



HEALTH & SAFETY POLICY

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1. Health & Safety Policy

1.1 Statement of intent

The University of Exeter Students Guild (referred to as **the Guild**) for the remainder of the policy) is fully committed to protecting the health, safety and welfare of all staff, members, volunteers, and other persons affected by its activities.

This policy applies to those members of staff that are directly employed by the Guild and for whom the Guild has legal responsibility. Further, this policy applies to all third parties and others authorised to undertake work on behalf of the Guild.

For the purpose of this policy, the word 'employee' or staff refers to any person in the service of the Guild, including those who are referred to as Officers, Workers, Self-Employed, Volunteers, etc.

The Trustee Board has overall responsibility for Health and Safety throughout the Guilds operational activities and will provide the leadership to ensure that exemplary health and safety practices are firmly embedded throughout the organisation, to provide a secure and healthy environment in which to work.

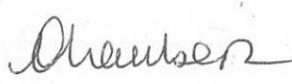
Good practices will be adopted to manage Health and Safety, and the Guild will endeavour to secure the co-operation of all staff, affiliated groups, and volunteers in matters of Health and Safety and encourage their active participation through consultation.

The policy itemises not only the duties of the Guild to protect the health, safety and welfare of its staff, members, and volunteers, but also the legal obligations placed upon every member of staff whilst at work.

It is the policy of the Guild to:

- provide and maintain standards of health, safety, and welfare, which comply fully with Health and Safety at Work, etc. Act 1974 and any other statutory provisions, or approved codes of practice relevant to the nature of the business.
- provide and maintain equipment and systems of work that are suitable, safe and without risk to health.
- provide all staff with sufficient instruction, information, and supervision to develop and encourage safety awareness to work in a safe manner.
- provide a safe place of work including safe access and egress; establish clear communication on matters of Health & Safety to help identify risks and to assist in the prevention of accidents; and
- ensure that as far as is reasonably practicable, that the operations of the Guild are safe and without risk to the Health & Safety of service users and other persons.
- The Guild will make necessary provisions to ensure all Health and Safety policies and procedures are regularly monitored and reviewed.



Signed: 	Name: Alison Chambers
Title: CEO	Date: 20/01/26

2. Organisation and responsibilities

2.1 Trustees/ CEO

The Trustee Board is ultimately responsible for Health & Safety Management at the Guild, its role is to ensure there is an effective strategy for delivering the Guild's safety policy objectives. This responsibility is delegated to the Chief Executive Officer (CEO) who operates on behalf of the Board.

The CEO, on behalf of the Trustee Board is responsible for:

- Ensuring adequate resources including finance are made available for the provision of adhering to this health and safety policy and compliance with the Health and Safety at Work, etc. Act 1974.
- Ensuring that all Managers, employees, and other persons working on the Guild's behalf, maintain and demonstrate their commitment to Health & Safety.
- Ensuring that health & safety risks and other information brought to the board's attention are appropriately considered and acted upon.
- Keeping abreast of legislation by ensuring adequate and appropriate advice through persons competent in health & safety matters.

The finance & risk committee receives reports on behalf of, and makes recommendations to, the Trustee Board. Its responsibilities include:

- Review and monitor the Guild's health & safety management practices.
- Monitor the health & wellbeing of staff through regular reviews of policies, monitoring of data, including absence statistics and outcome of staff surveys.

2.2 Appointed person

The day-to-day co-ordination of Health & Safety is delegated by the CEO to a nominated Health & Safety appointed person.

Note that this role does not detract from the responsibilities of the Trustee Board or CEO for areas of Health and Safety management as required by the Health and Safety at Work, etc. Act 1974. In the absence of the Appointed Person, responsibility will transfer to another member of the Senior Leadership Team.



