
Document Title:	Health & Safety Policy
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1. Introduction

This policy has been developed to ensure that Imperial College Union (the Union) is, at all times, a safe and healthy environment for elected officers, staff, volunteers, members and visitors.

It is a requirement of the Health and Safety at Work Act (1974) that organisations have a written statement of general policy concerning Health and Safety issues arising from work-based activities. The Students' Union considers the promotion and adherence to this policy to be the mutual objective of all officers, staff and volunteers.

The Union places great importance on the management of Health and Safety. This importance is reflected in a pro-active approach to the management, planning, organisation, control, monitoring and review arrangements in all of our policies, procedures and practices associated with Health and Safety.

This document details the allocation of health and safety responsibilities, our overarching objectives and the system for reviewing the policy. For the avoidance of doubt, when the policy refers to health we mean both physical and mental health and wellbeing.

A copy of this, and all other Health & Safety related policies, will be made available to all staff. New joiners will be given a copy of these policies as part of their Health and Safety induction into the organisation.

2. Policy Statement

The Union is committed to ensuring the Health and Safety of its members, staff, customers, suppliers, visitors and all others who may be affected by its activities. We recognise that good management of Health and Safety is essential to the success of the organisation and will ensure that policies and procedures are in place to identify hazards, assess risk and set objectives to proactively improve the management of Health and Safety and create a safety first culture within the organisation.

We acknowledge our duty to ensure that all relevant legislation regarding Health and Safety is adhered to, and that adequate resources, guidance and information is provided to build a strong understanding amongst colleagues. We will ensure staff are involved in Health and Safety management, and will provide relevant training to staff, Board members and managers to ensure the right levels of expertise and capacity in the organisation.

3. Roles and Responsibilities

3.1. Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the Health and Safety of its employees at work and other people who may be affected by their activities, e.g. membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

3.2. The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental heads.

3.3. Head of Commercial Services and Facilities

The Head of Commercial Services and Facilities has delegated responsibility for:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Students' Union.

3.4. Departmental Heads and Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e. Risk Assessment, COSHH) and where appropriate (IOSH, NEBOSH) to ensure areas/teams are managed safely.

Departmental Heads and Line Managers are responsible for:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training is provided to meet individually identified needs.

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- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
 - Reviewing the above arrangements at regular intervals, making adjustments as necessary.

3.5. Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Union's incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g. misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Union's Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

3.6. Operational Health and Safety Committee

The Operational Health and Safety Committee will comprise the following:

- Head of Commercial Services and Facilities (Chair);
- Deputy President (Finance and Services);
- Deputy President (Clubs and Societies);
- Head of Membership Services;
- Administration Support Manager;
- Student Opportunities Manager;
- Operations Manager;
- Events and Conferencing Manager;
- Systems Manager;
- Imperial College Director of Safety (or their nominee);
- Imperial College Building Manager;
- 2 x staff representatives as nominated by colleagues;
- Any other member of staff or student staff as and when required.

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Health & Safety Committee should the need arise.

The Committee will have the following terms of reference:

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- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
 - To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
 - To monitor the management processes employed within the Students' Union to mitigate risk, notably the implementation and annual review of risk assessments.
 - To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
 - Monitoring progress against the Health and Safety action plan and tracking progress against agreed actions.
 - To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
 - To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
 - To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
 - Developing and monitoring KPIs related to Health and Safety.
 - To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

3.7. Imperial College, London

The Students' Union, whilst an independent charity in its own right, is an integral part of the Imperial College community and could not exist without the College. The Union and College work in partnership to ensure that adequate measures are in place to ensure health, safety and welfare within the Union. The Union is committed to working with the College Safety Department and Occupational Health Department where appropriate, ensuring that the Union's Health and Safety Policy is in accordance with the College Health and Safety Policy

The Union is in an unusual position in that whilst colleagues work directly for the Students' Union their contracts of employment are with the College. Whilst the Union accepts its duty of care and responsibilities, the College also has a duty to ensure, and support, the safe management and operation of the Students' Union. It is vital that the Union and College build a close partnership in order to achieve this.

The Students' Union building is owned and managed by Imperial College, London and therefore a landlord / tenant relationship also exists in practice. It is important that a strong relationship exists between College Estates Operations Department and the Students' Union to ensure absolute clarity around respective responsibilities.

Relationships between the Union, Estates and Health and Safety Department will be governed by service level agreements to ensure continuity and clarity over roles and responsibilities.

