



Departmental Health and Safety Policy Statement

Imperial College Union is committed to maintaining a safe and healthy working environment and achieving high standards of health and safety practice. We are committed to the College Health & Safety Policy and the prevention of injury or ill health to all staff and students engaged in Union activity.

We expect all staff, students, and contractors to share this commitment by complying with College and Union policies and procedures, and to understand that they have legal and moral obligations to themselves and others.

We will promote a positive Health and Safety culture at Imperial College Union and educate and train our staff and students in health and safety good practice and legal requirements. Staff are required to attend identified compulsory training courses relative to their role and responsibilities.

We expect all staff and student members of Imperial College Union to share this commitment and work together to achieve it.

Advice and guidance on all Health and Safety matters can be obtained from various sources, including Imperial College Union, College Health & Safety Department and other appropriate governing / expert bodies. Links to resources can be found on the [Safety Management](#) pages on the union website.

This Code of practice is reviewed annually and updated as necessary in consultation with competent persons and Imperial College's Safety Department.

Management Structure and Responsibilities

The President, Managing Director and the management of the Union are committed to this code of practice and the College Health and Safety Policy. We commit to allocating sufficient time and resource to ensure effective monitoring and continual development of our systems and procedures, and the development of our staff and students' knowledge and competency to promote and implement high standards of safety management and good practice in all of our activities.

Responsible Person

The Union President is designated as the 'Responsible Person' on behalf of the College. The President delegates duties to the Managing Director and Heads of Directorate at Imperial College Union, but remains responsible for ensuring that:

- General precautions are taken to ensure the safety of staff, students, contractors, visitors and members of the public using Union facilities or participating in Union activities.
- Imperial College Union allocates sufficient time and resource to ensure effective monitoring and continual development of its systems and procedures.
- Suitable and sufficient risk assessments and inspections are carried out and regularly reviewed.
- Arrangements are put into place for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

General Responsibilities

Health and safety in the workplace is everyone's responsibility. Employers have primary responsibility for all health and safety, however, all employees play a crucial role in this. All staff, students, contractors and visitors are required to follow established procedures and cooperate with appointed Imperial College staff in order to achieve the highest standards of safety.

Specific Responsibilities

The President

The President of the Union has the same responsibilities for health and safety as a Head of Department/ Division. In addition, the President is responsible for ensuring that the Union meets its legal obligations for health and safety in respect of all of its activities.

The Union President is the person designated as the "Responsible Person" for Imperial College Union. He or she delegates duties to the Managing Director but remains responsible for ensuring that General precautions are taken to ensure the safety of staff, students, contractors, visitors and members of the public.

Managing Director

The Managing Director (MD) has delegated duties from the President and is responsible for ensuring that:

- All Union premises comply with statutory requirements.
- A positive safety culture is promoted throughout the Union and its activities.
- All areas of activity and projects incorporate appropriate safety precautions in their planning and delivery.
- Safety is managed appropriately within the Union and adequate resources are allocated to the management of Health & Safety.

Heads of Directorate

Heads of Department have delegated duties from the president and MD and are responsible for:

- Promoting a positive safety culture in their area of responsibility.
- In consultation with the MD, Safety Department and Fire Safety Team, implement necessary systems and procedures to monitor and manage safety matters arising within their Department.
- Acting on the recommendations of the Safety Team or Fire Officer for the buildings or activities in which their Department is active.
- Liaising with the College Safety Department or Fire Officer before introducing new activities and/ or processes which may affect the assessment of risk including fire risk.
- Ensuring that staff and students within their Department receive sufficient and appropriate Health & Safety and or fire awareness instruction and training.

Responsibilities of Imperial College Union Staff

Each member of Union staff is responsible for their own health and safety and that of others including visitors, students and Contractors. Each must comply with Union and College policies and procedures and ensure that their actions or plans do not cause unnecessary risk or harm to themselves or others. They must undertake and attend compulsory and recommended training when instructed. Where a member of the team does not feel confident that they are competent to carry out an activity they must inform their line manager rather than compromise safety. Should they observe another team or individual not appearing competent then it is their duty to report to their line manager.

