

Health & Safety Policy

Approved November 2019

Health & Safety Policy

Approved by:	Board of Trustees	Date:	November 2019
Implementation date:	November 2019		
Review date:	November 2020		
Manager responsible:	Chief Executive Officer		

Scope

This policy applies to all employees, trustees, members, volunteers, contractors and visitors of The Falmouth and Exeter Students' Union (The Students' Union).

Policy Statement

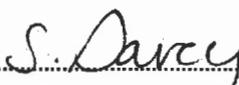
The Students' Union Health and Safety Policy is not contractual but provides information relating to the organisational arrangements towards the management of health and safety along with a statement of our commitment to providing a safe working environment in all areas and to our 'Duty of Care' for all our staff, students and visitors.

Statement of Intent

1. The Students' Union has a legal obligation to and is committed to providing a safe working environment in all areas and to a 'Duty of Care' for all its staff, students and visitors. The Students' Union will pursue a policy of continual improvement in its safety management arrangements and will review legislation and introduce such rules and regulations as are necessary to meet its safety responsibilities.
2. It is the intention of The Students' Union to take all such steps as are reasonably practicable to meet its responsibilities in providing a safe and healthy environment for staff, students, contractors, visitors and the general public.
3. The Students' Union will seek to provide:
 - Systems of work that are safe and without risk to health.
 - Safe arrangements for the use of handling, storage, transport, equipment and disposal of articles and substances.
 - Adequate supervision/instruction and training, to enable all employees and to avoid hazards and to contribute positively to their own safety.
 - A safe place to work including safe access and egress from The Students' Union.
 - The provision and maintenance of a working environment for employees that is safe, without risks to health, and provides adequate facilities and arrangements for welfare at work.

- Clear communications with our partner Universities and stakeholders about our jointly agreed service arrangements, organisational processes and responsibilities with regard to health and safety
4. The Students' Union will expect all students and employees:
- To be responsible and care for their own safety, and that of others who may be affected by their acts or omissions.
 - To co-operate with others in The Students' Union to fulfil statutory duties.
 - Not to interfere with, misuse or wilfully damage anything provided in the interests of safety.
 - To report all accidents or near misses. An accident is defined as an unplanned event that causes injury to person(s), damage to property or a combination of both. A near miss is an unplanned event that does not cause injury or damage, but could do, for example objects falling near people.
 - To undertake appropriate training as required and directed by the senior management team
5. To ensure that The Students' Union Policy is effective, The Students' Union will:
- Effectively communicate any change to the Health & Safety Policy to its employees, students and partner Universities as appropriate
 - Monitor and review its, Health & Safety Policy annually or in the event of significant changes to workplace practices.
 - Maintain procedures for communication and consultation between all its employees, members and partner Universities on matters of safety.

Signature  Date 9/1/2020
 Signed by Sarah Redman, President Student Experience and Trustee

Signature  Date 9/1/20
 Signed by Sarah Davey, Chief Executive Officer

Responsibilities for health and safety

The Board of Trustees is ultimately responsible for safety in The Students' Union. Responsibility for safety is not, however, restricted to the Board of Trustees. Designated committees, managers and others have responsibilities. It is the responsibility of all staff and students to care for their safety and that of others.

The Board of Trustees will delegate responsibility as follows:

