



Health, Safety and Wellbeing Policy

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The Health and Safety Policy created by DAC Beachcroft (April 2023) on behalf of the NUS HR Support Unit and the GCU Safety, Health and Wellbeing Policy were reviewed in the creation of this policy.	

1. Policy Statement

Glasgow Caledonian University (GCU) Students' Association is committed to ensuring the health, safety and wellbeing of our employees, volunteers, members and anyone affected by our activities and to providing a safe environment for all those attending our premises through regular assessments of risks in the workplace.

Considering the requirements of the Health and Safety at Work Act 1974 and associated legislation, this document sets out the policy of GCU Students' Association and sets out the organisation and arrangements which the Trustee Board has established to put the policy into effect.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, consulting with our employees and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

Being in employment positively impacts a person's overall wellbeing. It provides a sense of identity, intellectual challenge, builds on and develops new skills, opens up opportunities to form new relationships and can provide a person a sense of achievement. We are committed to ensuring that our employment provides all our employees with opportunities to ensure their health and wellbeing is supported.

We wish to provide a culture which empowers individuals to take positive steps to improve their health and wellbeing in the workplace.

The Students' Association is part of the GCU community and should comply with the overall GCU Health, Safety, and Wellbeing Policy. The Students' Association is considered as part of the University's arrangements for First Aid, Fire Evacuation and Security.

2. Who is covered by this policy?

This policy applies to all employees (including agency and casual), volunteers, members, visitors and others.

3. What is covered by this policy?

In accordance with our health and safety duties, we are responsible for:

- 3.1** Assessing the risks to health and safety and identifying ways to overcome them.
- 3.2** Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- 3.3** Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- 3.4** Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- 3.5** Promoting co-operation between employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.

- 3.6** Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all employees.

4. Roles and Responsibilities

4.1 Trustee Board

The Trustee Board as the employer has ultimate legal responsibility for the health and safety of employees, volunteers, members and others who are affected by our activities. It has overall responsibility for health and safety and the operation of this policy.

4.2 Health and Safety Committee

The Health and Safety Committee is a Sub Committee of the Trustee Board. The Committee submits an annual report to the Trustee Board and makes recommendations on matters relating to the Health, Safety and Wellbeing Policy and its implementation. The remit and composition of the Health and Safety Committee can be found in appendix 1.

4.3 Chief Executive

The Chief Executive is accountable to the Trustee Board and has the day to day responsibility for health and safety matters.

4.4 Managers

All Managers are responsible to the Chief Executive for the implementation of this policy within their areas of responsibility and control.

All Managers must:

- 4.4.1 Be aware of the potential risks in their area of responsibility and control.
- 4.4.2 Know the staff trained as risk assessors and fire wardens.
- 4.4.3 Ensure staff and relevant volunteers complete health and safety training to carry out their work without any risk to their health, general and specific risk assessments are conducted, inspections are undertaken and accidents/near misses are reported.
- 4.4.4 Know where to access further information, advice and support, within the Students' Association and within GCU.
- 4.4.5 Inform employees or to the Health and Safety Committee of any changes to health and wellbeing working practices, amendments to health and safety procedures or changes in legislation.

4.5 Line Managers

All Line Managers must:

- 4.5.1 Offer support for an employee in the management of their mental health diagnosis or provide support to an employee with mental health concerns that may not yet be diagnosed.

4.6 Employees, Volunteers, Members and Visitors

All employees, volunteers, members and visitors must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others. You must also recognise

that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

The Health and Safety Law poster is displayed in the staff room. A list of staff trained with specific Health and Safety responsibilities is displayed in the staff room.

Any member or visitor should raise any health and safety concerns to a member of staff and employees should report any health and safety concerns to their line manager in the first instance or to the Chief Executive.

All employees should seek guidance from their manager if they are in any doubt concerning any health and wellbeing issue.

5. Standards of Workplace Behaviour

- 5.1** You must co-operate with the Chief Executive, Managers, staff and volunteers with specific health and safety responsibilities on health and safety matters and comply with any health and safety instructions.
- 5.2** You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).
- 5.3** Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported. Any member or visitor should raise any health and safety concerns to a member of staff and employees should report any health and safety concerns to their line manager in the first instance or to the Chief Executive.
- 5.4** You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.
- 5.5** Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

6. Information and Consultation

We are committed to providing information, instruction and supervision on health and safety matters for all employees as well as consulting with them regarding arrangements for health and safety management.

