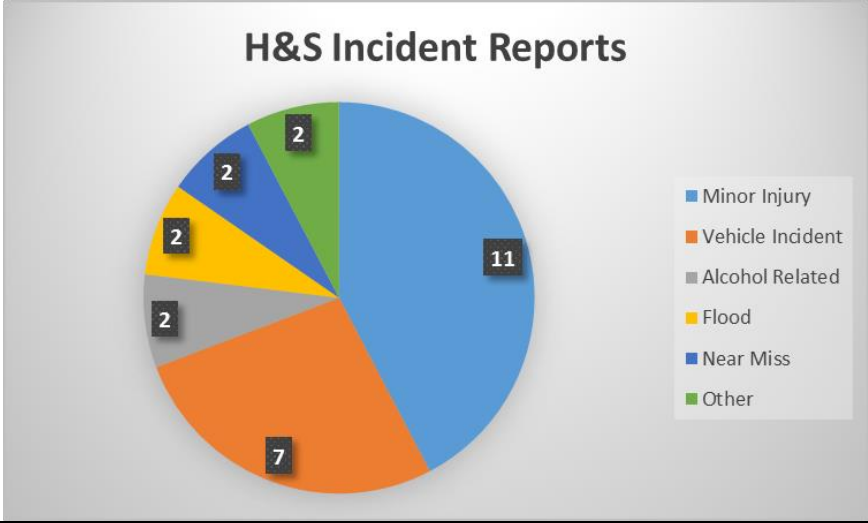


Imperial College Union Board of Trustees Report

Thursday 1st February 2018

AGENDA ITEM NO.															
TITLE	Health and Safety Update														
AUTHOR	Jarlath O’Hara, Paul Buckley														
EXECUTIVE SUMMARY	<p>Significant progress continues on the step change within H&S management.</p> <p>There have been 28 incidents in period which represents an increase in reported incidents as awareness of best practice continues to grow.</p> <p>Incidents are as per below and no major incidents or concerns to report.</p> <div style="text-align: center;">  <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>H&S Incident Reports</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Minor Injury</td> <td>11</td> </tr> <tr> <td>Vehicle Incident</td> <td>7</td> </tr> <tr> <td>Alcohol Related</td> <td>2</td> </tr> <tr> <td>Flood</td> <td>2</td> </tr> <tr> <td>Near Miss</td> <td>2</td> </tr> <tr> <td>Other</td> <td>2</td> </tr> </tbody> </table> </div>	Category	Count	Minor Injury	11	Vehicle Incident	7	Alcohol Related	2	Flood	2	Near Miss	2	Other	2
Category	Count														
Minor Injury	11														
Vehicle Incident	7														
Alcohol Related	2														
Flood	2														
Near Miss	2														
Other	2														
PURPOSE	To update on progress and note reported incidents.														
DECISION/ACTION REQUIRED	None required.														

Union Health and Safety Update January 2018

The Union has made a strategic commitment to creating a step-change in our safety management practices. Recent activity and progress is summarised below.

HASMAP H&S Audit

In September we conducted a one - day HASMAP H&S Audit with College reviewing Union policies and procedures which included interviews with staff and an inspection of the RCS Motor Club garage, their procedures and documentation. An action plan was issued and agreed in December and we are now working on a program of actions in response to that.

Inspections

In November we introduced a process for conducting and recording internal H&S inspections and have completed 6 during Nov/Dec. Areas inspected included CSPs, Bars, and Charing Cross. Future inspections for January include Rifle & Pistol club.

Code of Practice

Further to the Audit we have committed to producing an H&S Code of Practice by March 2018. A first draft is in circulation with H&S Committee for feedback.

SALUS Reports

We have received and investigated 33 SALUS reports August – December 2017. This is an increase on the 17 recorded for the same period in 2016. This is considered a positive change as we are encouraging staff and students to report incidents and near misses and they are responding to this. Full year 16/17 recorded 49 reports total.

Actions Completed since October

- Management Group training half-day where MG/CU volunteers were trained in safety management of their clubs.
- 3x general First Aid completed.
- 3 x Pitch side First Aid courses completed.
- All societies have been emailed and recommended to go on relevant First Aid Course.
- 3x 'Club Safety' & 2x 'Trips & Tours' training workshops with a focus on incident management, Risk Assessments and contingency planning
- Launch of a system requirement of completion of yearly risk assessment before students get their financial responsibility approval.
- 'Safety & Risk' has been established as one of five key themes in ICXP, the new CSP accreditation scheme. This includes awarding clubs point for completing SALUS reports, Event & Trip/Tour Risk Assessments and External Speaker requests (reputational risk management).

