

Finance and Risk Committee**COVER SHEET**

Title:	Health and Safety of clubs
Agenda item:	10
Action requested:	For discussion
Executive Summary:	Please summarise: <ul style="list-style-type: none">• Health and Safety of Clubs• To review what currently happens with Club Risk assessments and training in Health and Safety.• To provide a timeline of work to be undertaken and by whom.
Summary of recommendations:	No recommendations to be made – decision paper only.

Health and Safety of Clubs

Background

All Clubs, Societies and Projects are required to fill out a risk assessment each year on eActivities. This is required for all groups, regardless of how high risk the activities might be or where they take place.

The Union offers training and support to clubs and societies to enable them plan and deliver their activities safely and complete the necessary documentation, including risk assessments.

There are clubs that are typically more engaged with their health & safety responsibilities due to the nature of their activity, and a recognition that by not doing so would put that activity at risk in general. Some examples being the Motor Clubs, DramSoc, Rifle & Pistol. Clubs that do not complete their risk assessments do not face any sanctions, and there is limited monitoring and reporting of this process at present.

Policy

The Club, Society and Project Policy states:

11. The Union shall provide a safe environment, free from harassment and discrimination for all Union activity (according to the Health & Safety and Equal Opportunities Policies).

24. Clubs, Societies and Projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to their members for their health and safety and a responsibility not to discriminate among them or harass them.

26. The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. Clubs, Societies and Projects will need to demonstrate to the Union that they are complying with these requirements.

82. Clubs, Societies and Projects need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.

The quality of risk assessments vary greatly between groups and are often copied by committees from the year before. Consequently, the risk is that the quality does not improve and the content does not change. The principal officer, usually a President or Chair is responsible for filling out a risk assessment each year, to undertake sensible activities and make sensible decisions.

The risk assessment is currently submitted on eActivities which makes copying previous assessments easy, but they are not routinely checked or approved to monitor quality.

Current Status

Policy

Policies are in place describing the requirements of Clubs and Societies with regards to operating their activities in a safe manner. A process of policy review on their appointed date or as required will be conducted over the coming months.

Accident Reporting

The procedure for reporting an incident is via the College system SALUS. Once a report is logged, an automated notification email is sent to Union SMG for investigation and action. The SMG member is then required to review the incident and update SALUS with additional information/ actions required, or accept the incident as closed to further investigation. In the previous 12 months there has been a low level of incidents reported to the Union which may indicate that activities are being managed appropriately, but this is of course no guarantee. There is also a low level of near miss reporting, and this is something that needs encouraging to ensure that we promotes a culture of safe working and individual responsibility. Reporting on incidents at sports facilities is collected by Sport Imperial and reported at Health and Safety committee meetings.

Recent experience this summer of a response to a caving incident overseas demonstrated the importance of good training and procedures. The procedures in place where followed correctly, the incident was well managed and the outcome for the casualty was almost certainly improved by the actions of his companions and the rescue teams involved.

Training

Training opportunities and resources to assist with general risks assessments are available via Student Activities, and participation in these events has increased in the last year. Specific training and support for c12 overseas expeditions per year is also provide by the team. Training requirements will be reviewed to identify opportunities for development and improvement.

Next Steps

The Strategic Risk Register was circulated on the 1 September 2016 describing the principle strategic risks for the organisation. Risk 11 specifically identifies Health & Safety related incidents as an area of focus.

Over the next period we will:

	Action	Responsibility	Completion Date
1	Review and establish a criteria for identifying high risk activity and categories and engage with those clubs to review their risk assessments.	SA	Dec
2	Conduct an audit of sample club RAMS by 31 December to evaluate their accuracy and effectiveness. Evaluate risks based on their rating and our risk tolerance	SA	Dec
3	Meet with 50% of identified high risk clubs by December to review their risk assessments	SA	Dec
4	Agree Action plan for continued development of Risk Management Policy Procedures and Process	SA	Dec

5	Report back to F&R on initial findings in January	SA	Jan
6	Pilot the action plan and schedule a sample audit of all clubs and societies to analyse effectiveness of training and risk assessments to inform future strategy and decisions	SA	Jan - July
7	Meet with 75% of high risk clubs by Easter to review their risk assessments	SA	April
8	Continue delivering x 3 Student Activity training sessions per week to Clubs and Societies, of which a number will be on safety management.	SA	July 2017
9	Continue delivering training and support to overseas expedition's c12 per year, and review opportunities for development.	SA	July 2017