7. Training

- 7.1** We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 7.2** Employees will be given a health and safety induction and provided with appropriate safety training.

8. Equipment

- 8.1** You must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to a Manager or the Chief Executive.

- 8.2** You must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.
- 8.3** You should not attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

9. Accidents and First Aid

- 9.1** Any accident that involves personal injury should be reported by members and visitors to a member of staff and for employees to their line manager or Chief Executive as soon as possible and an Incident and Near Miss Form completed. All accidents should be reported, however trivial.
- 9.2** From any University telephone dial 2222 or 0141 273 1999 if using a landline or mobile phone to obtain a GCU First Aider.
- 9.3** An incident involving the emergency services must be reported to the Chief Executive immediately. Out with normal office hours the Chief Executive can be contacted through GCU Security on 0141 331 3787/3958.
- 9.4** Where an accident occurs and first aid is not required or a near miss occurs, then an Incident and Near Miss Form should be completed and reported to the Chief Executive.
- 9.5** There are certain work-related injuries, diseases and dangerous occurrences, as defined by RIDDOR 2013, that the Students' Association has a duty to report to the [Health and Safety Executive](#) (HSE). The Chief Executive is responsible for ensuring these are reported.
- 9.6** Where an accident occurs that relates to an area under GCU control (eg. Premises) a copy of the Incident and Near Miss Form will be emailed to healthandsafety@gcu.ac.uk.

10. National Health Alerts

- 10.1** In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by employees and volunteers, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Employees should refer any questions to your line manager or the Chief Executive. Volunteers should raise any questions to a member of staff.
- 10.2** It is important for the health and safety of all our employees and volunteers that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

11. Emergency Evacuation and Fire Precautions

- 11.1** You should familiarise yourself with the instructions about what to do in the event of fire. This information is displayed at any Fire Alarm Call Point. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.
- 11.2** Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions. Fire Wardens report to the Chief Fire Warden.

- 11.3** Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.
- 11.4** Members and visitors should notify a member of staff or employees their line manager or Chief Executive as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. Employees must ensure that they sign in/out of the Students' Association Building.
- 11.5** Members and visitors should notify a member of staff or if you are an employee their line manager or Chief Executive about any concerns that they have about fire hazards.
- 11.6** If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm.
- 11.7** On hearing the fire alarm you should remain calm and walk quickly, not running, evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions, do not use the lifts, and do not re-enter the building until you are told that it is safe to do so. Employees should report to the Fire Evaluation Point outside the front entrance of the ARC (AP8 on GCU Fire Assembly Point).
- 11.8** The Students' Association Building Fire Risk Assessment will be carried out in conjunction with the overall GCU fire arrangements.
- 11.9** The procedures for a bomb threat can be found in appendix 2.

12. Risk Assessments, DSE, Lone Working, Food Safety and Manual Handling

- 12.1** General workplace risk assessments are carried out when required or as reasonably requested by an employee or management or there is a volunteer requirement. Managers are responsible for ensuring that any necessary risk assessments, both general and specific (ie DSE, manual handling etc) are undertaken and that recommended changes to the workplace and working practices are implemented.
- 12.2** When an employee informs their manager in writing that they are pregnant, are breastfeeding or have given birth in the last 6 months an individual risk assessment will be carried out.
- 12.3** Employees who use a computer for prolonged periods of time can request a workstation assessment by contacting their line manager or Chief Executive. The Health and Safety Executive has produced guidance on Display Screen Equipment available from: <http://www.hse.gov.uk/pubns/indg36.pdf>.
- 12.4** Lone workers can be any employee who works by themselves without close or direction supervision. Employees identified as a lone worker should contact their line manager or the Chief Executive to have a risk assessment carried out. Outside normal office hours employees can utilise the [GCU security arrangements for out of hours work](#) by contacting security on extension 3787. The Health and Safety Executive has produced guidance on Lone Working available from: <http://www.hse.gov.uk/pubns/indg73.pdf>.
- 12.5** Only individuals who hold a Food Hygiene Certificate and complete a risk assessment can make and cook food for Students' Association activities.
- 12.6** Information on the regulation of manual handling can be obtained from the Chief Executive. The Health and Safety Executive has produced guidance on Manual Handling available from: <http://www.hse.gov.uk/pubns/indg143.pdf>.

