safety Policy – Arrangements and Organisation](#)

Students' Union Health and Safety Policy

Security

- ✓ Provides a first response service in respect of any Health & Safety related incident.
- ✓ Attends all alarm activated fires, carries out limited fire-fighting and determines when or if the Fire & Rescue Service are called.
- ✓ Provides first aid.

University Health Safety & Environment Service

- ✓ Provides specialist Health & Safety advice including construction safety, fire safety, radiation safety, occupational health.
- ✓ Develops core policies, procedures and process in line with legislation and a recognised health and safety management system.
- ✓ Monitors the health and safety performance of the University and all Departments using audits, inspections and fundamental reviews.
- ✓ Develops and provides a range of generic health and safety training.
- ✓ Monitors health and safety related incidents, near misses and dangerous occurrences, ensuring they are fully investigated and reported.
- ✓ Provides a key point of contact with enforcement agencies in respect of fires and associated inspections; serious incident investigations and inspections.
- ✓ Cooperates with enforcement and government bodies to ensure compliance in respect chemical, biological and radiological safety, maintaining relevant permits and providing regular reports to them as necessary.
- ✓ Authority to take appropriate action as necessary to remedy any situation in which there is a serious and imminent risk to safety and/or health.

Contacts

Students' Union

Chief Executive	Nicky Passmore	nmp43@bath.ac.uk
Deputy Chief Executive	Mandy Wilson-Garner	susajw@bath.ac.uk
Heads of Departments	Polly Hawker (<i>Activities</i>) Michael Dalton (<i>Commercial</i>) Charlie Slack (<i>Student Voice</i>) Helen McHenry (<i>Finance</i>)	adsph@bath.ac.uk adsph@bath.ac.uk adsph@bath.ac.uk sushmw@bath.ac.uk
Area Managers	Sam Cook (<i>Peer Support</i>) Helen Cunnold (<i>Advice & Support</i>) Helen Webb (<i>Marketing</i>)	sjc216@bath.ac.uk hec55@bath.ac.uk hf219@bath.ac.uk
H&S Coordinator	Mark Whelan	maw23@bath.ac.uk
First Aiders	Security	666
Fire Wardens	Mark Whelan Greg Noakes Sooz Snook Ben Palmer Donna Ashford Liz Stoneman Hannah Tyre Carmela Lear Helen McHenry Jo Dixon Polly Hawker Michael Dalton Sam Cook Maria Chrisou	maw23@bath.ac.uk gdn26@bath.ac.uk svs38@bath.ac.uk bjp42@bath.ac.uk da663@bath.ac.uk ej213@bath.ac.uk adshlt@bath.ac.uk cl291@bath.ac.uk sushmw@bath.ac.uk jd201@bath.ac.uk adsph@bath.ac.uk susmjd@bath.ac.uk sjc216@bath.ac.uk mc2508@bath.ac.uk

University Health Safety & Environment Service (UHSE)

All Enquiries:	UHSE@lists.bath.ac.uk	
Head of Health, Safety & Environment	Mr Chris Young	WH 3.16 Ext 4839 R.C.Young@bath.ac.uk
Fire Safety Adviser	Mr Mark Burton	WH 3.12 Ext 5171 M.C.Burton@bath.ac.uk
Health & Safety Adviser (Performance & Monitoring)	Mr Paul Maggs	WH 3.12 Ext 6491 C.P.Maggs@bath.ac.uk
Health & Safety Adviser (Health & Wellbeing)	Ms Amanda Chapman	WH 3.12 Ext 4751 A.Chapman2@bath.ac.uk
UHSE Admin Support	Mrs Marcia Martin	WH 3.12 Ext 4088 M.A.Martin@bath.ac.uk

Planning and Implementation

Risk Assessment

Hazard – anything which has the potential to cause harm

Risk – likelihood that harm will be caused by the hazard together with the severity of that harm.

Before any activity takes place, an assessment of risk must be made. If those risks are identified as significant they need to be recorded using the University risk assessment template. The template includes a colour coded risk matrix in which the likelihood and severity of the risk is assessed. [Risk assessment guidance](#) and [template](#):

All student group activities must be risk assessed and signed off by an appropriate SU staff member before the activity can be carried out.

