

RESERVED POLICY
Imperial College Union

HEALTH AND SAFETY POLICY

Passed by Union Council on 11th June 2007

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1 Policy statement

- 1.1 Imperial College Union is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities.
- 1.2 Imperial College Union recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation.
- 1.3 Imperial College Union is committed to ensuring that procedures are in place to identify hazards, assess risk and set objectives to improve the management of health, safety and welfare.
- 1.4 Imperial College Union acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure health, safety and welfare.
- 1.5 Imperial College Union is committed to developing a positive safety culture, based on the involvement of staff in health and safety management. Imperial College Union will therefore use consultative forums and mechanisms to involve staff in health and safety management, and will endeavour to provide relevant training to all staff and students.
- 1.6 Imperial College Union commits to reviewing this policy at least every 2 years, or as and when necessary. This will be done by the Departmental Safety Officer, Deputy President (Clubs & Societies) and the Student Activities Manager.

2 Introduction

- 2.1 This document details the allocation of health, safety and welfare responsibilities, the particular arrangements that are in place to meet the policy statement (see 1.0 above), the measures in place to monitor implementation of the policy and the system for reviewing the policy.
- 2.2 This document details Union-wide policies, procedures and systems to ensure the management of health and safety. Individual Departments, teams, functions, areas, etc. within the Union will introduce more detailed policies and systems covering specific areas.

RESERVED POLICY

- 2.3 Imperial College Union is an organisation within its own right. However, the Union is an integral part of Imperial College and could not exist without the College. Therefore, the relationship between the Union and the College is complex and important with regard to this policy.
- 2.3.1 The College has a legal responsibility to ensure the good management of the Union and in particular the use of the Union's finances.
- 2.3.2 As such, the College has an interest in ensuring that adequate measures are in place to ensure health, safety and welfare within the Union.
- 2.3.3 The College has its own Health and Safety Policy and a Health & Safety department.
- 2.3.4 The Union is committed to working with the College Health & Safety Unit and where appropriate, ensuring that the Union's Health and Safety Policy is in accordance with the College Health and Safety Policy.
- 2.4 Staff of the Union should note that they are employees of Imperial College Union and as such must adhere to the Union's Health and Safety Policy, the College Health and Safety Policy and the Health and Safety Executive Legislation first and foremost. Staff should also note that breaches of the health and safety policy will be treated with the utmost seriousness and could be deemed gross misconduct.

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3 Management responsibilities - people, places, equipment, tasks

- 3.1 As part of the College's charitable status, trustees govern the Union; the trustees of Imperial College Union are defined in the Union Constitution and include the Union President. The trustees are responsible for ensuring that the Union complies with all relevant legislation, including health and safety legislation.
- 3.1.1 The President of the Union shall act as the "Director" of Safety and as such will have lead responsibility amongst the Sabbatical team to ensure that this policy is implemented and that health and safety legislation is complied with.
- 3.1.2 The trustees shall delegate many of their responsibilities to staff members, through the line management structure of the Union.

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RESERVED POLICY

4 Department Safety Officer

- 4.1 The Department Safety Officer (DSO) for the Union shall be appointed by the General Manager.
- 4.2 The DSO shall be responsible for:
 - 4.2.1 Implementing the Policy Statement and the details of this policy as shown below.
 - 4.2.2 Reporting on a regular basis to the Trustee Board about health and safety issues.
 - 4.2.3 Providing accident statistics.
 - 4.2.4 Remaining up-to-date with relevant legislation.
 - 4.2.5 Conducting health and safety inspections on a regular basis.
 - 4.2.6 Providing leadership on health and safety issues.
- 4.3 Responsibility for ensuring the health, safety and welfare of equipment (electrical, mechanical or otherwise) lies with the DSO.
- 4.4 Responsibility for ensuring the health, safety and welfare of tasks (electrical, mechanical or otherwise) lies with the DSO in which the task takes place. For example, responsibility for ensuring that the lifting of beer barrels in the Venue is conducted safely lies with the DSO. This responsibility may then be delegated down through the line management structure.
- 4.5 Responsibility for ensuring the health, safety and welfare of all visitors lies with the DSO who is responsible for the building in which the visitor is present.
- 4.6 Responsibility for ensuring the health, safety and welfare of all suppliers lies with the DSO that the supplier is dealing with.

5 Delegation of Responsibilities by the Department Safety Officer

- 5.1 The DSO delegates responsibility for implementation of the Health and Safety Policy to the relevant Line Managers who shall be responsible for:
 - 5.1.1 The implementation of the policy within their department.
 - 5.1.2 Providing leadership on health and safety issues and supervising staff to ensure that the Health and Safety Policy is complied with.
 - 5.1.3 Promoting responsible attitudes towards health and safety.
 - 5.1.4 Identifying and reporting risks
 - 5.1.5 Conducting health and safety inspections on a regular basis.

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Manager

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Finance Manager, Bars
Manager, Catering Manager,
Ents & Events Manager,
Marketing Manager, and
Student Activities Manager),

RESERVED POLICY

- 5.2 Responsibility for ensuring the health, safety and welfare of people (staff, customers, suppliers, visitors and others who may be affected by its activities) lies with a specific Line Manager, as shown below:
- 5.3 Responsibility for staff follows the line management structure of the Union.
- 5.4 Responsibility for ensuring the health, safety and welfare of all students involved in Union activities on a voluntary basis lies with the DSO.
- 5.5 Responsibility for ensuring the health, safety and welfare of places (buildings, offices and each physical area of the Union) lies with a specific Manager, as shown below:
- 5.5.1 The Union Shop, including the office, stockroom and refuse area shall be the responsibility of the Retail Manager.
- 5.5.2 The Union Bars, including the outdoor seating area and the refuse area shall be the responsibility of the Trading Manager.
- 5.5.3 The Finance Department offices are the responsibility of the Finance Manager.
- 5.5.4 All other areas are the responsibility of the DSO.

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6 Delegation of responsibilities by Department Heads

- 6.1 Department Heads delegate certain tasks within their departments to staff who have supervisory responsibilities. Line Managers and Supervisors shall be responsible for:
- 6.1.1 The implementation of the policy within their sphere of influence.
- 6.1.2 Providing leadership on health and safety issues for the staff they manage or supervise.
- 6.1.3 Ensuring that staff they manage/supervise are aware of the Union's Health and Safety Policy.
- 6.1.4 Ensuring that staff they manage or supervise report anything that may impact upon the safety of the working environment.

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7 Collective responsibilities

- 7.1 Every staff member (permanent and casual) has certain responsibilities under the Health and Safety Policy. All staff shall:
- 7.1.1 Make themselves aware of the Union's Health and Safety Policy and adhere to it at all times when at work.
- 7.1.2 Record any accidents or breaches of the Health and Safety Policy immediately, using the appropriate forms.

RESERVED POLICY

- 7.1.3 Seek the advice of their line manager regarding any medical conditions or other conditions that may affect there or others' health, safety or welfare.
- 7.1.4 Do everything within their power to ensure a safe and healthy working environment.
- 7.1.5 Correctly utilise any Personal Protective Equipment (PPE) that is supplied for the purposes of safely carrying out a specific task.
- 7.1.6 Protecting themselves and others and not interfering or misusing any equipment provided for health and safety purposes.
- 7.1.7 Responsibility for ensuring the health, safety and welfare of all others who may be affected by its activities lies with the relevant Department Head.

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