Responsibilities of Students

All students must comply with Imperial College Union and College policies and procedures and are responsible for their own health and safety and that of others to ensure that their actions or plans do not cause unnecessary risk or harm to themselves or others.

Imperial College Union and Student Activities run a number of face-to-face training workshops throughout the year to equip Club, Society & Project officers with the tools and knowledge to effectively carry out their elected roles.

Learning outcomes are to:

- Understand the Duty of Care to CSP members
- Be able to complete Risk Assessments for CSP activity
- Know what is classed as High Risk Activity
- Understand the College's Travel Insurance policy
- Know the risks surrounding Trips & Tours abroad
- Know where to find help, advice and assistance

Further information can be found via: [Running a CSP Workshop](#)

Departmental Safety Officer (DSO)

The Union Departmental Safety Officer is appointed by, and responsible to, the President /Managing Director and will agree to the role by signing the [DSO Pro Forma](#).

The DSO's primary responsibility is to assist the President and MD in the development, implementation, monitoring and review of health and safety management systems. The DSO will check that all actions arising from audits, inspections, accidents & incidents have been addressed.

The DSO must also:

- Support the President /MD in the discharge of his or her health and safety responsibilities.
- Advise the President/MD on the appropriate arrangements for managing and monitoring health and safety in the Union.
- Work with the College safety team and representatives.
- Co-ordinate health and safety training across the Union including the provision of appropriate information and induction training for staff, students, visiting workers and contractors.
- Monitor safety performance across the Union
- Co-ordinate and carry out safety inspections and audits within the Union in line with an agreed Health and Safety Activity schedule.
- Investigate accidents and near misses within the Union and report back to the President/MD
- Ensure that best practice is communicated to and shared across the Union and that arrangements for effective co-operation with other College Departments including Fire office, Security the occupational health service, estates, external contractors and others are maintained.
- Be a member of the Union Health & Safety Committee.
- Including safety as an agenda item at all departmental meetings.
- Arranging and coordinating 4 Union Safety Committee meetings each year.
- Make funds available to ensure adequate safety in the workplace.

To carry out their duties, DSOs must be competent and appropriately qualified, experienced, trained and must:

- Recognise situations with the potential to cause damage or harm to any users of the Union
- Advise on and Implement effective preventive or protective measures and safe systems of work.
- Communicate effectively with all staff, students, contractors and visitors.
- Liaise with internal and external personnel including fire officer and inspectors where necessary.
- Keep up to date with and advise on compliance with statutory and College requirements and standards.
- Advise on the selection of suitable staff for health and safety duties.
- Identify areas of weakness in health and safety arrangements and take appropriate action, including sanctioning the suspension of activities where health and safety is being, or is likely to be, compromised or damage caused to the environment.
- Understand the limits of their own health and safety competence and seek advice from the College's health and safety or external specialists where necessary.
- Follow a programme of continuing professional development.

Departmental Managers

The Departmental Managers are accountable to the President and MD for the Health and Safety of Union activities and for its compliance with the College and statutory requirements. They must ensure that proper arrangements are in place to discharge their responsibilities. Department managers will ensure all actions arising from audits, inspections, accidents & incidents have been addressed and signed-off as completed.

Within their Departments they are responsible for:

- Promoting a positive health and safety culture.
- Ensuring that effective arrangements are in place for the implementation of Imperial College Union and College health and safety policies, procedures and codes of practice.
- Ensuring that they are aware of the key hazards relevant to their area of operation and activities and the risks present in their area, and that appropriate risk assessments of all hazardous items, areas and activities have been undertaken, and that work is being carried out in accordance with specified and appropriate procedures.
- Ensuring effective communication of health and safety information.
- Including safety as an agenda item at all Team meetings.
- Taking a personal and proactive interest in health and safety.