Expectant or Nursing Mothers

Some hazards may have a greater impact on pregnant and breast feeding mothers.

If you become pregnant, you should inform your Supervisor or line manager **in writing**. A personal Risk Assessment will then be undertaken to identify any additional control measures needed.

Children and Young People

Children under the age of 16 years are more vulnerable to the impact of some hazardous activities due to their physical immaturity, lack of knowledge and experience. They must therefore be supervised at all times and are not permitted into areas of potential high risk.

A Young Person is anyone between the age of 16 and 18 years old. Any activity based risk assessment must take account of their potential physical and emotional immaturity, lack of knowledge and experience so that additional controls can be implemented to minimise risk exposure.

The Students' Union safeguarding policy and procedures should be checked first before planning any activity involving a child or young person.

Placements, Fieldwork and Working off-site

The Chief Executive is responsible for the health and safety issues arising from Students' Union activities. This includes activities that the Students' Union organises away from University premises such as [fieldwork](#) or [placements](#) and [working off site](#). An assessment of the risks likely to be encountered must be made, and any additional control measures required identified and implemented as far as is reasonably practical, bearing in mind the limitations of the Students' Union and University's control.

Fire Risk Assessment

The University has a programme of Fire Risk Assessments which ensures that each building is assessed annually if high risk and a minimum of every three years for low risk. This includes those buildings occupied by the Students' Union. The Fire Risk Assessments are carried out by the University's Fire Safety Adviser following both, legislation and best practice guidance.

Electrical Equipment

Under no circumstances should any electrical apparatus be used if it is damaged or if there are any doubts as to its safety.

All [electrical equipment](#) must be tested by a competently trained person to ensure it is safe unless the equipment is of low risk and within a low risk environment in which case regular inspections will suffice. Portable equipment must carry a sticker stating the last date of testing. Never use equipment which has failed testing. All electrical equipment should be the subject of regular visual inspections by users of it, to proactively identify any defects or damage which might impair its safety.

Extension leads should be avoided if at all possible. If there is no other option then please ensure you do not use them for high wattage equipment such as kettles and ovens. Each extension lead must be subject to PAT and treated as an electrical appliance for this purpose. Only use equipment for the purpose intended.

Out of Hours/Lone Working

During normal working hours (8.00 am-6.00 pm) the University is able to provide a safe environment for people to work in. Out of those hours, less assistance is available from specially trained staff, e.g. specially trained First Aiders and Fire Wardens. Consequently, additional precautions must be taken when out of hours working becomes necessary, and there is a significant possibility of the person concerned becoming incapacitated or having a heart attack.

Display screen equipment

Workstations should be set up correctly to prevent musculoskeletal ailments and eye strain. Any member of staff who habitually uses a workstation must therefore complete a [workstation self-assessment](#). The Students' Union must ensure that all staff carry out a self-assessment upon induction and any time changes are made to their workstation.

Wellbeing

The Students' Union follows the Whole University approach to securing wellbeing. A range of tools have been produced to help people manage their wellbeing.

Managing Contractors

You are responsible for ensuring that any contractors working under your control are managed in accordance with the [University's Management of Contractor Policy](#). In particular, you must:

- Only use [competent contractors](#)
- Make sure that all contractors receive an appropriate induction. We have developed a [generic contractor induction presentation](#) that you can use for this purpose. You can add further information about local hazards or local rules where applicable.

- Gain advanced approval from Estates before you allow any work to be carried out on building fabric, services or infrastructure. Note - this requirement applies to any work carried out by staff, too.
- monitor your contractors at suitable intervals to make sure that they are working as agreed.
- report any accidents, incidents or near misses on the [online incident form](#)

Asbestos

Any building which was built prior to 2000 could contain [asbestos](#).

- Do not drill, screw, unscrew or otherwise penetrate the fabric of the building

If any work to the building is required or if you suspect that asbestos has been disturbed then please contact the [Estates Department](#). [Awareness training](#) is available via Moodle.

Manual Handling

Activities involving the manual handling of large, heavy or awkward materials and equipment must be assessed for risk to take into account the task, individual, load and the environment. If the activity involves twisting while holding the load, repetitive lifting, lowering or carrying over a long distance, then the risk of injury increases. Training for manual handling assessors and for staff whose roles involve manual handling activities is available from the Safety, Health and Employee Wellbeing Service.