Further actions and activity that are planned in the coming months:

- Seeking to commission H&S advice and inspection on Summer Ball
- Introduced Barbour EHS resource, December 2017
- Travel Safety lecture event scheduled for 20 February - key note speaker booked
- An additional 1 x general First Aid course
- An additional 1x outdoor First Aid course

TABLE ONE: INCIDENTS OF NOTE occurring since the last meeting (Period 15 October 2017 – 31 December 2017)

No	Description	Department(s) affected	Implications	Action Required (if any)	Status
Ref: IN010165 Incident Date: 18/12/2017 14:40 Location: France	Incident Type: Sporting Incident Report By: Alex Dean Details: Student (member of committee) twisted her knee while skiing, was rescued from mountain and taken to medical centre. This incident lead to the following resulting injuries: Torn ligament in knee, ACL broken. Other ligament sprained but name was in French. Being unable to ski, she contacted her insurance and with the help of committee flew home. Responsibility: Other Services, IC Student Union, Athletic Clubs Committee Groups Exact Location: On Le Lac run in the Espace Killy ski area, France.	IC Student Union	Sporting injury to knee	Hospital Treatment	
Ref: IN010115 Incident Date: 16/12/2017 01:45 Location: SK	Incident Type: Other Injury Report By: Daniel Green Details: Student fell on the East Staircase on the way up to the female toilets and hit her chin on a step. A small cut but was fairly bloody. Responsibility: Other Services, IC Student Union, Customers in SU Facilities Exact Location: East Staircase leading to level 1, just outside female toilets. Location: South Kensington, Beit Quadrangle, 1: First Floor	IC Student Union	Minor injury	First Aid	Closed
Ref: IN010113 Incident Date: 15/12/2017 15:28 Location: SK	Incident Type: Work Related Injury Report By: Fred Fyles Details: Student volunteer in the Felix office stabbed themselves with a stapler whilst unattended by staff members. First aid was administered, and bleeding quickly stopped. Responsibility: All Faculties/Schools/Divisions, All Departments/Institutes, All Sections/Groups/Units Exact Location: Felix office, West Basement Location: South Kensington, Beit Quadrangle, 0B: Basement	IC Student Union	Minor injury	First Aid	Closed

<p>Ref: IN010084 Incident Date: 06/12/2017 23:50</p> <p>Location: CX , Reynolds</p>	<p>Incident Type: Work Related Injury Report By: Jack Whitby</p> <p>Details: Member of staff at the Reynolds bar, sprayed D2 cleaning product accidentally into her own eye whilst cleaning around the bar. Her eye was cleaned out by Eleanor Tindall using the sterile saline in the bar's eye wash kit. She is now okay.</p> <p>Responsibility: Other Services, IC Student Union, All Sections/Groups/Units Exact Location: Behind the bar in the Reynolds. Location: Charing Cross, Reynolds Building, 0G: Ground Floor</p>	IC Student Union	Minor injury	First Aid	Closed
<p>Ref: IN010082 Incident Date: 06/12/2017 17:30</p> <p>Location: SK</p>	<p>Incident Type: Work Related Injury Report By: Merve Zeden</p> <p>Details: While carrying a keg, student staff member hit her knee with the keg and later on her knee clicked while walking, then she started limping in pain.</p> <p>Responsibility: Other Services, IC Student Union, Union Staff & Sabbatical Officers Exact Location: In 568 Cellar Location: South Kensington, Beit Quadrangle, 0G: Ground Floor</p>	IC Student Union	Minor Injury	NFA	Closed
<p>Ref: IN010076 Incident Date: 05/12/2017 20:40</p> <p>Location: SK</p>	<p>Incident Type: Dangerous Occ. Report By: Christopher Seare</p> <p>Details: Control received a call that a mobile phone had exploded in a room in RSM. The room was being used by the Leonardo Arts Society who were packing away when the phone which was being charged, starting making a hissing and sizzling noise. The make of the phone was Doojee which was connected to an HTC charger. When security officers arrived on the scene, the 15 occupants of the room had vacated the area due to the strong smell of burning and the danger of further incident.</p> <p>Responsibility: Faculty of Engineering, Materials, All Sections/Groups/Units Exact Location: Room 301E RSM Location: South Kensington, Royal School Of Mines, 3: Third Floor</p>	IC Student Union	Near Miss	NFA	Closed
<p>Ref: IN010089 Incident Date: 05/12/2017 11:00</p>	<p>Incident Type: Near Miss Report By: Amelia Owens</p> <p>Details: I entered the Beit West Basement Science Fiction and Fantasy library shortly before 11am on Tue 5th December and heard a sound like it was raining (but it wasn't). I looked up to see water marks on the ceiling tiles.</p> <p>I immediately contacted Beit Security, Engineering, the Union and College Estates to inform them of the leak. Members of the society and union staff removed books from the room, whilst</p>	IC Student Union	Flood Damage	Estates response and damage recovery coordinated by ICU	SALUS Closed Recovery support to ICU

