

**Imperial College Union**

**Health and Safety Committee**

5 June 2019

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| **AGENDA ITEM NO.** | 6  |
| **TITLE** | Health and Safety Policy Review |
| **AUTHOR** | Malcolm Martin – Departmental Safety Officer  |
| **EXECUTIVE SUMMARY** | The review of the Health and Safety Policy has been paused as other priorities have emerged since this work was launched at the last Health and Safety Meeting in March 2019. As agreed by the Board, a new chair for H&S committee has been appointed, effective 1 August 2019 |
| **PURPOSE** | To ensure that an effective and current H&S policy is in place which clearly sets out the importance of H&S and gives clear organisational objectives. The policy must also clearly define roles and responsibilities of management, staff and students at all levels. |
| **DECISION/ACTION REQUIRED** | For information  |

Where are we with the review of the Health and Safety Policy?

The review of the H&S policy was launched at the last H&S committee in March 2019. After the meeting an online TEAMS forum was established to capture the additional comments and contributions from managers and other interested parties.

The minutes of the last meeting have captured other ideas which will be incorporated into a revised policy.

Since the last H&S Committee Meeting, the Union’s Board of Trustees agreed at its May 2019 meeting that the responsibility for chairing H&S should now be that of an External Trustee. The current method of an automatic allocation to the Deputy President (Finance and Services) (DPFS) makes no assessment as to whether or not the incoming individual has the appropriate skill, experience or competence.

Next Steps

The plan is to

1. Review all the comments and ensure changes are made e.g. removal of references to “External Volunteering”
2. Write a one-page policy summary
3. Review the Code of Practise and ensure it is consistent with the policy
4. Develop a role matrix
5. Create JD / role responsibilities for Fire Safety Coordinator, Manual Handling Coordinator, and Fire Wardens
6. Meet with the new incoming chair and develop future plans

The above actions will be completed over the summer.

Malcolm Martin

Departmental Safety Officer