13. Employee and Volunteer Wellbeing

- 13.1** The Students' Association has an ongoing commitment to improving the health, safety and wellbeing of its employees and volunteers. This is achieved through our Employee Wellbeing and Engagement Strategy, by providing access to employees to an Employee Assistance Programme and through participation in the [NUS Quality Students' Unions](#) and [Investing in Volunteers](#) accreditations. All line managers are required to complete Mental Health in the Workplace Training for managers.
- 13.2** Smoking, including e-cigarettes, is prohibited within premises operated by the Students' Association, including vehicles, with no exceptions. The Smoke Free Policy can be found in appendix 3.
- 13.3** The Alcohol, Drugs and Other Substance Misuse Policy can be found in appendix 4.
- 13.4** The Adverse Weather Policy can be found in appendix 5.
- 13.5** The Transport Policy and Volunteer Resources can be found at www.GCUstudents.co.uk/volunteerresources.
- 13.6** [Breathing Space](#) is a free, confidential, phone service for anyone in Scotland experiencing low mood, depression or anxiety. You can call 0800 83 85 87 from Monday to Thursday between 6pm and 2am and Friday 6pm until Monday at 6am.
- 13.7** [Living Life](#) is a free telephone support service that anyone in Scotland can access. The service offers anyone help to understand some of the reasons why we might feel low, address negative patterns of thinking and find new ways of coping. Living Life is based on a Cognitive Behavioural Therapy (CBT) approach. It can be accessed by phoning 0800 328 9655 from Monday to Friday between 9am and 9pm.
- 13.8** [SANEline](#) is a UK wide out-of-hours mental health helpline offering specialist emotional support, guidance and information to anyone affected by mental illness, including family, friends and carers. Open every day of the year from 4pm to 10pm on 0300 304 7000.
- 13.9** If you have a health condition which you feel is impacting on your work, you could benefit from contacting [Working Health Services Scotland](#). The service aims to help you manage your condition, preventing you from having an episode of sickness absence or assist you in returning to work after a period of sickness absence. To self-refer or further information call 0800 019 2211.
- 13.10** Where the University health and safety arrangements or activities may affect the health and safety of the Students' Association, for example, premises or emergency arrangements then advice and support can be obtained the University. The list of key GCU contacts is available from appendix 6.

14. Review of Policy

This policy will be reviewed by the Chief Executive, as and when required and normally at least every three years, taking into account feedback from consultation with employees. This policy does not form part of any employee's contract of employment and can be amended at any time. The Trustee Board will approve any changes to this policy.

15. Appendices

- Appendix 1 Health and Safety Committee Remit
- Appendix 2 Bomb Threat Procedure

Appendix 3	Smoke Free Policy
Appendix 4	Alcohol, Drugs and Other Substance Misuse Policy
Appendix 5	Adverse Weather Policy
Appendix 6	GCU Advice and Support
Appendix 7	Employee Wellbeing and Engagement Strategy

Appendix 1

Health and Safety Committee

The Health and Safety Committee is a Sub Committee of the Trustee Board. Its membership comprises of a Vice President (Chair), Student President, Trustee, Chief Executive, Activities Manager, Finance Manager, Senior Student Adviser, Student Voice Team Leader and a member of students' association staff. The member of staff is annually elected from amongst the staff team. The Trustee is annually appointed by the Trustee Board. Managers in their absence can send a nominee from within their department. The quorum for the meeting shall be 50% plus one of the members. The Health and Safety Committee normally meets at least three times a year. The Committee submits an annual report to the Trustee Board and makes recommendations on matters relating to the Health, Safety and Wellbeing Policy and its implementation.