1. A sub-committee of the board is responsible for monitoring the effective implementation of the Students' Union Health and Safety Policy.
2. The Chief Executive is responsible for overseeing the implementation of the Health and Safety Policy.
3. The Chief Executive has overall management responsibility for Health and Safety, ensuring that The Students' Union has an active, effective Health and Safety Policy, and for ensuring compliance with the Policy.
4. The Chief Executive is responsible for devising the Health and Safety Policy and advising on Health and Safety issues, dissemination of information about changes to statutory provisions and other regulations concerning safety, as well as the organisation and implementation of training programmes.
5. There are two sets of employees within The Students' Union; The Student Union Staff who are employed through Falmouth University and staff including the elected officers, Community Wardens and The SU Crew who are employed directly by The Students' Union. The Students' Union Staff, employed with Falmouth University, also adhere to Falmouth University Health and Safety Policy.
6. Line Managers are responsible for the introduction, implementation of and compliance with the Health and Safety Policy, within their teams.
7. The Students' Union has an Operational Health and Safety group which is an advisory and consultative group. It is chaired by the Chief Executive and it agrees the implementation strategies and disseminates information throughout the organisation and reports into a sub-committee of the Trustee Board. FX Plus are invited to attend the meetings in an advisory capacity.
8. FX Plus is responsible for the management of the buildings and facilities at the Penryn and Falmouth Campuses.
9. Fire Evacuation Marshals are nominated by the Chief Executive Officer to assist and support the safe evacuation of persons from The Students' Union in the event of an emergency.
10. Specialist Advisors - The Chief Executive will seek specialist advice from University services and outside agencies when required.

Explanation of Advisory roles to The Students' Union

The Students' Union accesses competent safety advice as required by the Management of Health and Safety at Work Regulations 1999 using a combination of the following personnel:

- **FX Plus**
FX Plus have their own dedicated Health & Safety Advisers and can when requested advise The Students' Union staff to ensure that its activities and facilities directly over seen by FX Plus on behalf of The Students' Union comply with legal obligations under the Health & Safety at Work Act 1974 and related regulation. The FX Plus Health and Safety Advisors will provide advice and guidance to The Students' Union relating to the activities undertaken to ensure compliance and safe systems of work are maintained.
- **Falmouth University Human Resource**
The majority of staff are employed through Falmouth University and The Students' Union receives specialist advice and support to the activities related to Human Resource.
- **Specialist Safety Advice**
As the need arises The Students' Union may require specialist safety advice. This may be gained from external consultants providing areas of expertise outside the normal day to day requirements of the organisation.

The Students' Union will liaise with these post-holders and external specialists as appropriate.

Arrangements for health and safety

1. Student Opportunities

Student Opportunities include a range of student led activities including clubs, societies, volunteering, Raise and Donate (RAD) and Student Rep events.

In consultation with the appropriate managers the role of The Students' Union will be:

- To ensure that all Student Opportunity activity has a Risk Assessment in place that covers all their current activities prior to the start of their activity. Risk Assessments will be authorised by a member of the Student Opportunities or Student Voice team. Risk Assessments must be reviewed every 12 months or in the event of significant change.
- To ensure that separate Risk Assessments are written and approved for one off events or activities and additional insurance cover is purchased if required.
- To facilitate appropriate training to ensure sufficient levels of competency and knowledge in assessing risk, Health & Safety law, policies and procedures.
- To provide access to appropriate external training and checks - e.g. First Aid, Minibus Driver Awareness Scheme (MIDAS), Basic Food Hygiene, Disclosure and Barring Service (DBS).
- To provide adequate Public Liability Insurance cover and Personal Accident cover.
- To ensure all members taking part in an activity or event are aware of and understand the Accident and Incident Procedure for Students (Appendix B).
- To ensure any student driving the Minibus are aware of and understand The Students' Union Drivers Minibus Handbook.
- Where a Sports Club or Society appoints a coach or instructors, to ensure that those persons are suitably qualified with appropriate experience and have adequate insurance cover. Copies of qualifications and insurance cover must be held by The Students' Union.
- To ensure that The Students' Union Student Opportunities team has copies of Normal Operating Procedures and Emergency Action Plans for all hired facilities and ensure that the Clubs have access to these.

In the event of an accident or incident involving members, staff, visitors and members of the public:

- that the Accident and Incident Procedure for Students is followed.
- whilst in charge of the minibus, that The SU Minibus Handbook 'Accident/Incident' section is followed.
- that all accidents and incidents are recorded by either an Accident Report Form or provide written Incident Report and returned to the designated Senior Management Team member in The Students' Union.