The Health & Safety Appointed Person is also supported by the People & Culture department in the maintenance of personal training records, and the operations department for specific responsibilities that include:

- Consulting with Trustees, Managers and Staff on health & safety matters. Liaising with the University of Exeter Estates Department & University Safety Team regarding organisational safety matters.
- Issuing and compiling safety monitoring reports where appropriate.
- Conducting Incident investigation (where considered appropriate and assisted by the Competent Advisors) and ensuring that the relevant Enforcement Authority has been informed of any notifiable incident within the prescribed timescales as identified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Co-ordination of Health & Safety related documents and reports including (not exhaustive):
 - Health & Safety Policy.
 - Risk assessments.
 - Safety controls & safe procedures.
 - Safety inspections & reports.
 - Training records.
 - Accident records/reports.
 - Contractor control documents.

2.3 Competent advice

The Guild will be guided by:

- Competent advice provided through an SLA with the University of Exeter's Health & Safety department.
- Advice from other Partner organisations.
- HSE guidance.
- Sectoral norms and best practice within the Students' Unions movement.

Through the SLA with the University of Exeter H&S team the following service will be provided:

A) Basic Annual Service Contract to provide a maximum of 10 days (7 hours per day, 70 hours PA) per annum to include a combination of services consisting of the following components as determined annually by the Guild liaison person:

Advice – provision of competent Health & Safety advice to 'an appointed' liaison person when required, either by phone, email or in person.



Inspection & Audit - Inspection of any premises controlled by the students' Guild and the writing of reports which summarises findings. Include periodic audits or Student facing Risk Assessments.

Support / advice - in the preparation of Health and Safety policies, guidelines, or procedures.

Accident Investigation and reporting - support onsite investigation of any RIDDOR incident, disease or dangerous occurrence including investigation report and recommendations for any improvements.

Review of local risk assessments, H&S advice, and support to improve.

Training: Provision of customer specific training - Maximum 3 specific courses per year, included in the service provision. Some training outside of the competencies of the H&S Team may require additional external provision and cost and therefore not included.

Access to any relevant University health, safety standard training courses (at no additional cost) is included in the basic service provision.

2.4 Department managers

At an operational level, the departmental duties will fall to each departmental manager. Managers will be provided with H&S Management training in relation to their role. They are responsible for:

- Leading by example and applying safe practice in own work areas/responsible areas.
- Demonstrating, reinforcing, and encouraging safe working practices amongst their department which comply with the Guild's Health & Safety Policy.
- Conducting/reviewing risk assessments, annually and when required of owned activities, and communicating findings to the Appointed Person, and own department/team.
- Conducting and recording safety inspections, where appropriate, and liaising with the Appointed Person over findings.
- Provision of induction, general training, and instruction activities to own departmental staff.
- Ensuring that work equipment provided is suitable, well maintained, and correctly used.
- Ensuring that, where relevant, all persons working under their control are issued with, instructed in the correct use of, and utilise appropriate personal protective equipment (PPE).
- Where appropriate, carrying out the initial investigation of incidents in their areas of responsibility, and reporting to the Appointed Person.
- Co-ordination of emergency procedures and activities in areas under their control.



- Liaison with visiting contractors in own department/areas under their control.
- Raising matters of concern (or where responsibilities are unclear) with the Operational Safety Group for review and escalation to the Appointed Person where relevant.

2.5 Staff

All staff whilst at work have a legal duty to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions, and to co-operate fully with the arrangements made by the Guild to meet its legal responsibilities for Health and Safety as in Section 7 of the Health and Safety at Work, etc. Act 1974.

Staff have a responsibility for bringing to the immediate attention of their manager, any issues that could be detrimental to themselves and others, including members and other persons.

It is the responsibility of all staff to:

- Act with due care for the health, safety and welfare of themselves, and other employees/ persons.
- Comply with all safety instructions and procedures issued by the Guild.
- Make proper use of any safety equipment provided.
- Not use or interfere with work equipment for which they are not trained or authorised to use.
- Report dangerous hazards and incidents via the incident report form, or to their manager or the Appointed Person.
- Wear appropriate PPE as instructed, and report to their manager when new PPE is required.
- Not bring personal electrical equipment into work unless authorisation is obtained from their manager.
- Ensure the cleanliness of workstations taking into consideration that others may use their desk.
- Complete relevant training and maintain an up-to-date training record.

