

Imperial College Union Health & Safety Report

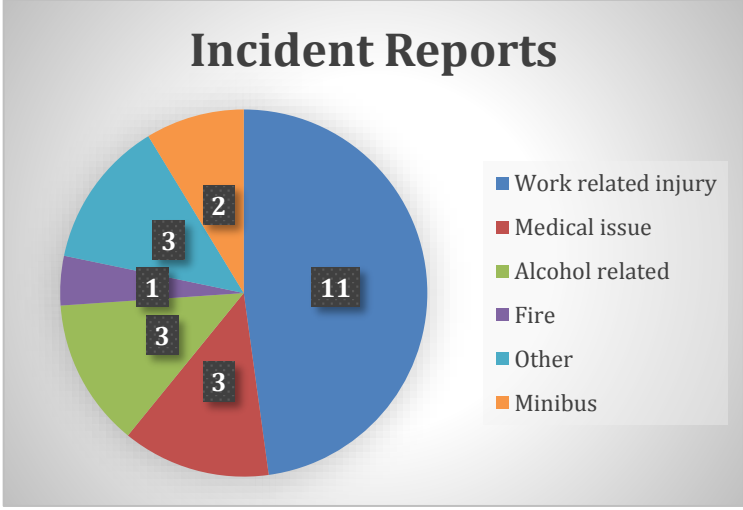
AGENDA ITEM NO.															
TITLE	Health and Safety Update														
AUTHOR	Jarlath O'Hara, Claudia Caravello														
EXECUTIVE SUMMARY	<p>There have been 31 incidents over the period (1 May to 30 Sept) compared to 19 over the same period in 2017.</p> <p>There were 8 near misses continuing a pleasing trend of increasing non-injury reports.</p> <p>The number (11) of minor work related injuries reported is further sign of a healthy reporting culture that is becoming more embedded across the commercial teams where such incidents are more likely.</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>Incident Reports Data</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Work related injury</td> <td>11</td> </tr> <tr> <td>Medical issue</td> <td>3</td> </tr> <tr> <td>Alcohol related</td> <td>3</td> </tr> <tr> <td>Fire</td> <td>1</td> </tr> <tr> <td>Other</td> <td>3</td> </tr> <tr> <td>Minibus</td> <td>2</td> </tr> </tbody> </table> </div> <p>The table has been completed with summaries of incidents and points of note rather than exhaustive incident reports.</p>	Category	Count	Work related injury	11	Medical issue	3	Alcohol related	3	Fire	1	Other	3	Minibus	2
Category	Count														
Work related injury	11														
Medical issue	3														
Alcohol related	3														
Fire	1														
Other	3														
Minibus	2														
PURPOSE	To update on progress and note reported incidents.														
DECISION/ACTION REQUIRED	None required.														

TABLE ONE: FACULTY INCIDENTS OF NOTE occurring since the last meeting (Period 01 May 2018 – 30 September 2018)

- **KEY AREAS OF CONCERN**
- **PROCEDURAL OR POLICY ISSUE/CONCERN**
- **CHEMICALS/SUBSTANCES/CONTAMINATION/BIO-HAZARDS**
- **EQUIPMENT FAILURE**
- **SECURITY**

No	Description	Department(s) affected	Implications	Action Required (if any)	Status
	KEY AREAS OF CONCERN				
1	New Union staff member with severe nut allergy. IN012002 – allergic reaction, epi pen used and ambulance called to take to hospital.	Union	Medical Issue (Non work related)	Information and procedure had been circulated prior to staff member starting so there was awareness of what to do. Level 2M is dedicated nut-free zone and discussion sessions to be arranged.	Closed
	PROCEDURAL OR POLICY ISSUE/CONCERN				
2	Strict adherence to food safety regulations (HACCP). Increasing range of food within Catering and Retail means we have applied increasing rigour to HACCP obligations. Four food related near misses: IN011753 – degraded salad served to customer IN011728 – mislabelling of food by supplier. IN012039 – staff clarity over allergen info (our allergen matrix was accurate) IN012040 – cross contamination of food when serving.	Union	Near Miss	Additional training, checklists and spot checks in place across retail and catering teams.	Closed
3	Fire Incident - IN012008	Union	Fire Incident	Smoke Free banners and materials brought back for term time and to remain in the Union Quad for the foreseeable future.	Closed

	Very minor event – smoke coming from cigarette bin but was in a non-smoking zone / time.				
	CHEMICALS/SUBSTANCES/CONTAMINATION /BIO-HAZARDS				
	EQUIPMENT FAILURE				
	SECURITY				