2. Accident and Incident Reporting

Accidents and incidents must be reported by all employees, students, contractors and visitors as soon as possible after the event. Accidents and incidents are to be reported using the Accident and Incident Report Form (Appendix C)

The Chief Executive will monitor and will propose any remedial action to be taken if required. Accidents are reported to The Students' Union Operational Health & Safety group, any accident/incident that is classified under the 'Reporting of Injuries, Diseases and Dangerous Occurrences 1995' (RIDDOR) is to be reported by the Chief Executive to a sub-committee to the Board of Trustees and to the FX Plus Head of Health and Safety.

The reporting of "near misses" (i.e. events which could have led to an accident) is important as it represents an opportunity to rectify any potentially hazardous situations before they cause an accident.

3. Health, Welfare and Wellbeing

Falmouth University provides its employees and the staff on the Students' Union contracts with the opportunity to access confidential staff counselling and support free of charge. The service provided by Relate offers help to staff that may be experiencing difficult and stressful personal or professional problems. Relate can be contacted directly on 01726 74128. If you have any queries and would like to speak to someone in the first instance, please contact the HR Business Partner assigned to The Students' Union.

4. Fire Prevention

The Chief Executive co-ordinates and manages fire prevention within The Students' Union. FX Plus will activate emergency fire drills within The Students' Union once per term and, in conjunction with the Chief Executive or designated nominee, will monitor evacuation times. Fire alarms will be tested weekly by FX Plus.

The Chief Executive will appoint Fire Evacuation Marshals to assist in the safe and speedy evacuation of the buildings. Evacuation Marshals will attend regular training sessions which will be organised through FX Plus Health and Safety team.

Every employee is required to familiarise themselves with fire prevention and escape routes. Fire Prevention training will be given to every member of staff as part of their induction. The Student Opportunities Director in conjunction with the FX Plus Health and Safety Team will ensure Fire Risk Assessments are undertaken for buildings under the direct control of FX Plus.

5. First Aid

The Students' Union recognises its legal duty to make sufficient provision for First Aid to employees and students and other users of its facilities.

In conjunction with FX Plus, designated staff will complete an accredited 'First Aid at Work' training course. The qualification is valid for three years. Nominated First Aiders will be the only personnel permitted to administer first aid within Students' Union run facilities, apart from a qualified doctor, nurse or paramedic.

The First Aiders' main responsibilities are as follows:

- To render First Aid in accordance with their training and to render any assistance required.
- To report any accident/incident to the Chief Executive Officer or through other specified channels within this policy.

- To attend refresher training every three years, on expiry of the National Certificate.

6. Safe Systems of Work

The Students' Union has a duty under the Health and Safety at Work Act 1974 to provide systems of work that are safe and without risks to health, insofar as reasonably practicable.

Safe Systems of Work embrace all duties and activities within The Students' Union, and play an important part in the management and control of Health and Safety.

A Safe System of Work is a formal procedure which results from the systematic examination of a task, in order to identify all the hazards and potential risks. The procedure defines safe working methods, ensuring that hazards are eliminated or risks minimised by establishing effective control. The System of Work can be written or verbal; a written system is preferable.

The devising and implementation of Safe Systems of Work apply not only to permanent activities and processes, but also to jobs which can vary day by day. High-risk activities will require a particular formal System of Work, for example, a Permit to Work System.

The following steps will be taken when creating Safe Systems of Work:

- Assessment of task.
- Identification of hazards.
- Assessment of the risk involved.
- Identification of existing methods, and additional controls necessary.
- Definition of safe methods of work.
- Implementation of the Safe Systems of Work.
- Regular monitoring and review.

The Chief Executive and departmental managers will ensure that all persons receive appropriate information, instruction and training on Safe Systems of Work.