Location :SK	<p>engineering searched for the source of the leak on floors above, identifying it as a burst pipe one floor up which had seeped down through the walls.</p> <p>However, it was not easy to isolate the water supply so water was still running into the walls until about 3.30pm. The water marks on the ceiling continued to grow at an alarming rate, so one of the ceiling tiles was removed to stop water pooling. At around 1pm, we decided the integrity of the ceiling tiles was at risk and they were likely to fall down, so we evacuated the library to avoid injury. Fortunately at this point the majority of the threatened books had been cleared.</p> <p>There was a similar incident on Nov 23rd when there was a leak into the library. Responsibility: Other Services, IC Student Union, Recreational Clubs Committee Groups Exact Location: Beit West Basement Science Fiction and Fantasy Library Location: South Kensington, Beit Quadrangle, 0B: Basement</p>				Club continues
Ref: IN010040 Date and Time: 28/11/2017 13:30	<p>Incident Type: Work Related Injury Entered by: Leigh Shlomovich Telephone: 07495730770</p> <p>Details: Student staff cut her finger when pricing stock by catching it on the tape dispenser.</p> <p>Responsibility: Other Services, IC Student Union, All Sections/Groups/Units Exact Location: Union Shop, Sherfield Walkway Location: South Kensington, Sherfield Building, OTHER Floor/Area</p>	IC Student Union	Minor Injury	NFA	Closed
Ref: IN010030 Incident Date: 23/11/2017 23:55	<p>Incident Type: Other Injury Report By: JAMES STANLEY TARGETT Details: During pack down of an event in metric (The union's nightclub) I went to check my phone, which was in my right jeans pocket. As I removed my phone from my jeans the back of my hand/thumb was scraped against one of the rivets of the pocket. I now know that the edge of these rivets are sharp, and on this particular rivet, had become bend away from the fabric. Therefore a minor gash was sliced into the back of my hand, in two parts. 1cm long and 2cm long.</p> <p>Responsibility: Other Services, IC Student Union, Arts & Entertainment Societies Exact Location: In the middle of the floor of metric. Location: South Kensington, Beit Quadrangle, 0G: Ground Floor</p>	IC Student Union	Minor Injury	NFA	Closed
Ref: IN010035 Incident Date:	<p>Incident Type: Property Damage or Other Loss</p> <p>Report By: Amelia Owens Details: On Thursday 23rd November at approx 12pm a member of the Science Fiction society attempted to take the key for the West Basement Science Fiction library out from the security office, only to be told it was out to an engineer as part of the ceiling had fallen down. When the</p>	IC Student Union	Flood Damage	Estates response and damage recovery coordinated by ICU	SALUS Closed Recovery