Health and Safety Committee Terms of Reference

1. Ensure there is a written Health, Safety and Wellbeing Policy in which management and volunteer responsibility for health and safety is clearly allocated.
2. Ensure that appropriate arrangements are in place for developing, maintaining, and improving the health and safety management systems; including reviewing the Health, Safety and Wellbeing Policy and establishing any risks that require inclusion on the Risk Register.
3. To ensure that a clear procedures and systems exist to deal with the requirements of the Health, Safety and Wellbeing Policy document and associated guidance and compliance with relevant legislation.
4. Receive and consider safety, health and wellbeing performance reports to evaluate and monitor the performance of the Students' Association, including on Staff and Volunteer Surveys, the Employee Wellbeing and Engagement Strategy and on relevant accreditations.
5. Monitor health and safety throughout the Students' Association including consideration of accident, incident, near miss and near miss trends, equality and diversity incidents and the results of inspections and audits.
6. Ensure that there is consultation on health, safety and wellbeing matters.
7. To consider and agree the health and safety training strategy and monitor the effectiveness of the training provision.

Standing Agenda

1. Apologies
2. Previous Minutes
3. Matters Arising
4. Review of Incident and Near Miss Forms (Accident Book)
5. Fire Alarms/Drills
6. Employee Wellbeing and Engagement Strategy
7. Reports from Departments
8. Equality and Diversity Incidents
9. AOCB

Appendix 2

Bomb Threats and Suspicious Packages Policy

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Any employee with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. As such employees should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat you should:

- Stay calm and listen carefully.
- Have immediate access to a [checklist on key information](#) that should be recorded. A paper copy is retained at the Welcome Desk.
- If practical, keep the caller talking and alert a colleague to inform the Chief Executive.
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended.
- If the threat is a recorded message write down as much detail as possible.
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice.
- Inform the Chief Executive immediately.

If the threat is delivered face-to-face:

- Try to remember as many distinguishing characteristics of the threat-maker as possible.
- Inform the Chief Executive immediately.

If discovered in a written note, letter or as graffiti:

- Treat as police evidence and stop other people touching the item.
- Inform the Chief Executive immediately.

If the threat is received via email or social media application:

- Do not reply to, forward or delete the message. You could take a screen shot of the message.
- Note the sender's email address or username/user ID for social media applications.
- Inform the Chief Executive immediately.

The Chief Executive will call the police immediately by dialling (9) 999 and follow their advice accordingly. GCU Security should then be informed on extension 3787/3958 or 0141 331 3787 on a mobile phone.

If instructed by the police or GCU Security then the Students' Association Building should be evacuated. All individuals within the building, should, as far as possible, be informed orally of the reason for the evacuation and employees informed of where to meet. Do not sound the fire alarm unless directed to do so by the Police or GCU Security. Disabled persons may use the lift unless the Fire Alarm is sounded. Evacuation procedures should ensure no one else enters the area once an evacuation has been initiated.

In the event of a suspected chemical or biological radiological incident within the Building, switch off all air conditioning, ventilation and other systems or items that circulate air (e.g. fans and personal computers). Do not allow anyone, whether exposed or not, to leave evacuation areas before the emergency services have given medical advice, assessments or treatment.

Suspicious Items

Under no circumstances should any suspicious item be touched or moved in any way. If possible try and discover its owner. Immediately inform the Chief Executive.

The Chief Executive will phone the GCU Security Office on extension 3787/3958 and then if necessary the police. If instructed by the police or GCU Security then the Students' Association Building should be evacuated.

Source: Centre for the Protection of National Infrastructure (November 2016)

Appendix 3

Smoke Free Policy

1. Purpose

We are committed to the health, safety and wellbeing of all its employees, volunteers, members and visitors. The Smoke Free policy seeks to guarantee everyone within our premises the right to be in a working environment that has air free of tobacco smoke. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

This policy has also been developed to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005, Health and Safety at Work Act 1974 and the Safety and Health of Pregnant Workers Directive (92/85/EEC).