2.6 Student led activity

Under the leadership of the head of Student Engagement, the Activities and Student Change teams are responsible for monitoring activities and events organised by affiliated groups (Student societies) both on and off campus. Between departments they are responsible for:

- Ensuring all Affiliated Groups complete and submit to the Activities team for review an annualised Risk Assessment which covers the range of planned, routine activities for the Group over the course of the year.



- Reviewing any additional Risk Assessments prepared by Affiliated Groups to ensure that necessary controls are in place prior to event start.
 - Providing Affiliated Groups with safety guidance and training as part of their induction.
 - Reviewing accidents and incidents occurring during student events, and if required conduct investigations.
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- Conducting safety inspections where necessary.
 - In conjunction with the Guild's Operations Manager, ensure safe and appropriate storage of the equipment and resources of the affiliated groups.
 - Referring matters beyond their competence for wider review within the organisation, seeking external advice where necessary.
 - Monitoring high risk events and escalating emergency procedures where necessary.

Affiliated Groups and/or Student Officers/ Representatives are responsible for:

- Planning and managing own activities, including preparation of risk assessments and appropriate safety measures.
- Complying with any instructions regarding health & safety issued by the Guild, University employees or external agencies with health & safety responsibilities.
- Submitting information and risk assessment of any and all events organised by the group/officer/representative to the Students' Guild for approval.
- Informing the Students' Guild of any incident with H&S implications as soon as practically possible.

3. Arrangements

3.1 Incident reporting (Accidents, incidents & near misses)

It is the Guilds policy to report any incidents (accidents and near misses) in order for an investigation to be conducted to eliminate/minimise the possibility of such an event occurring again in the future.

In the event of an accident or near miss, the injured party (staff / visitor / contractor), or another person on their behalf must report it. Details of the Incident Reporting procedure, and link to the reporting portal can be found at:

<https://exeterstudentsguild.sharepoint.com/sites/HealthSafety2>.

Serious incidents will be investigated in accordance with the Guild's incident reporting & investigation procedure.

All reportable events will be raised and discussed, and the Incident reports (anonymised) will be reviewed by the Trustees Board and University of Exeter Safety representatives as appropriate.



3.2 Aggression/Violence/Bullying & Harassment

The Guild as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Consequently, this issue is included in the Grievance policy. Any aggression, violence, bullying and/or harassment of Guild staff that is reported will be investigated in order to comply with this duty of care.

The following [Guild People & Culture Policies](#) and documents are relevant:

- Code of Conduct
- Dignity at Work Policy
- Disciplinary Policy and Procedure
- Employee Handbook
- Equality and Diversity
- Grievance Policy and Procedure
- Safeguarding Policies
- Social Events Policy
- Social Media Policy
- Speak Up (Whistleblowing) Policy
- Wellbeing Policy

3.3 Alcohol & Substance Misuse

Guild staff must not attend work whilst under the influence of alcohol or illegal substances. Staff must also notify the Guild if they are using any prescribed medication which is likely to affect their ability to work safely. The Guild's Disciplinary, Social Events and Wellbeing policies address Alcohol and Substance Misuse.

Staff wellbeing and support needs will **always** be considered as part of any disciplinary investigation relating to alcohol or substance misuse and incapacity at work.



3.4 Building maintenance

The Guild is a tenant within buildings provided by the University of Exeter, with responsibility for health & safety within own working areas only. Communal areas within buildings are the responsibility of the University of Exeter.

Building maintenance is managed by the University of Exeter Estates Department, who have arrangements in place for planned preventative maintenance for all key building services such as air-conditioning, hot and cold-water supplies, lighting, cleaning, fire equipment, alarm systems, security systems, sanitary facilities, and general decoration.

The Guild Operations Manager is responsible for liaising with the University of Exeter Estates Department in relation to building maintenance activities taking place in Guild occupied areas.

Essential information in the event of emergency breakdowns will be available to each departmental manager.

Where the Guild may arrange minor maintenance activities, these shall be managed by the Guild Operations Manager, who will be responsible for ensuring that relevant contractor controls are in place, including notifying and agreeing in advance with contractors any necessary working arrangements, including locations of asbestos containing materials (see 'contractors' section.)