7. Training and Consultation

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 both impose duties on The Students' Union with respect to the training of employees. The Students' Union, through the Chief Executive Officer, must ensure that all employees receive training on Health and Safety.

The Chief Executive oversees and approves Health & Safety training courses and ensures Line Managers are kept fully informed about Health and Safety issues, with operational support from FX Plus and Falmouth University HR Department. The Chief Executive is responsible, with the support of Falmouth University's HR Department, for ensuring Line Managers are kept informed about the availability of external training courses.

Training within The Students' Union will cover the following areas:

- Health and Safety induction
- The Students' Union Health & Safety Policy
- Individual responsibilities / duties
- Accident reporting
- First Aid
- Personal Protective Equipment
- Noise awareness
- Manual handling
- COSHH training
- Fire Marshall

Centralised records will be kept of all Health & Safety training. The Students' Union is committed to involving employees at all levels in the maintenance of Health and Safety standards and to providing them with adequate information, instruction and training.

Sports Clubs and Societies Safety Officer will receive training annually coordinated by the Student Opportunities Director.

8. Risk Management

Risk Management is about identifying and controlling hazards and risks in the workplace, through eliminating or reducing them as far as is reasonably practicable. Departmental risk assessments are to be carried out by all line managers with support from the Chief Executive Officer, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessments follow the guidance outlined by the Health and Safety Executive (INDG163) "Risk Assessment - a Brief Guide to Controlling Risk in the Workplace". The Students' Union risk assessment forms and guidance notes are used to complete the assessments. Specific risk assessments are followed in detail for those risks highlighted in the general risk assessment process, for example:

- Fire Risk Assessment
- Display screen equipment
- Manual handling operations
- Noise
- Hazardous substances (COSHH)
- Special hazards which need Permits to Work
- Workplace environment (heating, lighting)
- New and pregnant mothers at work
- External site inspection forms and Risk Assessments

9. Permit to Work

Contractors who are employed by the University's or FX Plus to work in the Students' Union will be expected to follow the guidelines set out in FX Plus 'Contractors Code of Conduct' and 'Permit to Work - Procedure for the Permits-to-work system.'

10. Control of Substances Hazardous to Health (COSHH)

The Students' Union will eliminate and reduce risks of exposure for employees, students, contractors and visitors by controlling and monitoring the use of hazardous substances. Particular care is taken regarding the introduction of new substances. The Chief Executive, with assistance from FX Plus Health and Safety Department, will carry out COSHH assessments and implement actions to reduce the risk.

The Students' Union monitors and controls hazards in the workplace and provides protective clothing to meet the standards required, ensuring a healthy and safe working environment.

11. Safety Inspections

Safety inspections are completed on an annual basis by the Chief Executive. The annual safety inspection is a mechanism for examining the workplace, to ensure general safety standards are being met and that any obvious hazards are removed. Safety inspections will be carried out at the allocated time and a final report will be submitted by the Chief Executive, outlining priority tasks that have to be completed by an agreed time scale.

12. Children within The Students' Union

The Students' Union Building is not intended or designed for use by children and therefore all children should be properly supervised whilst in The Students' Union. Any student or member of staff who wishes to bring children into The Students' Union should ensure that they are accompanied at all times. This means not only making sure that the children are safe, but preventing them from doing anything which may cause harm to themselves or others.

13. Purchase of New Equipment

It is important that departments purchasing new work equipment/ machinery take the following into consideration:

- Where and how the equipment will be used
- What the equipment will be used for
- Who will use the equipment
- What training will be required to operate the equipment
- What risks to Health and Safety might result
- Liaison with FX Plus Estates and Technical Services to ensure mains services are suitable and installation meets required standards.
- Equipment and Machinery to be placed on asset register and compliance inspection by insurer.
- Compliance with the manufacturing instructions on ensuring safe working practices. Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Ensure any new electrical items of equipment are scheduled for PAT testing

14. No Smoking Policy

In accordance with current legislation, smoking or vaping is not permitted in or within 5m of The Students' Union facilities and other buildings on campus. The

Student's Union is committed to a safe and healthy environment for all of our staff, students and visitors. This policy applies to employees, students, trustees, contractors and visitors and is intended to protect the right of the non-smoker not to be exposed to second hand tobacco smoke. In addition to meeting our legislative commitments, we will provide encouragement and support to smokers who wish to give up smoking.

