

**Imperial College Union**

**Health and Safety Committee**

Wednesday 20 June 2018

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| **AGENDA ITEM NO.** |  |
| **TITLE** | Licensed Trade – Approach to Health & Safety |
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| **EXECUTIVE SUMMARY** | As both an employer and a service provider the Licensed Trade Department, and by extension the Union has a duty of care to both its members/customers and its employees. This includes but is not limited to a safe working environment with sufficient welfare provisions for staff and a safe space, service and products for customers.Whilst the Licensed Trade Department has systems, training, processes, documentation and audits in place for its own immediate operations the reliance on some CSPs to deliver events often means that the assurance given as to the appropriate level of H&S competency and compliance is questionable. |
| **PURPOSE** | This paper is to highlight the good practice that is already in place within the Licensed Trade department and to show potential risks to its operations Committee members are asked to consider: 1. What additional practices should/could be introduced to ensure that the Licensed Trade department remains compliant
2. How and where can Licensed Trade’s best practise be captured and rolled out across the union and what areas of the union/college could the Licensed Trade department learn from?
3. How is the union managing the H&S concerns which arise from the dependency on CSPs for its operations which include but are not limited to Licensed Trade in order to ensure that it remains sustainable as well as compliant?
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| **DECISION/ACTION REQUIRED** | For Discussion and Action  |

**Licensed Trade – Approach to Health & Safety**

1. **Introduction**

The Licenced Trade department has over the years developed an approach towards H&S so as to ensure that it remains compliant within the law but most importantly in keeping its staff and customers safe.

Due to the nature of the activities and services provided by the department the types of risks associated can be extremely varied. With long operating times across the day and varying demographics of customers the department must be aware of the diverse risks that come with such a dynamic operation.

As a students’ union, Imperial College Union must ensure the safety of all of its members, whether as customers or when in the capacity as staff members. With a mixture of permanent staff and student staff members the department must deliver a comprehensive and consistent approach to the quality and availability of H&S training to match the needs of the roles and services provided.

Not all of the resources required for the delivery of events and services are done so through the usage of permanent and student staff. A large number of events require the services of CSP members acting within their society roles in order for events to happen. This is for both internally organised events, student run events and external customer events.

1. **Our Responsibility**

The Health and Safety at Work etc Act 1974 states that Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.

As employers the Union should**:**

* Carry out risk assessments for the activities, spaces and equipment within our venues
* make arrangements for implementing the health and safety measures identified as necessary by the risk assessment;
* appoint competent people (often themselves or company colleagues) to help them to implement the arrangements;
* set up emergency procedures;
* provide clear information and training to employees;
* work together with other employers sharing the same workplace.

As a Union the organisation should ensure that the same consistent approach is also followed with its CSPs whether that be in the capacity of supporting the delivery of Union events or when CSPs are solely acting within their core purposes. With an increasing number of events relying on the services of CSPs the duty of care and due diligence needed to ensure compliance is more important than ever.

1. **Licensed Trade’s Approach to H&S Management**

Whether staff members are permanent or student staff the availability to training is consistent. Where there is a cross over between roles for example in the case of a student supervisor and a permanent supervisor the training offered is equal. Where the union faces difficulty is in its access to the Learning & Development Centre where courses are only offered to permanent staff members. External training is sourced to fill the gaps where the Union and College are unable to offer the training internally.

**Training & Induction**

Training is mapped via a matrix which stipulates the required training for the specific roles as well as the legal compliance in regards to refreshers and retakes. Training is split out into categories. Categories significant to this paper would be:

* Health & Safety
	+ Relevant H&S Qualification (NEEBOSH, IOSH, CIEH Level 2 Award in H&S)
	+ Salus Training
	+ First Aid (3 days, 1 day)
	+ Manual Handling (Bespoke & Train The Trainer)
	+ Fire Warden & Fire Coordinator
	+ Ladders & Steps
	+ Evacuation Chair
* Food Safety
	+ Relevant Food Safety Qualification (Level 4 award, Level 3, HACCP, Allergens)
* Licensing[[1]](#footnote-1)
	+ Personal License
	+ SIA Door Supervisor Training
	+ Project Argus Anti-Terrorism
	+ Conflict Management
	+ Crime Scene Preservation

With the largest body of student staff being within the role of Bar Staff and Stewards H&S forms part of their induction. Induction pack for this role can be found as appendix 1. H&S training induction includes but is not limited to:

* Manual Handling
* COSHH
* Knife Safety
* Noise
* Food Allergens/Food Safety
* Licensing

Staff members are inducted using a training tracker system to ensure that all areas are covered over their induction period. Similar inductions and trackers are done for other roles within the department such as supervisors and duty managers

**Risk Assessments**

Risk assessments are created for all areas of Licensed Trade. Each venue has its own risk assessment pack which is reviewed annually and following an incident.

Packs are split into categories and coded relevant to their area:

* Equipment Risk Assessments XXX-EQRAxxxx
* Procedure Risk Assessments XXX-PRRAxxxx
* Space Risk Assessments XXX-SPRAxxxx

Risk assessments are also created for specific events

Beit Bars & Catering Risk Assessment Pack 2017/18 can be found in appendix 2

**Checks & Audits**

Each outlet will complete daily checks in regards to H&S such as fire exit checks and general safety of spaces. Regular defect inspections occur which are notified where appropriate to facilities

Venues undergo a termly audit conducted by the Licensed Trade & Venues Manager. These audits cover a range of topics including both H&S and Licensing. Venues receive a score based on their overall audit as well as the individual categories and spaces. The dashboard for a recent Beit Bars audit can be found in appendix 3.

**External Suppliers & Agency Staff**

All external suppliers and staff will go through the necessary due diligence needed in order to be approved suppliers. Regular suppliers such as the Union’s SIA supplier for example will provide their own risk assessments and insurance for the services they supply. Agency staff within the Bars & Catering teams will also be from reputable companies and will receive the necessary induction for their roles in line with the equivalent Union staff role.

The 2018 Summer Ball has brought in external support in regards to the management of H&S for the event. This includes a review of the previous year’s H&S documentation and compliance as well as the formulation of an event safety plan for the 2018 event.

1. **Next Steps**
	1. The Union should take a consistent approach to all of its training and induction in regards to H&S across all departments for both permanent and student roles
	2. Ensure all Union management are aware of the duty of care they must assist in providing for all student and permanent roles
	3. The due diligence surrounding the use of student CSPs in the delivery of Union events and services should have a standard approach and expectation. Where concerns are evident the expectations in regards to H&S safe practice should be extended in to a CSPs core activities

**Appendix**

Appendix 1 – Bar Staff/Steward Induction Pack 2018 (attached document)

Appendix 2 – Beit Bars & Catering Risk Assessment Pack 2017/18 (attached document)

Appendix 3 – Beit Bars Internal Audit Dashboard Results May 2018



1. Whilst licensing is not immediately considered part of H&S the licensing act stipulates that a duty of

care is required for all customers in regards to their safety and is therefore a necessary addition [↑](#footnote-ref-1)