3.5 Communication & consultation

Matters of Safety and Health are regularly reviewed via the Guilds Operational Safety Group (OSG) and where they impact on staff, this shall be via the Guild's appointed Unison representatives in the first instance. From there to the Employee Representative Forum. Staff are kept up to date with current safety practices and ongoing review of risk management through team briefings and all-staff meetings where relevant, communication is all sent out via The Guilds intranet Health & Safety page and dedicated Microsoft teams' channel.

Matters of Safety and Health are regularly reviewed via the Guilds Operational Safety Group (OSG). If any of those matters impact on staff, the Guild's appointed Unison representatives shall be consulted and then on to the Employee Representative Forum for feedback. Staff are kept up to date with current safety practices and ongoing review of risk management through team briefings and all-staff meetings where relevant, communication are sent out via The Guilds intranet Health & Safety page and dedicated Microsoft teams' channel.

Within each department, Department Managers are responsible for proactively discussing local health and safety matters and taking appropriate action on points raised by staff.



All employees have a responsibility to participate in and contribute to safety culture by bringing to the attention of their manager any relevant safety issues, concerns, and recommendations they have, issues can also be raised with the OSG via an online submission form.

The requirements of the Health and Safety Policy and any relevant arrangements will be included in the induction process for all staff.

3.6 Contractors

Third party contractors are managed by the Guild (for its remit only) together with the University of Exeter Estates Department; therefore, it is the duty of both parties to retrieve and retain all third-party contractors' safety documentation for work undertaken under their responsibility.

This will include documents confirming appropriate competency (training certificates, qualifications), liability insurance, and where appropriate, copies of risk assessments/method statements. The Guild will liaise with the University of Exeter Estates Department to ensure that contractor activities are appropriately planned, communicated, and conducted to ensure the safety of all staff and visitors at all times, following the University's contractor management procedures, outlined here:

[Information for Contractors | Information for Contractors | University of Exeter](#)

The Operations team are the designated persons for managing contractors who may be directly contracted by the Guild, and also the main point of contact for contractor activities arranged by the University of Exeter Estates Department.

3.7 Display Screen Equipment (DSE)

All staff who are dependent on the daily and prolonged use of Display Screen Equipment are classed as "display screen users". The Guild will ensure that risk assessments are carried out to identify any workstation hazards and risks that a display screen user maybe exposed to.

All employees are asked to complete a self-user DSE assessment for all workstations that they use. If workstation accessories are required upon completion of a DSE Assessment, the Guild will purchase the appropriate equipment as is reasonably practical.

Eye and eyesight tests are available free of charge for permanent staff who are classed display screen users, and where necessary, this will include provision of the basic necessary corrective equipment, e.g. glasses. Additional information is provided in the DSE policy.

The Guild is committed to providing flexible working conditions for its staff, wherever this is practical, as outlined in the Flexible working policy.



Any staff member working from home as part of a flexible working agreement will need to complete the home working risk assessment, this will then be reviewed with their line manager and a decision made on the employees flexible working request.

Where a decision is made that the staff members home is not suitable for home working, the Guild will provide guidance to the employee to remedy concerns raised on the risk assessment.

3.8 Electrical safety

The Majority of fixed electrical testing is undertaken by the University of Exeter Estates Department, with the Students' Guild undertaking additional testing for specialist fixed electrical components installed within the performance spaces the organisation leases.

The Guild will liaise with the University of Exeter Estates Department to ensure that all fixed electrical systems comply with the Electricity at Work Regulations, and where a defect is found, will notify the Estates Department to ensure that the fault is rectified, either by repair, or removal/replacement.

The Guild has provision for ensuring portable electrical equipment and testing is completed on a regular basis. Cyclical testing is provided by an external contractor, managed by the University of Exeter Estates Department, with the Students' Guild also undertaking additional testing through a third-party contractor for specialist stage performance equipment.

The Students' Guild Operations team also have capacity to undertake portable appliance testing for individual items.

All staff should report any defective portable electrical equipment to their manager with immediate effect.

The installation or tampering of any electrical equipment by staff is not permitted, all staff must seek permission from their manager before bringing their own electrical equipment onto the Guild premises.

3.9 Events

Events fall into three categories.

