

# **Lancaster University Students' Union (LUSU) Safety, Health & Wellbeing Policy and Framework**

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## **1. Scope**

This document sets out the organisational arrangement for safety, health & wellbeing management across the Students' Union. It is intended to provide clear guidance to our staff and those who work with us, to understand their role and responsibilities for the safety, health and wellbeing of themselves and others. This policy applies to all activities and events led by and supported by LUSU staff. It outlines our processes to manage risks, and in accordance with our statutory relationship and Memorandum of Agreement with the Lancaster University.

## **2. Introduction and Purpose**

This policy sets out the key principles which guide our management of health & safety and what is expected of our managers, staff, students, student groups, contractors, and visitors.

It starts by explaining how we manage risk, then covers who is responsible, the way we plan, and the training and other tools we use to keep each other safe.

You can find more information on our website, [Lancaster University Students' Union \(lancastersu.co.uk\)](http://lancastersu.co.uk) and our internal SharePoint site. If you have any questions, comments, suggestions, or feedback, please contact LUSU Safety [lususafety@lancaster.ac.uk](mailto:lususafety@lancaster.ac.uk).

### **3. Our Commitment to Health, Safety and Wellbeing**

*We're here to support every aspect of student life.*

Our staff, students and volunteers carry out a wide range of activities, some of which involve risks that are new, unpredictable, or unusual. Whilst we cannot provide a risk-free environment looking after everyone's health, safety and wellbeing is a responsibility that we all share in line with our vision and values.

Our approach is balanced and pragmatic, allowing us to say yes to ambitious ideas but keeping everyone healthy and safe.

We recognise that everybody has responsibilities for safety under the Health and Safety at Work etc. Act 1974 and that our decisions can affect others. Our Chief Executive has overall responsibility to work within the University's and our own Health and Safety Framework to provide a safe environment for LUSU staff, students, volunteers, and the people we work with as far as reasonably practicable

We all have a role to play in both managing and communicating risk. We will support and encourage everybody to work together to deliver the highest possible health and safety standards.

#### **Our Aims**

- We will be legally compliant as a baseline and strive always to achieve continual improvement.
- We will set out our health and safety objectives as part of our planning processes and ensure that there is appropriate monitoring of our safety performance.
- We will ensure that health and safety responsibilities are clearly defined for all.
- We will ensure that our staff and volunteers are competent to do the tasks that they are appointed to do, with suitable and sufficient health and safety training.
- We will continually assess and advise on competency for health and safety.
- We will produce and implement accessible policies and procedures.
- We will effectively communicate and consult on health and safety processes.
- We will manage risk effectively with the appropriate resource allocated.
- We will operate within the framework of the University's health and safety policy.
- We will foster collaboration with the third parties, we work with, setting out our expectations for them to work in a safe, secure, and responsible manner.
- We will ensure we are legally compliant for those buildings for which we are directly responsible for, and those which we occupy.

Misbah Ashraf



Chief Executive Officer Date: 26.06 2025

#### **4. Our relationship with Lancaster University**

The Students' Union Trustee Board is responsible for the running of the Students' Union and all aspects of its staff' wellbeing, including a duty of care for and health and safety. In discharging this duty, they are entitled to ask for and expect assistance and cooperation from members and officers of the Student's Union.

Our safety management system has been informed by the Relationship Agreement principles that underpin our working relationship between the University and the Students' Unions.

The Students' Union Chief Executive is responsible for ensuring compliance with health and safety policies and is empowered to act either in person or through a nominee. In keeping with its duty of care, the University will give advice and guidance to the Students' Union in the development of its procedures when sought, through liaison with the University Safety Office.

This interface provides the opportunity for the University to express decisions and advice from higher committees and to inform and advise on changes and modifications in legislation. The Students' Union and the University agree that the University may exercise the power of veto on the grounds of health and safety over any activity occurring within either the University's grounds and facilities, or where the Students' Union is acting on behalf of the University.

The Students' Union is established under University Statute 16A, and the following code of practice also applies in relation to health and safety.