4. Policy Objectives

The Union will adopt the following objectives as part of this policy. At all times there will be an up-to-date Health and Safety plan which sets out how these objectives will be achieved, who holds responsibility and how performance will be measured along with appropriate timescales.

- 4.1. To provide and maintain safe and healthy working conditions, equipment and systems of work for all employees.
- 4.2. To establish and maintain a Health and Safety culture based on high levels of accountability.
- 4.3. To provide adequate information, training and supervision to ensure employees are competent to do their work and fully aware of their responsibilities.
- 4.4. To engage and consult with employees on Health and Safety conditions and ensure employee voice is integral within our Health and Safety planning.
- 4.5. To prevent accidents and cases of work related ill health and provide adequate control of Health and Safety risk arising from work activities.
- 4.6. To ensure the effective maintenance of the building, fixtures, furnishings and equipment.
- 4.7. To ensure the safe management of student opportunities including activities undertaken by clubs, societies and volunteers.
- 4.8. To ensure compliance with the Health and Safety at Work Act (1974) and all other relevant Health and Safety legislation.

5. Monitoring the Policy

The implementation of this Policy and the requirements of individual policies and procedures associated with Health and Safety will be continuously monitored at department level and any issues reported to the Operational Health and Safety Committee. Departmental Heads will be expected to carry out routine on the spot inspections, recording any areas where corrective action may be necessary. A formal Health and Safety audit will be conducted every three-years in conjunction with the College.

The Head of Commercial Services and Facilities will produce annual accident / incident statistics which will be circulated to the Board of Trustees and Operational Health & Safety Committee. Such reports will facilitate a critical review of trends and necessary corrective action.

As part of the Students' Union's charitable status, trustees govern the Union. The trustees of the Union hold ultimate accountability for ensuring that the Union complies with all relevant legislation, including Health and Safety legislation.

APPENDIX A: Compliance Information

Health and Safety legislation contains a range of requirements. These include reporting the following:

<p>Health and Safety law poster is displayed at the following locations:</p>	<ul style="list-style-type: none"> • Beit Office noticeboard; • Beit Reception; • Beit ground floor entrance; • Union Shop Office; • Charing Cross Reynolds Bar; • H-Bar.
<p>First-aid boxes, Allergy Emergency Kits and AEDs are located:</p>	<ul style="list-style-type: none"> • Beit Reception; • Administration Office; • Union Shop Office • FiveSixEight Bar; • Charing Cross Reynolds Bar; • Metric Bar; • H-Bar; • The Union Bar.
<p>Near miss accidents to be reported via the SALUS system to:</p>	<p>Head of Commercial Services and Facilities</p>
<p>Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by:</p>	<p>Head of Commercial Services and Facilities</p>
<p>List of registered first aiders, mental health first aiders and designated fire wardens maintained by, and available at:</p>	<p>List managed by Administration Support Manager and available on Sharepoint at: LINK</p>

APPENDIX B: Health and Safety Policies and Procedures

List of All Health and Safety related policies within Imperial College Union. A number of these policies are standalone; others are incorporated into other documents i.e. Operations Handbook:

No.	Policy Name	Policy Owner	Date Last Reviewed
1	Fire Safety Policy & Evacuation Procedure	Head of Commercial and Facilities	
2	First Aid at Work Policy & Procedure	Head of Commercial and Facilities	
3	Risk Assessment Policy & Procedure	Head of Commercial and Facilities	
4	Display Screen Equipment Policy and Procedure	Administration Support Manager	
5	Accident/ Incident Investigation and Reporting Procedure	Head of Commercial and Facilities	

6	Control of Substances Hazardous to Health Policy	Head of Commercial and Facilities	
7	Manual Handling Policy	Administration Support Manager	
8	Verbal & Physical Abuse Policy	Administration Support Manager	
9	Working at Height Policy	Operations Manager	
10	Personal Protective Equipment Policy	Operations Manager	
11	Lone Working Policy	Administration Support Manager	
12	Homeworking Policy	Administration Support Manager	
13	Driving and Vehicle Safety Policy	Student Opportunities Manager	
14	Maintenance of Portable and Transportable Electrical Equipment Policy	Administration Support Manager	
15	Body Spillage Procedure	Operations Manager	
16	Slips, Trips and Falls Policy	Operations Manager	
17	Noise Exposure Control Policy	Operations Manager	
18	Working Safely in Confined Spaces Policy & Procedure	Operations Manager	
19	Workplace Temperature Policy	Administration Support Manager	
20	Safeguarding Policy	Head of Membership Services	