1. Student-led Events (organised by Affiliated Groups, Officers/Representatives, etc)
2. Campus Social Events (organised by the Guild, managed by other agencies)
3. Corporate Events (organised directly by the Guild)



The Guild will ensure that all events are planned prior to commencement, and that appropriate arrangements are in place, and communicated to relevant participants prior to event commencement. This will include risk assessments, event checklists, appointment of responsible individuals to key roles, and communication with stakeholders such as University of Exeter.

3.10 First aid

The Guild will ensure adequate first aid provision that covers employees and extends to visitors also. This will primarily be delivered by the University of Exeter Estate Patrol. Details of first aid arrangements will be displayed on notice boards in each area occupied/under Guild control.

First aid kits will be provided and maintained throughout areas occupied/managed by the Guild. These will be regularly checked and replenished at regular intervals.

It is the responsibility of the operations team to ensure that adequate first aid provision is available in Guild areas.

For student-led activity, organisers should refer to guidance provided by the Activities Team.

3.11 Fire & Emergency

Fire control systems, including the provision of extinguishing equipment is directly managed by the University of Exeter Estates Department, who have arrangements in place for maintenance and testing of fire systems.

The University of Exeter Fire Safety team undertake risk assessments for each premise/area occupied by the Guild, in accordance with the Regulatory Reform [Fire Safety] order 2005. The assigned Person in Charge (PIC) and Deputy Person in Charge (D-PIC) for the Guild will work closely with the University's fire safety team to ensure appropriate control measures have been implemented and maintained.

The Guilds operations team oversee the provision of fire marshals, ensuring a suitable number of marshals are trained within the organisation to assist in fire evacuations/emergencies, with training provided through an SLA with the University of Exeter Fire Safety department.

Instructions on fire safety procedures are located throughout Guild spaces. Additional fire safety information for employees is hosted on the Organisations Guild Hub Health & Safety page.

Instruction on fire safety, prevention and emergency procedures is provided for all employees during their induction.



The Students' Guild follow the University of Exeter's procedure protocols for emergencies, that could occur within the workplace. This information is displayed in staff areas, and available on the Guild Hub Health & Safety page.

3.12 Food safety

The Guild does not deliver any food services directly, however student-led activities may include the preparation and distribution (whether paid or free of charge) of food and drink.

Under Food Safety Act 1990 it is an offence to possess or sell food, which does not comply with food safety requirements. Anyone selling food or drink from a stall must comply with the requirements of food safety legislation.

The Activities Team will provide appropriate guidance and inspection to ensure the compliance of student-led events which include the distribution of food and drink. Registration of such events with the Guild is a primary requirement and will be required to follow the guidance set out in the Society Catering at Events Policy.

The Guild will ensure all staff adhere to Food Standards Agency (FSA) guidelines for maintaining food safety whilst at work. This applies to all employees involved in food handling and preparation. Guidance will be readily available to Guild staff.

Strict adherence to hygiene practices, including handwashing and clean workspaces will be followed and in compliance with FSA standards for food storage, preparation, and cooking.

Mechanisms for reporting any non-compliance or food safety concerns to the Operational Safety Group

3.13 Hazardous substances

Risk assessments will be undertaken to ensure staff do not become harmed in any way from exposure to hazardous substances in the workplace.

Any identified hazardous substances will be suitably stored and labelled correctly, and recorded within the organisation's substance register, located within the Guilds compliance software "My compliance". All substance risk assessments and safety data sheets are also stored within this software, with access available to all staff.

For student-led activity, organisers should refer to guidance provided by the Activities or Campus engagement teams; reference to and advice may also be sought from the University of Exeter Safety Team.

3.14 Health Surveillance



Health monitoring is conducted, normally at beginning of employment and through line management arrangements. Where an employee advises of a particular impairment, the Guild will conduct a risk assessment which may include a variety of actions ranging from general discussion with the employee, medical screening, or other referral to an occupational health specialist as appropriate. Occupational health referrals should be requested via the Guilds HR department.

New & expectant mothers

The Guild will take all reasonable steps to safeguard the health, safety, and welfare of new and expectant mothers and of their unborn children. A general risk assessment for New & expectant mothers is hosted within the organisation's compliance software.