Smoking

It is **illegal** to smoke in any building and it is [University Policy](#) not to permit smoking or use of electronic cigarettes or vaporisers in the immediate vicinity of a building or on the Parade.

Health Surveillance

[Health surveillance](#), initially via questionnaire, is carried out on an annual basis by the University Health, Safety & Environment Service for night workers and those who may be have potential allergen exposure or Dermatitis risk. If you feel that you might be at risk then please inform your line manager or supervisor

Monitoring

Reporting Accidents, Incidents & Near Misses

Incidents or accidents are defined as unplanned events which either did cause, or had potential to cause injury or damage to apparatus, equipment or buildings. All incidents or near misses must be [reported](#).

There are several reasons for reporting incidents but the main one is to enable a full investigation to be carried out so that the cause can be identified and measures implemented to prevent a reoccurrence. The aim is not to apportion blame.

Inspections

Relevant Heads of Departments/area managers are responsible for ensuring [Safety inspections](#) are carried out routinely in their areas to ensure that good Health & Safety practice is being followed. The results of these inspections should identify any need for action and thus should be reviewed regularly to ensure that any such action has been undertaken and has been effective. If anyone has a Health & Safety concern about any aspect of the University or Students' Union they should in the first instance inform their line manager, although they can if they prefer, contact the University Health, Safety & Environment Service directly.

Leadership Committee and Health & Safety

Within the Students' Union the Leadership Committee is responsible for monitoring and reporting on Health & Safety matters to the Board of Trustees. Any Health & Safety matter can be referred to this Committee for consideration.

Each professional member of the University's Health, Safety & Environment Service has been allocated to a specific Department or Faculty which means that they receive a copy of the minutes and attend the Departmental meetings whenever possible.

Any matters which cannot be resolved at this level can be escalated to the [University Health & Safety Committee](#).

Review and Audit

[Audits](#) will be carried out by the University Health, Safety & Environment Service on a programmed basis to ensure that all buildings on campus are audited within a five year cycle. High risk areas will be subject to more rigorous attention and likely to take place more frequently than every five years.

The Chief Executive together with other key Students' Union personnel may upon request, assist or accompany the lead auditor.

THE STUDENTS' UNION (*THE SU*) STUDENT GROUPS POLICY

Vision: To have a rich and vibrant student community for the benefit of its members.

Rationale: To set out how Student Groups are governed and what their responsibilities are within The SU.

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Benefits of affiliating to The SU

A Student Group is defined as a group of students (*registered at the University of Bath*) who provide activities (*e.g. representation, advice & support, social & cultural, sporting & recreational*) for the benefit of its members.

Student groups benefit from affiliation to The SU through access to:

- free banking facilities to help manage their accounts;
- insurance to reduce their liability;
- advice, support and training on legal requirements and development opportunities;
- marketing opportunities to promote their events/activities and help recruit new members;
- awards and recognition to celebrate individual and group achievements;
- funding and sponsorship opportunities.

How Student Groups join The SU

A Student Group may apply to register as part of The SU by emailing thesu@bath.ac.uk.

This email should explain:

- what activities the Student Group will carry out for the benefit of the student community;
- the resources the Student Group will require to carry out its activities;
- how the Student Group will recruit and ensure it is accessible to student members of all backgrounds.

This email should confirm that the Student Group will:

- conduct their group affairs in accordance with this policy;
- accept the responsibilities delegated to them within this policy;
- attend relevant training and adhere to The SU's policies.

An Executive Committee will meet to review and approve an application, subject to:

- the Student Group's activities being in line with The SU's [charitable objects](#);
- the Student Group being clearly open and accessible to Student Members of all backgrounds;
- there being no other registered Student Group carrying out the same or similar activities;
- The SU having the capacity and resources needed to support the Student Group.

Representatives will be given the option to attend the meeting to discuss their application with the committee.

The SU will inform the applying Student Group either:

- that their application has been approved and they are now registered with The SU;
- that their application has been unsuccessful, the reasons for this and possible actions they might take.

Student Group committee

A Student Group registered as part of The SU must have a committee that will take responsibility for the group.

