**Union Health & Safety Update**

**March 2018**

The Union has made a strategic commitment to creating a step-change in our safety management practices. There are two primary purposes for the development of this work:

* Legal and compliance including to demonstrate appropriate systems and measures to auditors, regulators or inspectors.
* To develop the safety management awareness and skills of all those involved, namely: student participants; student volunteer organisers; student and permanent staff.

The vision for this is, within a year, to:

* Have the ability to pull out safety management records for any area, Club, Society & Project or team.
* Have appropriate training, delivered by a combination of Union, governing bodies and others.
* Have increased the profile of H&S in a positive way - recognition schemes are in place and best practise is celebrated.
* Ensure checks are performed and recorded regularly and we can provide assurance that this happens.
* Be able to demonstrate all of the above.

**Recent activity and progress**

**HASMAP H&S Audit**

Health and safety management profile (HASMAP) action plan was issued and agreed in December. Up-date on Action plan progress to be submitted to H&S Committee in March.

**Inspections**

Six areas inspected Nov- Feb including CSPs, Bars, and Charing Cross and Rifle & Pistol club.

**Code of Practice**

 A draft health and safety Code of Practice for the Union has been circulated to the committee for feedback and is scheduled to be approved for implementation following the committee meeting in March.

**SALUS Reports**

We have received and investigated 44 SALUS reports August 2017 – February 2018. Increase on the 28 recorded for the same period in 2016/17. Full year 16/17 recorded 49 reports total.

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| **SALUS Reported Incidents** |
| 31.08.17 | 30.09.17 | 31.10.17 | 30.11.17 | 31.12.17 | 31.01.18 | 28.02.18 | 31.03.18 | **Total** |
| 0 | 2 | 12 | 13 | 7 | 5 | 5 | **TBC** | 44 |
| 31.08.16 | 30.09.16 | 31.10.16 | 30.11.16 | 31.12.16 | 31.01.17 | 28.02.17 | 23.03.17 | **Total** |
| 1 | 2 | 9 | 3 | 2 | 8 | 3 | 5 | 33 |

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| **Student Activities training and activity completed since October** |
| * Management Group MG/CU volunteers trained in safety management
* 4x general First Aid courses completed.
* 3x Pitch side First Aid courses completed.
* 1x Outdoor First Aid course completed
* 3x ‘Club Safety’ & 3x ‘Trips & Tours’ training workshops with a focus on incident management, Risk Assessments and contingency planning
* Travel Safety lecture event delivered with guest speaker
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| **CSP Member First Aid Training Course Attendance** |
| 13-14 | 14-15 | 15-16 | 16-17 | 17-18 |
| 12 | 26 | 24 | 11 | 73 |

**CSP Risk Assessment procedure**

* Student Activities introduced requirement for yearly risk assessment before students get their financial responsibility approval; increased number entered in eActivities as a result:
* 2016-17: **273** 2017-18: **312**

**ICXP - Imperial Club Experience Project**

* ‘Safety & Risk’ has been established as one of five key themes in ICXP, the new CSP accreditation scheme. This includes awarding clubs points for completing Salus reports, Event & Trip/Tour Risk Assessments and External Speaker requests

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| **Commercial Services training and activity January – February** |
| * 9 x fire safety (shop)
* 9 x manual handling (shop)
* 1 x counter terrorism (shop)
* 3 x allergens (shop and ents)
 | * 1 x RAFT (shop)
* 1 x safe use of ladders (shop)
* 6 x MOST (shop) Month One Safety Training
* 5 x HACCP (food safety bars & ents)
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**Further actions and activity that are planned in the coming months:**

* Commercial Services have commissioned independent H&S advisor to assist with an audit and inspection of Summer Ball 2018 planning and delivery.
* Babour online Environmental H&S resource to be made available to Union staff. Five licences available. Suggested SMG x 3 1x Student Activities, 1x Commercial Services.