Where the Guild has been made aware of the employee's condition, a person specific risk assessment will be carried out as a matter of priority. Any employee who knows or reasonably suspects that they may be pregnant should inform their manager as soon as is practicable.

Disabilities and/or pre-existing health conditions

The Guild will take all reasonable steps to safeguard the health, safety and welfare of employees that disclose disabilities and/or pre-existing health conditions. Where this information has been disclosed, the organisation will undertake person specific risk assessments to identify hazards bespoke to the employee, that may cause injury and/or ill health within the workplace.

3.15 Lone working

The Guild will identify and assess risks to lone workers and will ensure that it reduces the risks associated with lone working to the lowest practicable level through use of appropriate procedures. In the majority of cases lone working will be without significant risk, such as persons working alone in offices where appropriate safety precautions are in place.

However, working alone can introduce or accentuate hazards for example a lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies.

Where lone working is likely (whether planned) a risk assessment should be in place. In the office environment a short-term but unplanned lone-working situation may arise where an individual is the last person to leave.

This scenario should be included in the general risk assessment for each office area. Where lone working is planned outside the office environment a specific risk assessment should be recorded.



Departments must inform staff of the lone working control measures within the risk assessment.

Managers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate. A means of communication/summoning help should be ensured such as:

<https://www.exeter.ac.uk/departments/campuservices/campussecurity/safezone/>

3.16 Manual handling

Consideration is given to the elimination of significant manual handling activities wherever practicable with provision of risk assessment for significant risks, and special equipment where appropriate.

As part of the induction process all Guild staff are required to complete manual handling training, included within the *"Health & Safety essentials at the Guild"* online course.

3.17 Monitoring

The Finance & Risk Committee convenes three times annually. Its primary role is to ensure the Guild adheres to its legal compliance obligations across all activities, including health and safety. Committee members are tasked with reviewing the Guild's strategic risk register and considering any emerging risks.

Day-to-day operational responsibilities rest with the relevant department Managers, supported by the Operational Safety Group (OSG). Managers are responsible for monitoring their areas to identify risks and will report any concerns to the Health & Safety team. These concerns will be addressed immediately if necessary or added to the agenda for the next OSG committee meeting.

3.18 Personal Protective Equipment (PPE)

All employees will be provided where necessary with appropriate PPE (at no cost to the worker) as determined in our risk assessments. All employees will be provided with instruction and information relating to the use of PPE.

3.19 Risk assessment

For each workplace or activity controlled by the Guild, a risk assessment will be carried out by a competent person to identify hazards, and determine necessary controls required to reduce levels of risk to an acceptable level.

Risk assessments will be formally reviewed on an annual basis (or earlier if systems/working practices change, or if accidents occur).

Employees will be provided with appropriate instruction and training on risks identified and correct procedures to follow.



Affiliated Groups (Societies) Risk Assessments are managed by the Activities Team. Student Groups are required to provide details of risk assessments in advance of supported events. Additional details setting out Affiliated Groups management procedures are set out in a separate procedural document to this policy document.

3.20 Training & Instruction

All Guild staff are expected to undertake mandatory Health & Safety training at employment commencement. Refresher training will be required at a minimum of every three years from that point.

New employees will be provided with a Health & Safety induction by their line manager (or the line manager's delegated person). Records of induction and other training will be retained in the organisation's compliance management software.

Additional job specific training, e.g. for work equipment or other activity where a new risk exists will be provided to staff as appropriate. Individual department managers are responsible for identifying additional training needs in their respective departments. The

People & culture department is responsible for the monitoring of training activities across the Guild.

3.21 Vehicles/ Driving

Employee use

Some work activities do require staff driving for work purposes.

The Guild provides a vehicle fleet which is used for transporting stock, event items and employees both on and off campus. The Operations team will ensure that Guild vehicles are adequately maintained, taxed, and insured and that they can only be used by holders of either a valid UK driving licence or international license, with both being subject to adequate checks. Drivers must also complete vehicle training and be added to an approved drivers list, they must also agree to the terms outlined in the vehicle policy and review the organisation's workplace driving risk assessment.