2. Policy

It is the policy of GCU Students' Association that all of our workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. **Smoking is prohibited throughout the entire workplace with no exceptions, including entrances, doorways and also includes any vehicles used for Students' Association activities** and prevents the risk of being exposed to second hand smoke. The policy also prohibits the use of e-cigarettes within the working environment. This policy applies to all employees (including agency and casual), volunteers, members, visitors and others. The Students' Association does not provide any external area where either an employee, members or visitors can smoke. All must also abide by the GCU Smoke Free Campus Policy and employees are only allowed off campus to smoke during lunch and official breaks.

3. Implementation

All employees, members, volunteers and visitors have a responsibility to comply with our policy, and overall responsibility for policy implementation and review rests with the Chief Executive. All employees are obliged to adhere to, and facilitate, the implementation of the policy to ensure that compliance takes place in their area of control. All new employees will be given a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Any member or visitor should raise any issues or concerns to a member of staff and employees should report any issues or concerns to their line manager in the first instance or to the Chief Executive.

4. Non-compliance

Failure to comply with this policy will be dealt with under our Disciplinary Procedure.

Those who do not comply with the Smoking, Health and Social Care (Scotland) Act 2005 are also liable to a fixed penalty fine and possible criminal prosecution. These are:

- Employers: £200 for permitting others to smoke in non-smoking premises
- Employers: £200 for not conspicuously displaying warning notices in no-smoking premises
- Employers or others: £50 for smoking in no-smoking premises

What to do if someone ignores the smoking ban

We're confident that the majority of people will respect the law on smoking. However, it's important that you know what to do if someone does continue to smoke:

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence. Politely ask them to stop smoking.
- Advise the person that it's also an offence for you to let anyone smoke.
- Explain to them that the Students' Association and University has a smoke-free policy to ensure a safe working environment for all.

If the person smoking is an employee:

- If your warning has been ignored, immediately ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If the person refuses contact the Chief Executive immediately.
- Chief Executive to maintain a record of all such incidents and outcomes and report to the Health and Safety Committee.

If the person smoking is a member or visitor:

- If they carry on smoking, ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If the person refuses, phone GCU Security on extension 3787/3958.
- Inform the Chief Executive.
- Chief Executive to maintain a record of all such incidents and outcomes and report to the Health and Safety Committee

In all cases where physical violence or intimidation is threatened or encountered, seek the assistance of GCU Security on extension 3787/3958.

5. Support for Smokers

The Policy aims to help and motivate those smokers who wish to give up smoking. We are committed to providing appropriate education/information for all employees on tobacco issues. Equally those who do not wish to stop will be made aware of the dangers of smoking and helped to cope with the restrictions imposed by the Policy.

Any member who wishes to give up smoking should contact the Advice Centre who will be able to provide the appropriate advice and support.

[Quit Your Way Scotland](#) is an advice and support service for anyone trying to stop smoking in Scotland.

Appendix 4

Alcohol, Drugs and Other Substance Misuse Policy

1. Purpose

This Policy has been introduced to protect the health and safety of employees, promote the wellbeing of employees and comply with relevant legislation. Glasgow Caledonian University Students' Association conducts its business to the highest standards of safety possible. It is committed to promoting a healthy lifestyle and encouraging a safe and efficient workforce. It is the responsibility of employees, as set out in Health & Safety at Work Act 1974, to take reasonable care for the health and safety of themselves and that of other employee, members, volunteers, visitors and suppliers who may be affected by their acts or omissions at work.

2. Policy

1. The Students' Association requires all employees to arrive to work not under the influence of alcohol, and the misuse of drugs and / or other substances.
2. The consumption of alcohol, drugs (other than those prescribed or acquired over the counter for an illness or medical condition) and other substance misuse including legal highs is not acceptable during the working day, on site or on outreach activities, where employees will be returning to carry out work duties.
3. Employees shall not be under the influence / in the possession of illegal drugs or misuse alcohol, drugs and / or other substances, while at work, undertaking work related activities or representing the Students' Association.
4. Employees shall not drive a vehicle to or from work activities or during the course of work activities, whilst under the influence of alcohol, drugs and /or other substance misuse.
5. When hosting an event, employees should be culturally sensitive to the needs of our membership as to whether it is appropriate to offer alcohol.
6. Appropriate guidance will be provided to managers to ensure effective implementation of the policy.