- Undertaking inspections and audits in their area of responsibility in line with the Health and Safety activity schedule.
- Delegating health and safety duties, and the necessary authority and resources to discharge them, to the appropriate team members who report directly to them.
- Liaising closely with the DSO and persons appointed by the Union to advise on health and safety.
- Ensuring that all staff, students and others working under their control comply with statutory and College health and safety policies, procedures and codes of practice.
- Ensuring that appropriate induction and training is provided for all staff, students, visitors and contractors and that staff attend such training.
- Ensuring that arrangements are in place for the regular monitoring, auditing and review of health and safety performance.
- Ensuring that there is proper coordination, cooperation and communication with other users of shared and/ or adjacent space.
- Ensuring that health and safety is considered in planning and that resources are used effectively.
- Suspending activities where health and safety is being, or is likely to be compromised.
- Taking appropriate disciplinary action where staff have breached Union or College's Health and Safety Policies and Procedures.
- Ensuring that proper arrangements are in place for dealing with emergencies, providing first aid and reporting accidents, incidents and non-compliances.

First Aid Coordinator

Imperial College Union's First Aid Coordinator is appointed by, and responsible to, the President /MD and will agree to the role by signing a letter of appointment [First-Aid-Co-ordinator-Letter-of-Appointment](#)

The First Aid Coordinator's primary responsibility is to assist the MD in the development, implementation, monitoring and review of Union First Aid Provision and will use the following tool to support their role: [First-Aid-Provision-Tool](#)

The First Aid coordinator should be able to carry out Risk assessments and be a qualified First Aider

The First Aid Coordinator will be responsible for the following:

- Undertaking & reviewing first aid needs.
- Monitoring numbers of FAW, Emergency First Aiders so a sufficient number of suitably trained first aiders are available at all times.
- Assisting with recruitment of departmental first aiders
- Inducting new first aiders

- Distributing information notices to first aiders
- Share relevant First Aid related information and updates with team
- Organising stocking and replenishment of first aid supplies
- Maintaining up to date notices on the local first aid arrangements
- Liaising with Departmental Safety Officer and the College's Central Health & Safety advisors
- Arrange supplementary training where this need is identified

Manual Handling Assessor

Manual Handling Assessors are appointed by the Head of Directorate to assist in the discharge of his/her responsibilities and advise on the manual handling needs of Imperial College Union's local arrangements. They should also work in liaison with the Departmental Safety Officer to help monitor the effectiveness of Manual handling processes in the Union.

Manual Handling Assessors duties will include:

- Promoting best practice in manual handling
- Maintaining awareness of potential hazardous manual handling activities
- Assisting teams with detailed risk assessments and updating as required
- Assessing staff needs for instruction or training in manual handling
- Assisting in the investigation of manual handling accidents or near misses.
- Assisting with the provision of basic information, instruction and training to staff and students.
- Attend training and annual update sessions for manual handling assessors

The link below provide further information on manual handling policy and responsibilities at Imperial College:

[Manual-handling](#)

Computer Health Assessor

Computer Health Assessors are responsible for:

- Ensuring that work station self-assessments are completed by users
- Assisting individuals with workstation assessments
- Advising on the resolution of problems identified through workstation assessments
- Reporting significant problems to Line Managers

[Computer-Health](#)

[Computer Health training/safety-courses](#)

The Health & Safety Committee

Imperial College Union safety committee meetings are held four times a year and are integral to advising, reporting and monitoring operational issues. The committee supports management arrangements for health and safety, but does not substitute for them.

Imperial College Union Health & Safety Committee Membership	
Committee Chair	DPCS
Student Representatives minimum 3	TBA
Departmental Safety Officer DSO (Union)	Malcolm Martin Head of Finance & Resources
Section Managers	Representatives of: Student Activities, Student Development, Commercial Services
First Aid Coordinator	Administration Team
College Safety Department	
Building Manager	
Fire Officer	

The Health & Safety Committee will review and monitor:

- Reports of accidents, dangerous occurrences, or work related health problems for both students and staff.
- SALUS reports.
- Reports from safety representatives.
- The results of internal inspections carried out by departmental safety roles, College H&S, Environmental Health, HSE or other regulatory authorities.
- Staff training.
- Provisions for emergency evacuations, evacuation drills and first aid.