Electronic cigarettes will be classified and regulated as medicines from 2016, and their production will be licensed. The British Medical Association recommends that electronic cigarettes are included within smoking policies because they reinforce the "normalcy" of smoking behaviour and can cause people to believe that smoking is permitted in areas where it is not.

15. Drugs and Alcohol

The use of controlled substances is not permitted in The Students' Union buildings. Alcohol may only be consumed by staff when not on duty and in permitted licensing hours.

16. Annual Safety Report

The Chief Executive produces an annual Safety Report for the Board of Trustees and is committed to sharing parts or all of this report as appropriate with FX Plus. The report covers the following:

- Accidents and incidents
- Training
- Safety inspections
- General safety and policy review
- Student Opportunities Year End Report

17. New and Expectant Mothers

A risk assessment is to be completed by their Line Manager with support from Falmouth University HR Department for any pregnant employees. The employee should ensure that they receive written confirmation of their pregnancy from their general practitioner and forward a copy to Falmouth University HR Department and the Chief Executive.

18. Work Equipment

The Students' Union conforms to the requirements outlined in the Provision and Use of Work Equipment Regulations 1998 regarding safe systems of work for operating work equipment. The procedures relate to the purchasing of new work equipment, existing work equipment and second-hand work equipment.

- Installation of Machinery and Work Equipment.
- Service and maintenance of equipment
- Emergency stop controls
- Training
- Protection against specific hazards
- Dangerous parts of machinery

The Students' Union takes appropriate measures to ensure that access to dangerous parts of machinery is prevented and suitable guarding is in place to prevent contact.

19. Safety Consultants

The Students' Union will use outside expert advice for safety matters as necessary (including FX Plus). Further details on services available can be obtained from the Chief Executive.

20. Monitoring

The Students' Union is required to monitor the effectiveness of its Health and Safety arrangements. There are a number of ways this can be done, including the Annual Fire Safety Inspections, Internal Safety Inspections and Health and Safety Policy reviews through the Students' Union's Operational Health and Safety Group and the different sub-committees of its Board of Trustees.

Line Managers are responsible for monitoring and controlling the Health and Safety arrangements and risks within their departments, as well as the performance and activities of employees, to ensure that acceptable standards are maintained.

Health and Safety monitoring is carried out at frequent intervals during the year to coincide with the recommendations of the risk assessments. Where necessary the Line Manager will carry out visual inspections and report the findings to the Chief Executive Officer.

21. Communications

The Students' Union will ensure that safety information reaches all employees. There are many ways in which this is done, for example:

- www.thesu.org.uk
- Departmental meetings
- One-to-one meetings
- Staff meetings
- Health and Safety Committee
- Safety Training
- Staff Induction
- Annual Safety Inspections
- Safety Auditing
- Safety Reports
- E-mail

22. Records

The Chief Executive will ensure that adequate arrangements are in place to keep appropriate Health and Safety documentation.

The documentation will include the following:

- Students' Union Health and Safety Policy
- Accident and Incident reports
- Safety Auditing reports
- H&S Inspection reports
- Risk assessments
- Training information

23. Manual Handling

The Students' Union will ensure compliance with the Manual Handling Operations Regulations 1992 regarding procedures for safe handling by all staff.

An assessment will be made by line managers of all lifting activities other than those which are assessed as being low risk. All findings should be reported to the Chief Executive Officer.

The Students' Union will source/provide training in lifting techniques, which can significantly reduce the risk of injury and will be provided for all staff involved in manual handling operations that are considered of significant risk.