<p>23/11/2017 05:00</p> <p>Location: SK</p>	<p>society gained access to the room, we discovered that one of the suspended ceiling tiles was missing, one of them had crumbled, falling onto some books, and water had leaked through the roof causing damage to some of the books on the top shelves and making the carpet damp. We were informed that this was due to a leak from a room upstairs and that the leak had been stopped for the moment, but they could not guarantee it would happen again at some point in the future. Following advice from estates, we took the precaution of removing all books from shelves underneath the leak, which required significant labour from society volunteers, and closed the library until the ceiling has been fixed.</p> <p>We later talked to the security guard who found the leak, who said that he heard strange noises from the library at 5am. In response to this, he called engineers, who called plumbers when they were unable to identify the problem. We are currently talking to the engineers to establish what the problem that caused the leak was, and how much of an ongoing hazard it represents.</p> <p>As well as damage to the books, the society is still unable to use the library, which it requires to fulfill the majority of its aims and objectives. There was also the potential for injury had the ceiling tiles fallen at a time when people were present in the room. As well as this, it was (and continues to be) a significant time investment and inconvenience for the members of the society to deal with this issue.</p>				<p>support to ICU Club continues</p>
<p>Ref: IN010016 Incident Date: 23/11/2017 00:15</p>	<p>Incident Type: Other Injury Report By: Dominic Murray</p> <p>Details: Student came to the FiveSixEight bar with a cut finger. Thomas Fernandez Debets wiped clean the cut and applied a plaster. When asked how he did it, he could not recall. Responsibility: Other Services, IC Student Union, Union Staff & Sabbatical Officers Exact Location: FiveSixEight bar. Location: South Kensington, Beit Quadrangle, 0G: Ground Floor</p>	<p>IC Student Union</p>	<p>Minor Injury</p>	<p>NFA</p>	<p>Closed</p>
<p>Ref: IN010005 Incident Date: 20/11/2017 20:15</p> <p>Location: SK</p>	<p>Incident Type: Other Injury Report By: Elena Stronach</p> <p>Details: During a rehearsal an actor was lightly grazed with a fencing sword, this was during the polishing stages of choreography for an upcoming production. Responsibility: Other Services, IC Student Union, Arts & Entertainment Societies</p> <p>Exact Location: Blackett Room 630 Location: South Kensington, Blackett, 6: Sixth Floor</p>	<p>IC Student Union</p>	<p>Minor Injury</p>	<p>Student Activities to review RAMS for this activity</p>	<p>Closed</p>
<p>Ref: IN010008 Incident</p>	<p>Incident Type: Sporting Incident Report By: Slavina Georgieva</p> <p>Details: On arriving at the trail centre, a student rode one of the trails and did not realize there</p>	<p>IC Student Union</p>	<p>Minor Injury</p>	<p>NFA</p>	<p>Closed</p>

<p>Date: 18/11/2017 11:30</p>	<p>was a 'drop' approaching on the path of the trail. When he realized, it was too late to stop and he fell with his bicycle. His fall was at speed, approximately 10kmh and height of 3 metres and he slid along the mud floor. He did not lose consciousness and remained fully alert throughout. he immediately spoke and complained of some neck soreness. Fellow Students saw to him and moved him to a safe position off the trail. They then checked him over; he had some mud on his helmet. They asked him if he feels at all uncomfortable or is in pain and advised him to not continue with the activity if that was the case. He decided to continue and rode well for 90 minutes before deciding that his neck was too uncomfortable to continue activity.</p> <p>Responsibility: Other Services, IC Student Union, Recreational Clubs Committee Groups Exact Location: Hadleigh Park Mountain biking trails, Chapel Ln, Hadleigh, Benfleet SS7 2PP</p>				
<p>Ref: IN009985 Incident Date: 17/11/2017 15:48</p>	<p>Incident Type: Work Related Injury Report By: Anthony Michael</p> <p>Details: A permanent member of staff whilst entering the kitchen area of the licensing venue on the ground floor of the union bar got his finger caught between the swinging door and its frame. Responsibility: Other Services, IC Student Union, Union Staff & Sabbatical Officers Exact Location: Ground floor of the student union building in FiveSixEight venue. Location: South Kensington, Beit Quadrangle, 0G: Ground Floor</p>	<p>IC Student Union</p>	<p>Minor Injury</p>	<p>NFA</p>	<p>Closed</p>
<p>Ref: IN009983 Incident Date: 15/11/2017 17:00</p>	<p>Incident Type: Other Injury Report By: Oliver Bright</p> <p>Details: Pulling out of Shell on Fulham Rd in union minibus after we had just filled up on the way home from a football match. Hit a parked car on the left as I turned left out of the petrol station. Scraped the rear left of minibus on front left bumper of the parked car. Turned back into the petrol station and the owner of the car arrived. Swapped details etc Responsibility: Other Services, IC Student Union, Athletic Clubs Committee Groups Exact Location: Shell Fulham Road</p>	<p>IC Student Union</p>	<p>Vehicle Damage</p>	<p>Insurance Department Informed</p>	<p>Closed</p>
<p>Ref: IN009956 Incident Date: 11/11/2017 20:20</p> <p>Location: SK</p>	<p>Report By: Jessica Harrison Details: British Legion Cadets were trapped within the lift in Imperial College Union Saturday evening after seen messing around with the lift buttons. Beit Security responded and resolved the situation, freeing the cadets.</p> <p>Responsibility: Other Services, IC Student Union, Customers in SU Facilities</p> <p>Exact Location: Lift became stuck between floor 2M and 3. Lift in question is the large glass lift which enables disability access. Location: South Kensington, Beit Quadrangle, 2: Mezzanine</p>	<p>IC Student Union</p>	<p>Near Miss</p>	<p>PB debriefed with Events team post event. Incident was managed effectively</p>	<p>Closed</p>
<p>Ref: IN010056 Incident</p>	<p>Incident Type: Property Damage or Other Loss Report By: James Truell</p> <p>Details: I was driving the minibus on behalf of Imperial Medicals Rugby Football Club. I drove</p>	<p>IC Student Union</p>	<p>Vehicle Damage</p>	<p>Insurance Department Informed</p>	<p>Closed</p>