Union Health & Safety Committee will make recommendations for:

- Improvements to health and safety standards
- Improvements to staff and student welfare wellbeing
- Actions to minimise accidents or dangerous occurrences.
- Arrangements for implementing new College or statutory requirements.
- Changes to this document

Departmental Arrangements

Communication

Health and safety issues and practices will be discussed at regular team meetings, committee meetings and with competent persons. Any urgent matters arising outside of these meetings will be dealt with and shared with the team without delay by email.

Union updates will be shared with the team and individuals as and when they become necessary.

Examples of best practice and warning advice regarding bad practice examples will be sent to the teams via email and where useful shared in team meetings and communicated to members where appropriate.

It is the individual's responsibility to ensure that they keep up to date with reading the latest advice.

Staff should sign up to the Colleges' Safety Newsletter to keep receiving updates:

[Safety-Training Newsletter](#)

Document Management

H & S Documents held at the Union

- Emergency College Security contact details at each phone point
- Contact details of staff with Safety responsibilities on notice boards
- Lead Responsibilities list
- Emergency contact details of First Aid trained staff on notice boards/position of first aid boxes
- Risk assessment documents as necessary
- Health and Safety training records
- SALUS reports
- Pest control records
- Staff emergency contact details held electronically
- Minutes of Health and safety committee meetings
- Health and Safety Inspection reports
- Defect records and outcomes
- Environmental Health Reports
- Audit reports

Imperial College Union policies and procedures including this document will be reviewed annually.

This document lays out the minimum requirements and standards that Imperial College Union must meet and are regularly inspected to ensure that the standards are met.

Training

Imperial College Union is committed to ensuring that all staff receive basic and specialised Health and Safety training, refresher training as appropriate to their role and requalification where necessary.

- Training records will be updated and maintained by the administration team.
- All staff will receive role- related Health and safety training relevant to their role whether face to face, online, written instruction.
- Competency of the team member will be assessed by a competent person, usually a line manager before they are allowed to carry out procedures.
- Refresher training should be carried out at regular intervals as necessary and in the event of procedures or incidents occurring.

Audit, Inspections and Reviews

The Departmental Health and Safety Officer and Competent Persons are responsible for ensuring that regular internal inspections of all areas take place and risk assessments are carried out as necessary. They will make recommendations, report concerns and follow up any action to be taken. They will record these on a Health and Safety Activity Schedule. The results of the inspections will be fed back to relevant parties and discussed in the Section Managers meetings.

The information will be made available to the Health and Safety Department upon request.

The College Fire office is responsible for monthly Fire Safety Inspections and will forward reports to the Union.

Risk Assessments

A register of Union Health and Safety Risks is recorded and kept up to date

Written risk assessments are carried out for all hazardous activity by department and by student groups for routine and event related activity .They will be reviewed annually and updated as required to include new activities identified. Risk assessments should also be reviewed when an accident/near miss incident has occurred.

Fire Safety

Fire alarms are checked by the college Fire Officer weekly; this normally takes place on Wednesdays. Monitored practice fire drills take place every year and as requested. Fire safety inspections are carried out monthly by the college Fire Officer and reports are sent to the DSO.

Inspections are carried out on Fire Extinguishers, fire blankets and Emergency lighting on a regular basis.

All staff are briefed on Fire Evacuation procedures and an evacuation drill is conducted annually by College Security.

Personal Emergency Egress Plans (PEEPs)

A PEEP is a Personal Emergency Egress Plan developed jointly between an individual and their supervisor or line manager which will enable them to safely exit the building during an emergency.

Who requires a PEEP?

In the majority of cases it will be possible for building occupants to be aware of an alarm and make their way unaided to a place of final safety, for some however it may not be that straight forward, and some form of additional assistance may be required.