24. Display Screen Equipment (DSE)

As part of induction mandatory training, and during their working career, all staff that use DSE will receive adequate instruction in the use of their workstation equipment.

If staff identify issues with their DSE, their workstation will be included in a risk assessment programme. With assistance from Falmouth University HR Department, the Line Manager and the user of the equipment will assess the workstation. If any significant risks to health and safety are found these will be reported to the Chief Executive who will report to a sub-committee of the Board of Trustees, who should take action as recommended. The Chief Executive or nominee will advise employees on the health and safety aspects of the use of DSE.

25. Personal Protective Equipment

The Students' Union will ensure that Personal Protective Equipment is issued to staff as necessary, upon completion of an assessment of the risks. The issue of personal protective equipment is a last resort in the overall prevention and control of risk to staff. Personal protective equipment may include overalls, gloves, eyewear, etc.

26. Noise

The Students' Union will seek to protect its staff from exposure to excessive noise levels, as required by the Control of Noise at Work Regulations 2005. Where noise levels have been identified, by a noise assessment, as likely to exceed the upper action limit, hearing protection warning signs have been put in place and guidance issued to line managers.

27. Housekeeping

The Students' Union acknowledges the importance of good housekeeping within all its departments. It is important to maintain high standards of Health and Safety in all areas. All staff should always be cautious of the danger, to themselves and others, presented by their working environment as well as the acts and omissions as a result of its activities. This is particularly important regarding unsafe conditions or potential hazards, for example defective equipment, trailing leads, poor lighting, poor ventilation, extremes of temperature, damaged floor coverings, uncollected glasses/bottles, obstructed fire exits and slippery floors. It is important that any unsafe condition is reported to their Line Manager as soon as possible for remedial action to take place. Line Managers are to inform the Chief Executive Officer of all reported hazards.

Appendix A

Accident & Incident Procedure

Student Information

Approved by:	Board of Trustees	Date:	18 November 2019
Implementation date:	November 2019		
Review date:	November 2020		
Manager responsible:	Student Opportunities Director		

This procedure exists in order that in the event of an accident or incident during The Falmouth & Exeter Students' Union (The SU) affiliated activities, the situation is dealt with effectively, minimising any further risk or impact on the safety of the students and participants. The situation must also be managed appropriately to safeguard the reputation of The SU, Falmouth University and University of Exeter.

Definitions

The SU Activity Group: Refers to Clubs, Societies, RAD groups and all other individuals and groups taking part in The SU affiliated activities.

The SU Activity Group Leader: Refers to the designated lead individual and or committee member.

Accident: Any occurrence where injury results and either first aid, administered by a qualified First Aider, or other follow up action is required.

Incident: Any occurrence which could under different circumstances have led to an accident or major accident. They are in effect Near Misses and by logging these incidents we as can ensure that measures are put into place, Policies, Operating Procedures and Risk Assessments are reviewed to avoid further accidents.

Major Accident/Incident: Any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service. The occurrence may include one or more of the following:

- Missing student or member
- Major injury during an activity
- Rescue and transportation of a large number of casualties
- Involvement of one or more of the emergency services
- Accident or Incident in a remote location
- Death of a student

Specified Accident or Incident: This heading covers a number of possible incidents which could also fall into one of the above categories, and should be recorded on the appropriate form or by a narrative report.

- Any injury, disease or dangerous occurrence specified as being reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R 1995).
- Any accident/incident which is caused by the failure of an item of The SU or individual club safety equipment while in use for its intended purpose, irrespective of whether any injury resulted.
- Any incident or suspected incident relating to the use of drugs or alcohol, damage or loss of property as a result of malicious intent, suspected theft, acts of physical aggression or self-abuse and / or the use of any item with the intent of causing bodily harm.
- Any incident involving The SU vehicle or hired vehicle.