- The University Council recognises that the Students' Union has the capacity to act independently in the promotion of the collective aspirations of the student body in the fields of educational, welfare, cultural, sporting, social and representative matters.
- The University and the Students' Union will operate to the agreed Health and Safety framework.
- The University will receive an annual report on Health and Safety from the Students' Union, which accords with good practice (including covering current arrangements, summary of accidents, incidents and responses, and future plans), and periodic audits may be undertaken as deemed appropriate by the University's Head of Health and Safety.

#### **5. Managing Health and Safety at LUSU**

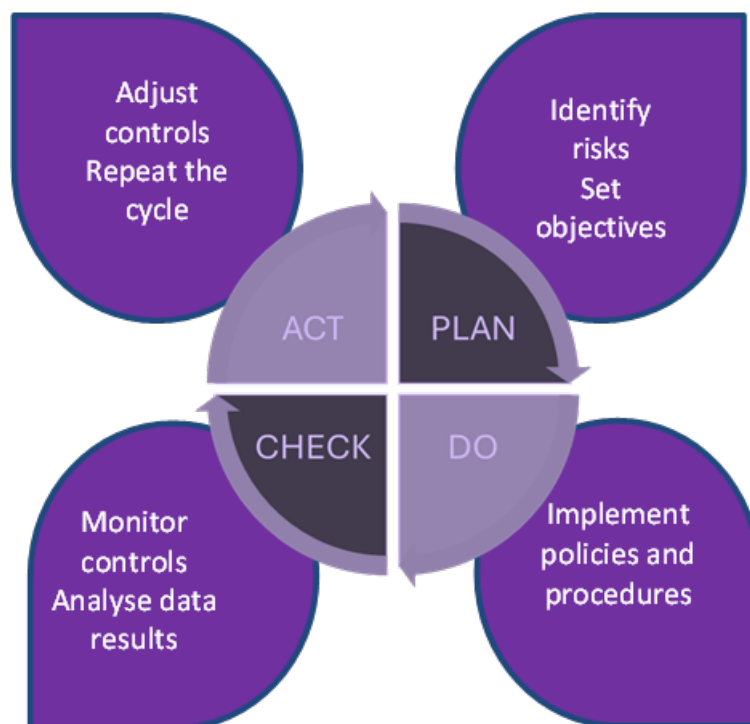
We set a clear vision for the health, wellbeing and safety for our staff, students, and volunteers: implementing a health and safety and management framework and developing simple and consistent safety standards that apply to everyone.

This helps us to identify hazards, assess the risks they may present to our health, safety, and the environment, and understand how we need to manage and control them, and focus our control and resources on areas that present the greatest risk. We then put measures in place to monitor and review, to ensure that the controls we have put in place are suitable and sufficient.

We align ourselves to the HSE's four-step process, the Plan, Do Check Act model. This is a robust safety management system because it fosters continuous improvement by systematically planning, implementing, monitoring, and refining safety practices, ensuring that hazards are proactively identified and mitigated, and that our own safety standards evolve in response to emerging risks. Our Safety Committee oversees all stages of the four-step process.

Our aim is to focus our control on eliminating those risks that are significant and reasonably foreseeable or reduce them as far as reasonably practicable, to an acceptable level.

### Our Safety Management System



## 6. Roles and Responsibilities for Health and Safety.

Our **Trustee Board** is accountable for the management and administration of the Students' Union, which includes all matters related to safety, health & wellbeing, as set out in its Articles of Association. The Trustee Board delegates the day-to-day

management of the Students' Union to the Chief Executive. Trustee responsibilities include:

- Review and approve the Students' Union's Safety, Health & Wellbeing Policy annually.
- Request and review the appropriate level of management information to inform their decision making.
- Ensure that appropriate structures are in place to adequately manage safety, health & wellbeing throughout the organisation.
- Ensure that safety, health & wellbeing is regularly discussed at Board level by including these items in the forward plan of business.
- Be aware of significant and emerging risks faced by the Student's Union and ensure that appropriate procedures are in place to mitigate them.
- Consider the safety, health & wellbeing implications of strategic decisions.
- Seek assurance from the LUSU Chief Executive that appropriate safety arrangements are in place.
- Ensure that the Health, Safety and Wellbeing Group is in place and functioning effectively.
- Approve significant changes to Students' Union Safety, Health & Wellbeing Framework and Policies.
- Engage the appropriate expertise on safety, health & wellbeing matters where needed, either from the University or competent external providers.
- Receive the annual safety, health & wellbeing report and ensure that major incidents are detailed, and actions taken to improve practice.
- Challenging and seeking assurance that the processes and procedures in place are suitable and sufficient.
- Review risk registers for the organisation on a regular basis and review suitability of controls.
- Be satisfied that there are regular independent reviews of safety, health & wellbeing management across the Students' Union.
- Be satisfied that lessons are learnt from accidents and near-miss incidents.
- Review audit processes to ensure they are appropriate for the Students' Union.
- Regularly review the Students' Union safety, health & wellbeing hazard profile.

- Delegate responsibility to competent persons for the management of health and safety.

Our **Chief Executive** is the senior member of staff in the organisation and has delegate responsibility to the Trustee Board for establishing, maintaining, and promoting effective leadership in all matters including that of safety, health & wellbeing.

The CEO provides the following assurance to the Trustee Board:

- Health and Safety Arrangements are in place and are adequately resourced.
- Risk control measures are in place and acted upon.
- Adequate processes exist and are implemented for:
  - Identifying training needs and competency
  - Monitoring Compliance
- Emergency and serious incident management procedures are in place and reviewed regularly.
- Responsibility is delegated (but not accountability) for delivering operational aspects of health and safety to competent people.
- LUSU staff are consulted and engaged with decisions where appropriate that affect their safety, health & wellbeing.

The **LUSU Senior Leadership Team** (SLT) are responsible for supporting the Chief Executive to fulfil their Health and safety responsibilities.

- Ensuring that their teams are trained to the level required to fulfil their roles in a safe way.
- Leading by example and encouraging the reporting of accidents
- Completing appropriate training including IOSH Managing Safely or equivalent to demonstrate an appropriate level of competence in safety, health & wellbeing.
- Overseeing the strategic direction for safety and operational activity under their management.
- Directing staff to consult the designated Head of Health and Safety Officer where expertise is required.

The **Head of Health and Safety** (or designate working on behalf of the organisation) is appointed by the Chief Executive to support them in meeting their safety, health & wellbeing responsibilities including:

- Advising on the operational delivery of the organisational safety, health & wellbeing management systems and procedures.
- Advising on the safe delivery of Student Union Activities
- Reviewing and monitoring organisational policy and making recommendations on appropriate changes to ensure they remain fit for purpose and legally compliant.
- Reviewing accidents and incidents to assess and analyse trends and inform policy.
- Reviewing audit findings and creating actions where appropriate.
- Investigating serious safety related accidents and incidents and advising on lessons learnt.
- Advising on safety, health & wellbeing competence, including training and development needs.
- Supporting the Chief Executive in the development of the Students' Union hazard profile and annual safety, health & wellbeing strategy, and action plans.
- Where necessary, co-ordinating the development, review and revision of departmental safety, health & wellbeing standards consistent with the University's Arrangements.
- Informing Leadership Team, Area Managers, Student Leaders of safety matters arising.
- Providing an Annual Report outlining performance against KPIs

**Area Managers and Full Time Officers (FTOs)** are responsible for

- Setting a positive example by complying with LUSU's health and safety policy
- Delivering activities in a safe manner as far as reasonably practicable.
- Seeking advice on health and safety matters when appropriate.
- Ensuring risks have been adequately assessed.
- Implementing LUSU health and safety policies and guidance and aligned to the University's policy and procedures.
- Supporting others to comply with our policies and procedures.
- Enabling and supporting staff and volunteers to attend relevant training.