If you think you or a member of staff or visitor to the Union may have any difficulties in hearing the alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. you may be on crutches) or have difficulty coping in crowds, you will require a PEEP.

Further guidance and information is available from the College Fire Safety Team:

[Personal Emergency Egress Plan](#)

First Aid

It is Imperial College policy that on all College campuses and sites, there are sufficient numbers of trained first aid personnel, equipment and information available to ensure that someone competent in first aid techniques can rapidly attend an incident during working hours or outside normal working hours when a building is regularly occupied.

It is the responsibility of the First Aid Coordinator to ensure that all first aid boxes are fully stocked and in date. They will arrange appropriate staff first aid training in consultation with line managers, refreshers and updates and ensure that emergency information is displayed containing details of qualified first aiders, locations of first aid boxes, first aid guidance, College emergency telephone number.

Types of first aider:

- **Fully Qualified First Aid at Work First aiders (FAW)** can provide first aid assistance in almost all situations likely to occur in College
- **LifeSavers** - who have completed Emergency First Aid at Work (EFAW) training and competency assessment, are able to deal with immediately life-threatening conditions and care of an unconscious casualty
- Student First Aiders within Clubs and Societies supporting their activities
- In the event the First Aiders are not available, College Security will provide First Aid assistance on campus

Incident Reporting

Accidents/Incidents/Illnesses/Near misses Reporting and Monitoring

All incidents involving staff or students engaged in Union related activity must be reported on the **SALUS** reporting system. This will include:

- Work related injury

- Work related ill health
- Student activity related injury
- Near miss
- Danger Occurrence (RIDDOR Schedule 2 only)
- Property damage
- Fire incident/security incident
- Environmental incident/spillage

All incidents must be reported to Line Manager and the DSO to ensure any necessary remedial action is taken, any lessons to be learned from best practice will be communicated to the team and colleagues as appropriate. Further information on incident and SALUS reporting can be found via the following link: [Accidents/ Incidents Reporting](#)

Team Wellbeing

The Union is committed to promoting and supporting the wellbeing of employees. This includes their Physical and Mental Health and in terms of resilience and stress management

We do this by:

- Supporting staff in regular 1:1 meetings
- Promoting Wellbeing week
- Offer annual flu immunisation
- Regular activities and initiatives that promote wellbeing
- Having access to a Mental Health First Aider
- Promoting college initiatives such as staff support scheme and Employees assistance program
- Linking with services and support from the Occupational Health department
- Monitoring reasons for absenteeism

Further guidance can be found at [Health-and-Wellbeing](#)

Safety Performance and Measurement

Imperial College Union monitors Health and safety performance by reviewing its records and outcomes at committee meetings, section manager meetings or where there is an incident for lessons to be learned. It will make recommendations for remedial action as necessary. Information will be gathered through inspection and audit reports, accident/incident reporting, and SALUS reports.

Maintenance Reporting

Imperial College Union uses the College preferred contractors to perform emergency and planned remedial work. Any requests should be made through the Union administrative or management team in the first instance. In emergency circumstances any team member may call 48000 to report an urgent need and the inform management.

Pregnancy

The Management of Health and Safety at Work Regulations 1999 (MHSW), stipulate employers take into account the health and safety risks to New and Expectant Mothers in the workplace. Risks will need to be managed to reduce the likelihood of harm in accordance with the College Maternity and Family Leave Policy.

The Union will adhere to the College guidance for risk posed to new an expectant mothers. The Line manager will undertake a risk assessment and review at regular intervals and upon return to work.

Further guidance can be found at: [Pregnancy](#) [Pregnancy risk-management](#)

Lone Working

The College and Imperial College Union are required to provide a safe environment, safe equipment and safe systems of work for its employees, students and those working on its premises. These requirements are applicable to all work situations and particular attention must be paid to situations where individuals are working alone or outside normal working hours.

Lone working must be avoided where possible and College and Union procedures must be adhered to where lone working is absolutely necessary. Further information on College Lone Working Policy is available via the following link: [Safety - Lone-Working](#)

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Managing Director