Introduction

An event/trip pack and risk assessment must be submitted and approved by The SU prior to the date of your activity/event. You should closely adhere to your risk assessment at all times. Even with the best planning and a through risk assessment unexpected events can occur and accidents happen and it is therefore important that you know what to do. All SU Activity Group Leader(s) should be familiar with this procedure and be prepared to implement it.

1. Keep yourself and others safe

In the event of an accident or emergency The SU Activity Group Leader(s) should take charge as per your risk assessment. If a qualified first aider is present they should take charge of any casualties. Before you attend to an injured person, stop and think what danger you and others may be in. Only when you have established that it is safe should you attend to the injured person. This is particularly relevant with road traffic accidents, confined spaces, open water or where electricity may be involved.

2. First aid & medical provision

Penryn Campus	Falmouth Campus
EXT 4444 (24/7) or 01326 370400 (8.30am-5.30pm) or 07768557779 (24/7)	EXT 1077 (8.45am-4.45pm) or 01326 211077 (8.45am-4.45pm) or Duty Caretaker 07837931514 (24/7)
Alternatively, dial 999 - or TEXT 80999 if you are hard of hearing or speech impaired, and ask the operator for the appropriate emergency service.	
Whenever possible, the person at the scene of an incident should make the telephone call and then notify Campus Patrol, using the numbers above, to confirm that the emergency services have been called. Always listen carefully to the operator and provide all the information that is requested.	
Penryn Campus Penryn Cornwall TR10 9FE	Falmouth Campus 25 Woodlane Falmouth Cornwall TR11 4RH

3. **Informing relevant people**

In the event of an accident/incident during an SU affiliated activity please inform us at the earliest opportunity when it is safe to do so on;

01326 255861 (9am-5pm) or

In the event that you cannot get through to a member of a SU staff please call the Glasney Porters Lodge which is attended 24hrs on 01326 253503.

In the case of serious injury or death it is vital that families are informed sensitively and that you don't have the burden of breaking bad news. The Universities have staff specially trained to do this.

4. **Use of social media**

Please do not post about significant accidents or injuries on social media - and ensure your Activity Group members also adhere to this. It would be very upsetting and inappropriate for families to hear bad news through social media. This could cause undue worry, may jeopardise police enquiries and may invalidate our insurance.

5. **Getting home/making alternative arrangements**

If something goes wrong you may need to make alternative arrangements to get home/to continue on your journey. Call The SU on 01326 255861 or Glasney Porters Lodge 01326 253503 if your plans dramatically change and/or if think that we may be able to assist. Alternatively you may need to make your own alternative arrangements. Depending on the circumstances the additional cost may need to be covered by individuals or your SU Activity Group alone or with a contribution from SU. Please keep all receipts to present to The SU. In some cases you may be able to claim costs back on the insurance to reimburse you. Please note that this may only applies to the injured person, and not anyone unaffected who chooses to stay with them.

**Note: For Minibus related accidents/incidents please refer to the The SU Minibus Handbook.*

6. **Accident Report Form/Incident Reporting**

Please complete an Accident Report Form or provide a written Incident Report of any health and safety incidents incurred during SU affiliated activities within 7 days. As a guide, any accident that is significant enough to stop play (sports), draws blood or needs first aid provision should be reported, but knocks and bumps generally don't. A major accident/incident is any occurrence which results in the need for professional medical aid/attention or the active assistance of an emergency service. Accident Report Forms can be found in The SU issued first aid kits, on The SU website or can be collected from The SU Office.

Accident Report Forms are necessary to make a claim on the insurance or take legal action as a consequence of an injury. They are also vital for The SU as they enable us to see if we need to take steps to prevent further injuries (for instance, if we had lots of reports of people tripping over a step, we would know to paint its edge or to improve the lighting so people could see it better).

Please also report incidents - or near misses. This is where an accident could well have happened but did not. Taking the step example tripping over it without falling would count as a near miss. By reporting incidents like these we can take action to prevent someone else getting hurt.