Student groups

The Guild also provides the same vehicle fleet to be used by Student Groups, subject to satisfactory driving license checks and upon completion of driver vehicle training. All Student drivers will need to agree to the terms outlined in the organisation's vehicle policy which is shared with the hiring party via an online booking form.

Work journeys with own transport.



Staff may use their own vehicle for work journeys, for which a mileage allowance is provided.

It is the personal responsibility of drivers to:

- Ensure that their vehicle is roadworthy, correctly taxed and insured (which must include business use).
- Ensure that they drive to the standards outlined in the highway code.

- Notify the Guild of anything that could affect their driving ability, e.g. health condition, or injuries, use of prescribed medication. – any accidents / incidents that occurred whilst driving on behalf of the Guild.
- Do not drive intoxicated.

3.22 Visitors

Visitors to the Guild will become the responsibility of the host they are visiting, and that person will remain responsible for the visitor's health, safety, and welfare whilst they are visiting the Guild. This includes sharing with the visitor the emergency arrangements for the building.

The host is to ascertain in a sensitive manner whether the visitor might have any perceived difficulty in responding to an emergency evacuation.

In the event of an emergency alarm, the host is to ensure that the visitor is evacuated from the working area in line with the relevant local procedures.

For clarity, visitors are defined as those individuals that are invited into the Guild premises to undertake a specific task or activity and are not passing through or a customer/member.

3.23 Weather

In the event of adverse weather conditions, the Guild will make every effort to remain open. All staff should attempt to get to work if safe to do so. If a decision is made to close the Guild or any of its services, this will be communicated with staff via email and members via the website. A decision to reduce, or close any services may be made by members of the Senior Leadership Team if:

- University of Exeter notifies the Guild that the campus is closed due to the weather conditions.
- A yellow, amber, or red weather warning is in force.
- Police advice is issued against non-essential travel, roads are deemed to be unsafe, or public transport has been disrupted.



- Damage to Guild premises or heating or utility failures have been caused by adverse weather.

The Guild's business continuity measures will take effect if there is prolonged business disruption due to adverse weather such as snow or freezing conditions. This will only be as a result of loss of essential services (electricity, water, food, or heating) or sustained, significant disruption to travel and transport services under these circumstances the University would also be closed.

3.24 Wellbeing

The Guild recognises that mental health is just as important as physical health and is committed to building and maintaining a workplace environment and culture that supports mental health and wellbeing. The Guild will take all reasonable steps to reduce health and safety risks from stress and other psychological risks in the workplace to as low a level as reasonably practicable. This will include measures such as:

- providing a supportive and sympathetic management approach towards mental health issues which encourages staff to raise issues of concern at an early stage.
- providing non-judgmental and proactive support to individual staff that experience mental health problems; and
- increasing employee knowledge and awareness of mental health & wellbeing issues and behaviours, which help to reduce stigma around mental health issues in the workplace.

In the event of the Guild being made aware of a mental health issue by a staff member, immediate support will be provided, including initial consultation to identify any potential support the Guild can provide.

This may involve (but is not limited to) the Guild implementing various measures such as referral to occupational health support, individual risk assessment, reducing working hours and responsibilities, regular support meetings, counselling, or other external medical support.

Further information can be found in the Guilds' Wellbeing policy, located in the policy hub on the People & culture Guild hub page.

3.25 Work equipment

All work equipment will be maintained in an efficient state, efficient working order and in good repair.

Maintenance, inspections, and statutory examinations will be carried out and recorded as appropriate for each piece of equipment.



All employees will be provided with adequate information and training to enable them to use work equipment safely.

Employees are required to make daily visual inspection of all equipment in use. In cases where work equipment may be damaged, it must immediately be removed from service and reported to the respective department manager.

3.26 Working environment

The Guild will ensure, so far as is reasonably practicable, that the working environment is a safe and healthy one. Provisions will be made in order to comply with the Workplace (Health, Safety and Welfare) Regulations, including (non-exhaustive):

- Adequate ventilation
- Comfortable workplace temperatures/humidity
- Lighting
- Facilities to rest and eat meals.
- Sanitary conveniences and washing facilities.
- Access to refreshments