<p>Date: 08/11/2017 11:30</p> <p>Location: CX</p>	<p>into the road outside the Reynolds building and parked on the left hand side, in order to pick up some passengers. Once they had loaded up I reversed the bus at about 5mph in a straight line. There was a noise from the back of the bus. I instantly stopped and moved the bus forwards again. Upon exiting the bus it had become clear that I had reversed into another vehicle. There was minor damage to the front part of the other vehicle and very minor damage to the minibus. Some details were exchanged. Pictures taken of the damage. I rang the ICU number three times, without answer. Upon arrival at the UCL ground I rang twice with no answer. The Third Party's insurer rang me to discuss the incident. After the match I tried the designated ICU number once more. Eventually at 16:40 I called College Security and informed them of what had happened in the morning. They informed me that it sounded all okay and that they would pass it onto the Union team.</p> <p>Responsibility: Faculty of Medicine, School of Medicine (UG), All Sections/Groups/Units Exact Location: On the road outside the Reynolds Building, about halfway between the main black gates and the entrance to the Reynolds. Location: Charing Cross, Reynolds Building, External Areas</p>				
<p>Ref: IN009937 Incident Date: 07/11/2017 13:30</p> <p>Location: SK</p>	<p>Incident Type: Other Injury Report By: Thomas Fernandez Debets</p> <p>Details: Student staff member fell off a bike at Gloucester Road, while travelling to University. He hit his hand knee and side of his head on the ground. As a student member of staff for the Union bar, he decided to come to the Union building to receive first aid. He came into the bar office, where Dominic sat him on the floor and checked for signs of concussion. He was bleeding from his knee, hand and had a small graze to his head. These were all wiped with a non-alcoholic wipe and then covered in a plaster. He was given a drink and some food. His wrist was sore and slowly was increasing in pain. He was advised to go to A+E to check it out, as well as for them to confirm he was not concuss.</p> <p>Responsibility: Other Services, IC Student Union, Union Staff & Sabbatical Officers Exact Location: Gloucester Road Station</p>	<p>IC Student Union</p>	<p>Broken wrist and abrasions</p>	<p>First Aid provided by ICU staff</p> <p>Injury occurred off site during a cycle commute. Casualty was provided appropriate assistance from work colleagues.</p>	<p>Closed</p>
<p>Ref: IN009934 Date and Time: 06/11/2017 20:45</p>	<p>Incident Type: Sporting Incident</p> <p>Entered by: David Gordon Telephone: 02075891000</p> <p>Details: Whilst pole dancing student fell from her pole, injuring her right thigh Responsibility: Support Services, Campus Services, Sport and Leisure Services</p> <p>Exact Location: level 3 union building gym Location: South Kensington, Beit Quadrangle, 3: Third Floor</p>	<p>IC Student Union</p>	<p>Minor injury</p>	<p>NFA</p>	<p>Closed</p>