The SU may use Incident Reports and/or Accident Report Forms to investigate if additional health and safety measures or disciplinary action is required. Following an accident/incident please review your risk assessment to see if additional measures can be added to reduce the risk of this happening in the future.

7. Claiming on the insurance

The SU has personal accident cover, which applies to all The SU authorised activities, so as long as The SU has been notified in advance of your activity and has received an adequate risk assessment, Event/Trip pack you are covered by this insurance. If you wish to make a claim, you will need to have completed an accident report form. Contact The SU Student Opportunities Director who will be able to help you with the process should you wish to make a claim.

Appendix B

Accident & Incident Procedure

(On & off site)

Approved by:	Board of Trustees	Date:	18 November 2019
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Manager responsible:	Student Opportunities Director		

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- Involvement of one or more of the emergency services
- Accident or Incident in a remote location
- Death of a student

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- Any accident/incident which is caused by the failure of an item of The SU or individual club safety equipment while in use for its intended purpose, irrespective of whether any injury resulted.
- Any incident or suspected incident relating to the use of drugs or alcohol, damage or loss of property as a result of malicious intent, suspected theft, acts of physical aggression or self-abuse and / or the use of any item with the intent of causing bodily harm.
- Any incident involving The SU vehicle or hired vehicle.

Immediate Action

An SU Activity Group Leader present at the scene of the accident/incident must take control. They may be relieved of this duty by a member of staff/Emergency Services should they arrive on scene.

The group leader's immediate concern and priority is their own safety and that of the participants. They must undertake all necessary measures to ensure their continued safety. The appropriate emergency service should be contacted as soon as possible, if necessary.

This should be done by the group leader or the responsibility delegated as appropriate to the situation ensuring that all relevant, accurate information is given. Communication with the The SU Office should be made at the earliest opportunity reporting all available information on;

- 01326 255861 (9am-5pm) or
- In the event that you cannot get through to a member of FXU staff please call the Glasney Porters Lodge which is attended 24hrs on 01326 253503. Glasney Lodge have a list of SU staff's personal mobile numbers to be used in an emergency.

Action to be taken by the Student Opportunities Team

1. Record all information reported.
2. Notify the most relevant member of The SU Senior Management Team (SMT); CEO, Deputy CEO, Student Opportunities Director, Advice Director, Presidents.
3. The SU Accident and Incident Procedure will then be followed.

Secondary Action

- Responsibility for dealing with the whole situation now lies with the designated Students' Union SMT member.
- Roles and responsibilities should be allocated in order to deal with the whole situation appropriately.
- An open telephone line must be available for The SU Activity Group Leader to report any developments at the scene and for the SMT member to instruct The SU Activity Group Leader of the latest information or necessary action.

- All information should be recorded so that the response can be co-ordinated appropriately and the subsequent debrief / investigation can be as thorough as possible.
- All relevant Students' Union, Falmouth, Exeter and FX Plus staff should be informed of the situation in order that no information is given to external parties; any enquiries should be directed to the designated SMT member. The following is an example of how to respond to any enquiry, particularly to anyone from the media.

"I am unable to comment at the moment. We are currently investigating (or dealing with) the situation. The Chief Executive will issue a statement as soon as we have all the details."

The responsibility of contacting the Next of Kin of those involved in the incident, lies with the Universities.

Follow Up Action

The SU Activity Group Leader is required to complete an Accident Report Form or provide a written Incident Report and return it to the designated SMT member.

Following the conclusion of the event and, hopefully, the safe return of all involved it is important that the situation is thoroughly investigated. This will involve analysis of all action taken to respond to the situation and events leading up to the incident in order to determine whether any changes to risk assessments, policies or procedures are necessary. De-brief and review is an important time for the staff/students involved to reflect on and learn from the experience.

The SU will consider what follow up is required in terms of welfare and support to those involved in any accident or incident as well as a review of processes.