3. Alcohol Consumption

While the Students' Association recognises that colleagues and members may wish to socialise and celebrate together, alcohol is not necessary for this. Management and employees have a responsibility, in addition to their general duty, to ensure that the Students' Association is not brought into disrepute by the venue and/or activity chosen for work/social events and functions.

1. The consumption of alcohol within the Students' Association is not permitted, other than on special occasions such as events (members or employees), presentations or seasonal gatherings. On these occasions, prior permission of the Chief Executive must be obtained and a selection of non-alcoholic alternatives must be made available.
2. Employees who consume alcohol at Students' Association social functions or events must have already finished work for the day or not be required to return to work.
3. For the avoidance of doubt, drinking alcohol during a lunch break is unacceptable.

4. Drugs and other Substance Misuse

For the purposes of this Policy, the terms drugs and substance misuse includes:

1. Substance covered by the 'Misuse of Drugs Act 1971'.
2. Inappropriate use of prescribed and 'over the counter' drugs.
3. Inappropriate use of solvents and any other substance including psychoactive substances i.e. legal highs.

The Students' Association absolutely forbids the use, supply, or keeping of illegal substance on its premises or during any event or duty attended or performed by its employees, members or other person working on behalf of the Students' Association or visiting its premises. Any illegal act associated with drugs or the misuse of other substances will be reported to the Police, in addition to any disciplinary action the Students' Association decides to take.

5. Confidentiality

The identity and records of employees known to have alcohol, drugs and other substance misuse related problems will be kept in the strictest confidence except, in exceptional circumstances, where it is judged that there is an unacceptable risk to the individual, to other people, or to the Students' Association itself. Disclosure in these exceptional circumstances would be only to those who needed to know in order to act to maintain a safe working environment. It may, occasionally, be necessary to involve others in the discussion about how an employee can be enabled to remain at work whilst support, treatment etc. are ongoing. In such cases, an employee will be consulted and supported and encouraged to discuss issues with relevant people.

Whilst it is not the policy of the Students' Association to invade the privacy of employees, off-duty incidents may be of concern to the Students' Association if they are deemed to have an impact on work performance or on the reputation of the Students' Association.

6. Support

If you think you might have a problem with alcohol, drugs and other substance misuse, the Students' Association encourages you to seek help voluntarily from your GP or one of the many specialist services and help lines available. Some organisations include:

Alcoholics Anonymous

National Helpline (for those requiring help with a problem only)

Tel: 0800 917 7650

<http://www.alcoholics-anonymous.org.uk>

Know the Score Helpline

For users, family and friends. Offers information, advice and counselling on all aspects of drugs misuse. Can make referrals to local and national agencies and can send out written information in a range of languages.

Tel: 0800 587 5879

<https://knowthescore.info>

Talk to Frank: 24-hour free helpline providing advice and information on drugs and drugs services

Tel: 0300 123 6600

<https://www.talktofrank.com/>

The Samaritans: 24-hour free telephone helpline giving confidential support.

Tel: 116 123

<https://www.samaritans.org/>

You can also contact the Chief Executive. Your enquiry will be kept confidential but referrals may need to be made to other agencies with specialist expertise. This would be discussed with you prior to any referral.

It must be recognised that certain medical conditions such as diabetes or clinical depression and/or disabilities such as bi-polar disorder or epilepsy require regular medication and accordingly that colleagues whose behaviour patterns are aberrant or irrational may be suffering from a clinical overdose or under dose of prescribed medication. Such colleagues are entitled to the support of the Students' Association. In other words, the inappropriate or inadequate use of medication may not be the fault of the employee concerned. Employees using prescription or over the counter drugs, which may affect their behaviour at work, have a responsibility to inform their line manager.

If an employee has a problem with alcohol, drugs or other substance misuse or the use of the prescription or over the counter drugs adversely affect employees' behaviour at work then the line manager will work with the employee concerned about what possible and reasonable recommendations might be made to support the employee in their job, to regain his level of performance, and to ensure their safety whilst working. Referrals for treatment and rehabilitation will be regarded as normal sickness under the absence management policy. Referrals will not affect an employees present job unless they are unfit to fulfil their duties.

