



Imperial College Union, Finance and Risk Committee

21 March 2019

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| AGENDA ITEM NO. | Item 11 |
| TITLE | Health and Safety (H&S) Policy Review |
| AUTHOR | Malcolm Martin |
| EXECUTIVE SUMMARY | <p>A greater degree of focus has been placed on H&S for both staff, members and visitors in recent years however, more needs to be accomplished. The review of the H&S Policy provides an opportunity to review various roles and responsibilities.</p> <p>The H&S committee on 13 March kick started the review of the policy and is planning a follow-up session for a smaller representation to further consider what additional changes should be recommended.</p> <p>The initial discussion yielded a number of suggestions which included:</p> <ol style="list-style-type: none"> 1. The formation of a one-page summary policy statement which should be signed by the lead executive 2. Consideration for the use of the code of practice 3. The formation of a role competence matrix 4. The addition of an index <p>Key questions include: Is it more appropriate for an external trustee to be chair of this important assurance committee and help evaluate the effectiveness of the health and Safety management systems?</p> <p>How can the committee ensure that the policy is live and embraced across the Union?</p> |
| PURPOSE | <p>Committee members are given the opportunity to review the proposed changes to the policy and ensure that the policy remain appropriate for the Union.</p> <p>The next steps are to:</p> <ol style="list-style-type: none"> 1. Host a review meeting 2. Further discussion at next H&S meeting 5 June 2019 |

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| | 3. Policy to be finalised by F&R 19 June 2019 |
| DECISION/ACTION REQUIRED | For Discussion |

Health and Safety Policy Review

Introduction

The Leadership of the union has placed a greater focus and emphasis on health, safety, welfare and wellbeing of our staff, members and visitors in recent years.

While there has been a general improvement in the level of training provided to CSP's, inspections and incidents reported, there is still more that needs to be done to embed a positive safety culture across all aspects of Union activity.

The health and safety policy has come up for review at a time when there have been a number of managerial changes. This gives a clear opportunity to re-evaluate, clarify and realign roles and responsibilities, ensuring that clear and effective leadership is demonstrated all at levels.

While having a robust written policy in place is important to set the tone, implementation and active monitoring of this policy is of far more importance.

Roles and Responsibilities

The attached diagram sets out the Union's Health and Safety Operational Structure, which underpins the Health and Safety Policy and provides a vehicle for its implementation, monitoring, review and development.

The Board:

Has ultimate responsibility for health and safety.

Managing Director:

The lead executive responsible for health and safety who is accountable to the Board.

Finance and Risk Committee:

Has delegated responsibility from Board for Health and safety

Health and Safety Committee:

Lead assurance committee, accountable to the Finance and Risk Committee, to proactively and reactively monitor the implementation of the health and safety policy.

The committee will also provide advice, guidance and support to the lead executive.

The committee will receive periodic reports and performance statistics.

Departmental Safety Officer (DSO):

Primary responsibility is to assist the lead executive in the implementation, monitoring and review of the health and safety management systems.

Heads of Directorate (SMG):

Accountable to the Executive Lead for ensuring that effective local arrangements are in place for the implementation of the Union's health and safety policy, procedures and codes of practice.

Heads of Departments:

Accountable to SMG for the implementation of the Union's health and safety policy, procedures and codes of practice.

Student CSP Officers:

Accountable to the Student Activities Manager SMG for the implementation of the Union's health and safety policy, procedures and codes of practice.

Individuals (Staff, members, visitors):

Responsible for their own health and safety, and the health and safety of others who may be affected by their

Union activities.

Effective Leadership and Assurance

The current de facto method of appointing the chair of Health and Safety committee has not changed in recent years to align with the importance being place this the area. Consideration is not given to the skills, experience and competence to steer such an importance area of risk.

The Union needs to consider whether its most appropriate to have an external trustee steer the assurance work of the Union.