A committee:

- must have a minimum of three committee members (*and cannot exceed more than 12*) who are elected annually by the Student Members of their group in accordance with The SU's published election rules;

The committee or SU area can decide on the following options:

- the group's membership will vote to elect named roles onto the committee up to a maximum of 12 members
- will either allow committee members to elect its own Chair and, where necessary, treasurer from its own committee members or allow their Student Group to do this for them;
- (*comprised of a minimum of three members*) may appoint Student Members from their group on to the committee so long as the committee's total membership does not exceed 12;
- (*comprised of a minimum of three members*) may appoint and remove Student Members as coordinators to carry out responsibilities within the Student Group that they have delegated to them.

A committee member will be automatically disqualified and removed from the committee if:

- they cease to be a Student Member;
- they commit a serious disciplinary offence within either The SU or University;
- they fail to attend two consecutive meetings without the recorded permission of the committee.

A committee will be responsible for:

- ensuring that their group conducts its affairs in accordance with [SU policies](#);
- planning and overseeing their group's fundraising/activities/events;
- planning and overseeing their group's development activities/events;
- planning and overseeing their group's budget (*where they have one*);
- ensuring they fulfil health & safety requirements for their Student Groups;
- any content published in their group's name either physically and/or online;
- appointing associate members to the group in accordance with [Articles 22 to 27](#).
- the behaviour of their members at group activities/events and reporting issues to The SU;
- ensuring that any responsibilities they choose to delegate are carried out appropriately.

Where Student Groups have their own constitutions, policies and procedures The SU own constitution, policies and procedures will override them in any case where conflict arises between them.

Committee meeting procedures

Student Group committees:

- will meet as and when necessary to fulfil their responsibilities;
- will arrange meetings in accordance with [Articles 84 to 87](#) of The SU's Articles of Governance.
- may only hold meetings and vote on matters if they have a minimum of 3 committee members present;
- will conduct meetings in accordance with [Articles 91 to 96](#) of The SU's Articles of Governance;
- will keep minutes and papers of meetings in accordance with [Articles 97 to 99](#) of The SU's Articles of Governance;
- may take decisions without a meeting in accordance with [Articles 101 to 102](#) of The SU's Articles of Governance;
- will handle any conflicts of interest that arise at a meeting in accordance with [Article 103](#) of The SU's Articles of Governance.

Student Group disqualification and removal

A Student Group will automatically be disqualified and removed from The SU where:

- the group has failed to elect the minimum 3 members to the Student Group committee at an election or one subsequent by-election;
- it's committee formally notifies The SU that the group is disbanding;
- the group ceases to have any active members.

The Leadership Committee may also remove a Student Group from The SU or a member from the committee where it believes that it has received sufficient evidence to conclude that:

- a Student Group's or committee member's activities are not being carried out for the benefit of the student community;
- a Student Group's or committee member's activities are not in line with The SU's [charitable objects](#);
- a Student Group or committee member has not been conducting its affairs in accordance with SU policies;
- a Student Group or committee member has not been open and accessible to Student Members of all backgrounds;
- a Student Group or committee member has been identified as demonstrating poor standards of behaviour;
- a Student Group or committee member has been identified as recklessly exposing people to possible or actual harm.

If the Leadership Committee is considering removing a Student Group from The SU or a member from the committee

- the decision must be made at a meeting convened and conducted in accordance with [Articles 84-103](#);
- the decision cannot be made without a meeting using the powers ascribed under [Articles 101-102](#);
- it can, at the Chair's discretion, suspend the Student Group's activities or the committee member until a decision is reached;
- it will offer to meet (*physically or virtually*) representatives from the Student Group's committee;
- it will offer the representatives attending the opportunity to bring an adviser to support them;
- it will consider the actions that the Student Group's committee can prove to have taken to address the issue;
- it may still make a decision if any invited representatives do not attend the meeting;
- it can if it concludes that the grounds for removal have been met either:
 - impose restrictions on the group's activities or the committee member for a period of time;
 - set remedial targets for its committee to action with continued affiliation dependent on demonstrable good progress being made;
 - suspend the Student Group from The SU or the member from the committee for a year;
 - remove the Student Group or the committee member from The SU.