

**Middlesex University Students’ Union – Health & Safety Policy**

1. **Healthy & Safety Context** 
   1. MDXSU is a separate legal entity from Middlesex University and has legal responsibilities under health and safety legislation to staff, students and others who may be affected by any activity.
   2. In some cases these responsibilities are carried out by means of collaborative arrangements with Middlesex University as they relate to University premises and/or affect staff who are Middlesex University employees. In these cases, MDXSU and their respective staff are required to comply with relevant University health and safety procedures, in addition to adhering to all MDXSU health and safety arrangements referred to in this policy.
2. **Statement of Intent**
   1. It is the policy of the Union to provide and maintain, as far as reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees, students, contractors and visitors and provide such information, training, supervision as they need for this purpose.
3. **Responsibilities**
   1. The Trustee Board, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.
   2. The Trustee Board delegates day to day responsibility to the Chief Executive who will provide staff with appropriate support and advice, and be responsible for reporting any serious incidents to the appropriate authority.
   3. To ensure health and safety standards are maintained and improved as necessary, specific responsibilities for putting health and safety arrangements into practice are set out in the section below.
   4. MDXSU is based within a Middlesex University owned building, so therefore work in collaboration with a Health and Safety team working for Middlesex University for specialist advice and guidance relating to health and safety.
4. **Duties of staff**
   1. All staff, when at work, are required to:

* Cooperate with relevant supervisors and managers on health and safety matters
* Not interfere with anything provided to safeguard their health and safety
* Take reasonable care for their own health and safety
* Take reasonable care in their work for the health and safety of others
* Report all health and safety concerns to an appropriate person as referred to in this policy
  1. In addition, certain staff have additional responsibilities for specific aspects of health and safety as indicated in this policy. Such staff are required to ensure that such responsibilities are duly fulfilled.

1. **Duties of Students, Visitors and others** 
   1. All students, visitors and others, when in MDXSU spaces or otherwise involved in any way with the activities of MDXSU are required to:

* Cooperate with relevant supervisors and managers on health and safety matters
* Not interfere with anything provided to safeguard their health and safety
* Take reasonable care for their own health and safety
* Take reasonable care in their work for the health and safety of others
* Report all health and safety concerns to an appropriate person as referred to in this policy

1. **Reporting Health & Safety Concerns**
   1. If anyone has any concern relating to health and safety, in relation to MDXSU space or any activities of MDXSU, they should report their concern in the first instance to the Head of Operations.
   2. The Head of Operations is responsible for recording all accidents and incidents, by whomever reported.
   3. If a health and safety incident has occurred on Middlesex University property, it should be reported to the University via [Notify](https://cloud.notifytechnology.com/Company/Identification?returnUrl=%2Freport-an-incident) (Company Code: Middlesex).
   4. All emergencies or anything requiring immediate attention must be reported to University security on 020 8411 6200.
2. **First Aid**
   1. A first aid box is located in the MDXSU offices and the HR Coordinator is responsible for ensuring this is fully stocked and accessible.
   2. The HR Coordinator is responsible for ensuring that first aid treatments are recorded and reported as appropriate.
   3. If first aid support is required, security should be contacted on 020 8411 6200.
3. **Accident and work-related ill health reporting/recording**
   1. Each Department Manager is responsible for reporting all accidents and cases of work-related ill health of which they are made aware of to the HR Coordinator and an Accident Report Form must be completed. All staff are responsible for reporting any accidents and cases of work-related ill health to their line manager.
   2. The HR Coordinator is responsible for recording all accidents and cases of work-related ill health, by whomever reported, in an accident log and keeping this secure.
   3. Under collaborative arrangements with Middlesex University, the HR Coordinator is responsible for reporting all accidents and cases of work-related ill health to Middlesex University for investigation (if applicable) by the Health & Safety Team.
   4. The HR Coordinator reports relevant RIDDOR reportable accidents, diseases and dangerous occurrences affecting employees of MDXSU to the [Health & Safety Executive](https://www.hse.gov.uk/riddor/).
4. **Fire Safety**
   1. Fire safety equipment:

* All fixed equipment for detecting, warning of, controlling and fighting fire in MDXSU spaces are maintained under collaborative arrangements with Middlesex University.
* Fire alarms are tested by Middlesex University at appropriate intervals in accordance with Middlesex University fire safety procedures.
* Fire extinguishers are provided and maintained in good working order as appropriate to activities under collaborative arrangements with Middlesex University.
  1. Fire escape routes:
* Emergency routes and exits from MDXSU spaces are maintained in good working order with appropriate signage and lighting, under collaborative arrangements with Middlesex University.
* The Head of Operations is responsible for checking that emergency routes and exits are in working order and kept free from obstruction.
* Fire and other emergency evacuation procedures are tested by Middlesex University at appropriate intervals in accordance with Middlesex University health and safety and fire safety procedures.
  1. Fire safety risk assessments:
* Fire risk assessments for MDXSU spaces are undertaken and implemented by Middlesex University.
* Fire risk assessments relating specifically to the activities of MDXSU are undertaken and implemented as referred to in the below section on risk assessments.
  1. Assisting with fire evacuations
* On discovering a fire, an individual should raise the alarm by using the nearest call point/alarm.
* All staff are required to assist with evacuations by instructing those nearby to immediately leave the building.

1. **Risk Assessment**
   1. Each Union department carries out risk assessments as appropriate in respect of the department’s activities.
   2. Departmental managers are responsible for ensuring all appropriate risk assessments for all their department’s activities are carried out and recorded; that measures for risk elimination or control are identified and implemented; that the risks and their control measures are communicated to relevant staff; and that risk assessments are reviewed as necessary.
   3. Support for completing risk assessments can be sought from the University’s Health & Safety Team.
2. **Induction and training**
   1. All new staff must complete the mandatory health and safety training provided by the University, during their induction at MDXSU.
   2. The HR Coordinator is responsible for ensuring all staff complete this training and keeping a record of completion.
   3. Departmental managers are responsible for identifying ongoing staff training needs and for making arrangements for provision of training as appropriate.
   4. The HR Coordinator will work with the University’s Health & Safety Team to review training requirements.
3. **Occupational health**
   1. Occupational health services, including screening, are provided to MDXSU under collaborative arrangements with Middlesex University.
4. **Contact**
   1. If needed, the University’s Health & Safety Team can be contacted via email at [UHSU@mdx.ac.uk](mailto:UHSU@mdx.ac.uk).