<p>Ref: IN009991 Incident Date: 30/10/2017 20:32 Location: Earls Court</p>	<p>Incident Type: Property Damage or Other Loss Report By: Slavina Georgieva</p> <p>Details: Our minibus LJ17 AET was hit by Go South Coach with reg number BX16 CLY . Caused rear right bumper damage. Minibus driveable. Responsibility: Other Services, IC Student Union, Athletic Clubs Committee Groups</p> <p>Exact Location: Earl's Court</p>	<p>IC Student Union</p>	<p>Vehicle Damage</p>	<p>Insurance Department Informed</p>	<p>Closed</p>
<p>Ref: IN009995 Incident Date: 29/10/2017 20:00</p>	<p>Incident Type: Property Damage or Other Loss Report By: Slavina Georgieva</p> <p>Details: The incident occurred when coming back from the gliding club trip, when entering the Imperial College gate (Prince Consort Road). Minibus LJ66 DXA was turned too tight when entering the gate and the left corner of the vehicle got scratched by the gate. Responsibility: Other Services, IC Student Union, Recreational Clubs Committee Groups Exact Location: Callender Road Gate Location: South Kensington, Callender Road, OTHER Floor/Area</p>	<p>IC Student Union</p>	<p>Vehicle Damage</p>	<p>Insurance Department Informed</p>	<p>Closed</p>
<p>Ref: IN009992 Incident Date: 26/10/2017 18:30</p>	<p>Incident Type: Property Damage or Other Loss Report By: Slavina Georgieva</p> <p>Details: Minibus LJ17 AET collided with bollard when turning into Callendar Road. Responsibility: Other Services, IC Student Union, Arts & Entertainment Societies Exact Location: Callender Road itself Location: South Kensington, Callender Road, OTHER Floor/Area</p>	<p>IC Student Union</p>	<p>Vehicle Damage</p>	<p>Insurance Department informed</p>	<p>Closed</p>
<p>Ref: IN009902 Incident Date: 25/10/2017 22:00 Location: SK</p>	<p>Incident Type: Other Injury Report By: EMILY JONES</p> <p>Details: Female student was found intoxicated and unconscious</p> <p>Responsibility: Faculty of Natural Sciences, Life Sciences, All Sections/Groups/Units Exact Location: Quad lawn</p>	<p>IC Student Union</p>	<p>Alcohol Related</p>	<p>Casualty was taken ill on arrival at Beit. No evidence that person had been served alcohol on Beit Premises Reason for illness unknown but suspected under influence of alcohol</p>	<p>Closed</p>

				PB Investigated with bar manager. NFA	
Ref: IN009994 Incident Date: 25/10/2017 15:10	Incident Type: Property Damage or Other Loss Report By: Slavina Georgieva Details: When driving Union minibus LJ66 DWC, as student turned the corner into a carpark, a height restrictive gate was immediately placed at the entrance to the car park. They connected with the metal bar, causing a dent to the exterior of the bus, at the front roof area.No one was harmed in the incident and the vehicle's driving performance was not hindered Responsibility: Other Services, IC Student Union, Athletic Clubs Committee Groups Exact Location: Bulverhythe Recreation Ground, Freshfields, St Leonards, TN40 2SA	IC Student Union	Vehicle Damage	Insurance Department informed	Closed
Ref: IN009892 Incident Date: 20/10/2017 21:30 Exact Location: Millennium Gloucester Hotel, Gloucester Road.	Incident Type: Other Injury Report By: Claudia Caravello Details: Drunk male student vomited a lot around 9.30pm. He was taken outside for fresh air and to be called a taxi home. He passed out and was unresponsive when the taxi came. We put him in the recovery position on the pavement and called 999. First responders sent, who then called an ambulance around 10pm. We remained with him the whole time, and his friend went with him in the ambulance. His hall warden informed and we passed on responsibility to the warden once he was in the ambulance. Student went to hospital, put on a drip and discharged in the morning. Student sustained no injuries.	IC Student Union, City & Guilds College Union	Alcohol Related	PB Debriefed with CC. Control measures had been put in place by student organisers in planning of event to limit and manage the amount of alcohol being served at table to guests at dinner. CC and colleagues took appropriate action to protect welfare of individual	Closed
Ref: IN009993 Incident Date: 16/10/2017 18:30 Location: Heston	Incident Type: Property Damage or Other Loss Report By: Slavina Georgieva Details: Minibus LJ66 DWC hit front bumper of Toyota Aygo when turning corner to park Responsibility: Other Services, IC Student Union, Athletic Clubs Committee Groups Exact Location: Heston Sports Ground, 10 Crane Lodge Rd, Hounslow TW5 9PQ Location: Heston, OTHER Building, OTHER Floor/Area	IC Student Union	Vehicle Damage	Incident reported to Insurance Department	Closed