7. Use of Disciplinary Procedures

Where an employee's health, attendance and work performance are affected, they will normally be dealt with under the relevant procedure for managing performance issues, which may include the Disciplinary Procedures. Where an employee has sought or accepted the need for help with an alcohol, drugs and other substance misuse related problem and/or is currently undergoing treatment/counselling, the use of the disciplinary procedures will be avoided or suspended where possible. However, if, at any stage of the process, the individual's behaviour is deemed to be unacceptable or damaging (either to themselves, other employees/students or to the reputation of the Students' Association), the disciplinary procedures will normally be invoked.

Employees with alcohol, drugs and other substance misuse problems cannot be excused from complying with the normal standards of conduct and safety required of all employees. Any employee who behaves contrary to those standards, for example who:

- supplies drugs to others or is involved in the unauthorized supply of alcohol,
- through the misuse of alcohol or drugs commits acts of verbal or physical abuse, racial or sexual harassment
- causes damage to property
- is found intoxicated on duty

will normally be dealt with under the disciplinary procedure, which in cases of gross misconduct may lead to summary dismissal.

Appendix 5

Adverse Weather Policy

The Students' Association will make every effort to remain open and accessible during adverse weather. All employees are expected to make every effort to come into work. However, it is recognised that this is not always possible or safe (e.g. amber or red warning has been issued by the MET office or Police Scotland travel warnings) the Students' Association would encourage employees to follow guidance issued by the appropriate authorities in addition to any guidance issued by the Students' Association to all employees.

Employees are asked to explore alternative means of transport if their normal means is not possible. Car users may consider the train, bus or walking if appropriate. Employees who are due to attend work but are unable at the start of their normal working day should endeavour to come to work later in the day should conditions improve. There is no legal right for an employee to be paid for travel delays or if they are unable to get to work because of adverse weather.

If you are unable to attend work or will be delayed for any unplanned reason you should contact your line manager to discuss next steps.

The following options should be considered:

- If you are unable to attend work due to domestic circumstances linked to adverse weather, for example if the school your children attend is closed due to snow and you don't have alternative child care arrangements, then the guidelines in the Supporting Families Policy (Dependants Leave) will apply.
- Take TOIL, Flexi-Leave or account for the hours as time off in lieu owing, which would need to be made up at a later stage. If this is not possible and exceptionally, it may be appropriate to take annual leave or unpaid leave.
- May seek the approval from their line manager to temporarily work from home if they have their work computer and within the requirements of the Working from Home Policy.
- Where there is a GCU campus or Students' Association Building closure then the Chief Executive will inform employees that they should not come into work or can go home early. The Chief Executive will take a view on this once things return to normal and an assessment can be made.

Appendix 6

GCU Advice and Support

There are various colleagues within the University with [specific health and safety responsibilities](#) and where the Students' Association can seek advice and support.

Appendix 7

Employee Wellbeing and Engagement Strategy

1. Purpose

The Students' Association recognises the positive benefits that offering physical and mental health and employee engagement initiatives can have on the body and mind and will encourage and support employees in keeping physical and mentally well through its Employee Wellbeing and Engagement Strategy and its annual Action Plan and use of the Employee Assistance Programme.

The World Health Organisation defines mental health as "a state of wellbeing in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community".

2. Employee Wellbeing and Engagement Strategy

The aims of the Employee Wellbeing and Engagement Strategy and annual Action Plan are to:

1. Promote positive mental and physical health and wellbeing
2. Raise awareness of the importance of an employee in taking care of themselves both physically and mentally
3. Highlight common issues that are associated with poor mental and physical health
4. Signpost managers and employees to reputable sources of information for help on mental and physical health and wellbeing

3. Employee Assistance Programme (EAP)

The EAP is a confidential employee benefit designed to help an employee with personal and professional problems that could be affecting their home life or work life, health and general wellbeing.

- Life support: Unlimited access to counselling for emotional problems and a pathway to structured telephone counselling at your convenience.
- Legal information: For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities.
- Bereavement support: Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- Medical information: Qualified nurses are on hand to offer advice on a range of medical or health related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.
- CBT online: We recognise the value of self-help tools in dealing with a range of issues, which is why we have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.