**Group and Society Officers and Sports Executives** are responsible for looking after their own health, safety, and wellbeing and in addition:

- Appointing a designated safety officer where required to do so based on structure and activity.
- Informing Area Managers and other stakeholders of events and submitting any required documentation

- Ensuring risks associated with their activities have been assessed to deliver them in a safe manner.
- Seeking professional advice where appropriate e.g. Health and Safety
- Reporting any significant safety, health & wellbeing incidents and serious near misses through the LUSU incident management portal and to the Head of Health and Safety, or Chief Executive if appropriate, in a timely manner
- Act as the first point of contact in their area for advice and guidance on matters of safety, health & wellbeing, referring to the Head of Health and Safety expertise where necessary.
- Attending and enabling members to attend training as assigned.
- Complying with relevant legislation and any local arrangements for health and safety.
- Following LUSU health and safety policies and guidance and aligned to the University's policy and procedures.

**Staff, Students, Volunteers, and** everyone working for or on behalf of LUSU have health and safety responsibilities that include:

- Looking after their own health, safety, and wellbeing.
- Complying with relevant legislation and guidance.
- Respecting and managing risk as far as reasonably practicable in the environments in which they work.
- Following LUSU and LU's Health and Safety Policies and procedures.
- Complying with any local arrangements for health and safety.
- Taking due consideration for the health and safety of others and not interfere with or misuse facilities that are there in the interests of health and safety.

## **7. Health and Safety Committee**

Our Health and Safety committee meets on a quarterly basis as part of the Senior Leadership Meetings and its role is to:

- Oversee and drive improvements in the LUSU Health and Safety Management System
- Identify opportunities to address any threats and weaknesses and make recommendations.
- Monitor compliance to our health and safety policies and procedures.

## **8. Building Management**

Buildings wholly owned by LUSU are maintained to an appropriate high standard fulfilling our statutory obligations as a minimum and using reputable and competent contractors.

Where we are tenants for the University we will co-operate with any requirements as outlined by University personnel. Where issues are identified that require the support of the University e.g. the Facilities or Security teams, we will raise them using the correct processes and procedures and in a timely manner.

## **9. Managing contractors and third parties.**

Building strong relationships with the reputable contractors and third parties is important to us to support our activities. We are committed to fostering a culture of collaboration with our contractors and third parties. All contractors and third parties are obliged to fulfil their own obligations under the Health and Safety at Work etc. Act 1974 and subsequent regulations. We will ensure that we support them to fulfil their own obligations by providing them with all relevant communication, and assistance as required. LUSU will only work with competent contractors and third parties who fulfil our expectations as detailed below.

Our expectations of our contractors and third parties is to:

- To ensure that all staff and subcontractors working on the LUSU site are competent and capable in their field of expertise.
- Provide the relevant training, support, and resources to their own staff.
- Communicate effectively to us of any potential risks and their measures to control them.
- Report any safety related incidents that occur on our premises to us in a timely manner.
- Conduct suitable and sufficient risk assessments and provide method statements for all works on request.
- Provide details of all relevant insurances
- Listen to information and instruction
- Implement all necessary safety measures and controls to mitigate risk as far as reasonably practicable.
- To ensure they have the necessary insurances in place and evidence this on request.

## **10. Risk Assessment**

A risk assessment is a structured way of finding out what could go wrong during an activity, who could be at risk – both physically and psychologically - and what we can do to mitigate that risk or remove it completely.

All staff have an important role to play when managing risk. They must work with their stakeholders, e.g., Health and Safety Officers, to plan their activities and ensure

that there are suitable and sufficient risk assessments in place before any activity goes ahead.

Assessments should reflect what they are doing, how and where, and should then be reviewed regularly to ensure that resulting measures are both appropriate to reduce risks to a level as low as reasonably practicable or to eliminate them. Risk Assessments are reviewed as a minimum once a year, following a serious accident, incident or near miss, or significant changes to activity, location or people involved.

Where identified as a need, training is provided to support this process, to ensure that any significant Health and Safety risks (including physical, environmental, or psychological) are identified and eliminated where possible or if not, mitigated.

