

**Imperial College Union Board of Trustees**

**11 Dec 2019**

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| **AGENDA ITEM NO.** | Item 6 |
| **TITLE** | Health & Safety Update |
| **AUTHOR** | Jarlath O’Hara |
| **EXECUTIVE SUMMARY** | There have been 16 incidents reported in year down from 28 for the same period in 18/19.  The primary decrease is seen in the reduction of medical issue (not work related) down from 8 to 2 this year. This can be considered a result of better controls regarding our staff member with serious allergies. |
| **PURPOSE** | To update on progress and note reported incidents. |
| **DECISION/ACTION REQUIRED** | None required. |

**Health & Safety Update**

**Incidents**

There were 16 reported incidents since the beginning of August.

The total of 16 is lower than the 28 in the same period 18/19 and is primarily due to the control measures now in place regarding our staff member with severe allergies resulting in medical issue (not work related) reducing from 8 last year to 2 this year.

Incident ref. 15467 was recorded as a near miss when a staff member received an electric shock. The incident took place on 31 October but was not reported on the system until it was reported verbally on 5th November. Once informed, Head of Commercial Services requested the incident to be logged and following initial conversations and checks, was not satisfied that the kitchen was safe. The decision was taken to close the kitchens and this was communicated to Board on 5th Nov and subsequently.

There have been multiple follow up actions including several site surveys as discussed later in our agenda and papers.

**Other matters**

The flooring which has been referenced in previous papers has now got a confirmed schedule of works to repair and / or replace the various wooden floors within the building. These works are scheduled for the Christmas holiday period.