

**Imperial College Union Board of Trustees**

**30 Oct 2019**

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| **AGENDA ITEM NO.** | Item 6 |
| **TITLE** | Health & Safety Update |
| **AUTHOR** | Jarlath O’Hara |
| **EXECUTIVE SUMMARY** | There have been 8 incidents reported in year down from 15 for the same period in 18/19.  The primary decrease is seen in the reduction of medical issue (not work related) down from 6 to 1 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 8 reported incidents since the beginning of August. None of these are major incidents though one ‘property damage’ incident was a more-than-minor collision between one of the Union’s minibuses and a road sign.

The total of 8 is lower than the 15 in the same period 18/19 and is primarily due to the control measures now in place regarding our staff member with severe allergies.

With that said, the two near misses were both in relation to food products containing coconut oil being brought into the nut-free office areas. On both occasions, swift action was taken to minimise risk of exposure for the staff member and no reaction occurred.

The minibus incident took place on the return journey from Valencia when the vehicle made contact with a road sign and resulted in damage down the full side of the minibus. There were no injuries and protocol was followed in terms of contacting Security as the incident was out of hours. After a substantial rest and patchwork to the damaged windows, the bus and passengers were all able to return as planned and no further action is deemed necessary.

**Other matters**

Though there have been no further reported incidents, the wooden flooring areas remain in sub-par condition. We have a provisional schedule for the works to be undertaken over the Christmas break. College contractors have recently increased the quote for the works placing the timing of the full works into jeopardy. We will continue to liaise with College Estates team and in the meanwhile, frequent checks remain in place to monitor the condition of the flooring for any worsening.

568 Kitchen was subject to an EHO visit which resulted in a reduction from 3 to 2 out of 5 for Food Hygiene Rating. The full report has been circulated to Board and our Head of Commercial Services is leading the team through the work and evidence gathering required to be ready for reassessment.

Our proposal for refreshing our approach to H&S Management and reporting is included later in the Agenda.