## **11. Accident Management**

All accidents, incidents and near misses are captured through our online accident management forms via the LUSU safety reporting system. All reports are then reviewed by our Head of Health & Safety and further investigated where appropriate.

Investigations always focus on the root causes of the incident to ensure that where possible we can put in preventative measures.

Any incidents that fulfil legally reportable criteria are reported directly to the HSE via their RIDDOR reporting system.

Accident data is monitored and reviewed for emerging trends. Data including accident causation is also reported to the quarterly safety committee and annually to the Trustee Board as part of the annual report.

## **12. Monitoring and Assurance**

We measure our safety performance against health and safety legislation, and regulations, policies, and guidance. Policies and procedures for the entire organisation are held centrally, and include timescales for audits, risk assessments, training qualifications and statutory compliance. These documents are reviewed regularly by the Head of Health & Safety, Senior Leaders, and Area Safety Officers. Assurance activity is reviewed recorded and submitted to the LUSU Human Resources Sub-Committee (HRSC).

Accident data is reviewed proactively by the LUSU Head of Health & Safety and data analysis is presented to the LUSU Safety Committee and the Lancaster University Committee for Safety, Health, and Welfare. (LU C-Shaw). The CEO also reviews accident and incident detail on a regular basis.

We engage external audits as part of our insurance risk assessment and use third party health and safety professionals to audit our community of sports and societies, with a focus on those assessed as higher risk (Tier 3).

The University conducts an independent Health & Safety audit of the Students' Union when deemed necessary.

### **13. Policies and Guidance**

Our aim is to ensure that our policies set out to achieve Health and Safety regulations and legislation as a minimum. We want them to be accessible and clear, ensuring everyone can understand what is expected of them. We will ensure that all policies follow these criteria:

- Outline why they have been written.
- Identify the risks we want to manage.
- Be easy to understand and apply.
- Clearly define roles and accountabilities.
- Ensure we remain legally compliant as a minimum.
- Refer to the relevant and most recent legislation.
- Explain where further information can be found.
- Defines clearly how risk is managed.

### **14. Health And Safety Training**

Training is an important part of keeping everyone safe. A wide range of training is available for LUSU staff and volunteers including basic health and safety induction training, role specific training, mental health support, first aid, risk assessment and safety leadership.

- Line managers will ensure that all LUSU staff and volunteers receive the training they need to conduct their work in a safe manner.
- We will comply with the University training requirements.
- Line managers will assess training needs of LUSU staff and volunteers based on an individuals' roles, responsibilities, and competence.
- Specific guidance and regular updates will be communicated to LUSU staff based on their individual needs.

### **15. Emergency Preparedness and Response**

We expect all LUSU staff, and students and volunteers who work with us to understand their role and ensure there are adequate emergency procedures in place at locations they control, or in which they carry out work on behalf of LUSU. Our Emergency Procedure is aligned to the Lancaster University's Emergency Planning. To include:

- Understanding the basic emergency response requirements of all locations where LUSU related activity takes place.
- Follow the emergency response requirements when necessary.

## **16. Talking About Health, Safety and Wellbeing**

We talk about Health, Safety and Wellbeing as an important consideration in everything we do. From articles in weekly newsletters through to formal reporting.

### **Consultation And Participation**

LUSU is committed to consulting staff and volunteers on all relevant health, safety, and wellbeing issues where appropriate, and ensuring that they have an opportunity to participate and contribute to our Safety Management System.

There is an induction process for new societies and sports executives to ensure everyone understands their safety responsibilities. Staff or volunteers can contact the CEO or any other member of the LUSU senior leadership team with comments and suggestions for improvement.

We encourage everyone to participate in our meetings and discussion and if they feel something is wrong, to challenge and question how we manage the health, safety and wellbeing of themselves and others.

## **17. Where Do I Go for More Information?**

Our SharePoint site and website are useful sources of information. University policies and procedures can be found on the University's staff website. In addition, Area Managers and their teams retain their own area specific processes on Microsoft Teams for reference.