

## Imperial College Union Policy Lone Working Policy

Audience: All staff  
Owner(s): Leadership Group  
Created Date: December 2020  
Review Date: December 2022

### 1. Policy Statement

Imperial College Union is committed to ensuring the health, safety and welfare of its members, staff, customers, suppliers, visitors, and all others who may be affected by its activities.

Imperial College Union recognises that good management of health, safety and welfare is essential to the success of the organisation and is a sign of a well-managed organisation. Imperial College Union is committed to ensuring that procedures are in place to identify hazards, assess risk and set objectives to improve the management of health, safety and welfare.

Imperial College Union acknowledges its duty to ensure that all relevant legislation regarding health, safety and welfare is adhered to and that resources are made available to ensure health, safety and welfare.

Imperial College Union is committed to developing a positive safety culture, based on the involvement of staff and volunteers in health and safety management. Imperial College Union will therefore use consultative forums and mechanisms to involve staff and volunteers in health and safety management and will endeavour to provide relevant training to all staff and students.

Imperial College Union commits to reviewing this policy at least every 2 years, or as and when necessary, with approval for the policy to take place at the Board of Trustees.

### 2. Introduction

Lone workers are those who work by themselves without close or direct supervision or contact with others.

It is College policy to ensure that:

- All lone working is avoided where reasonably practicable to do so.
- Where lone working cannot be avoided, safe working to be facilitated by:
  - Undertaking risk assessments, where necessary, to identify the hazards, assess the risks and put appropriate control measures in place.
  - Providing adequate and workable procedures to ensure that lone working consent is obtained and recorded in circumstances where this is required either by the College Code of Practice or in accordance with local rules.
  - Liaising with other employers to ensure that adequate procedures are in place in relation to lone working in shared premises.
- Where risks cannot be adequately controlled, lone working shall be prohibited.

The College Policy above describes the requirements for all College staff and students and there is a primary emphasis on avoiding lone working where possible. The College's Code of Practice: Safe Management of Lone Working describes the procedures that all Faculties and Departments must apply in order to achieve compliance with the College Policy.

It is essential to note that lone workers must understand they should not only abide by the College Policy and Lone Working Code of Practice, but also any local rules in force for the control of lone working in their areas.

**Compliance with this Policy is mandatory.** The College Code of Practice practical guidance on how compliance may be achieved.

### **3. Responsibilities**

#### **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 safety, health and welfare 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.

#### **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.

#### **Director of Finance & Resources**

The Director of Finance & Resources 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.

#### **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.

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 are provided to meet individually identified needs.
- 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.

### **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 person 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 Procedures.

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 an employee at 1-2-1 meetings, team meetings, and at Town hall meetings, which occur regularly.

### **Operational Health and Safety Committee**

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

The Committee will have the following terms of reference:

- 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.
- 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.
- 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.

### **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 Health & Safety Unit and 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 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. Arrangements**

All lone working must be approved by the relevant Line Manager, and sufficient procedures in place for either the lone worker to check in with an individual or for another individual to check in on the lone worker. In the case of the lone worker being the only person in the Union building, then Beit Security should be informed and arrangement created with them.

Any lone working happening within a Club, Society or Project must be reported to the Student Opportunities & Development Team and is only allowed when there will be members of staff on-site who are able to support.

## **5. Review**

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 5 years, or as required to stay current with applicable laws and/ or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy.

## **6. Training**

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Training enables staff to acquire the skills and knowledge that, with experience, make them competent in the health and safety aspects of their work. The College has a general duty to provide information, instruction and training and to provide a safe place of work under Section 2 of the Health and Safety at Work Act 1974.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 also specifies a duty to ensure adequate health and safety training on recruitment, on being exposed to new risks because of a change of responsibilities, or because of the introduction of new equipment, new technology or changed systems of work.

The quality of the sessions is maintained through the use of in-house expertise and the use of outside consultants where appropriate. Certain courses lead to nationally recognised certification, for example, on successful completion of the National Examination Board in Occupational Safety and Health Certificate.

Courses in the programme can also be tailored to meet the requirements of individual departments. Some courses are repeated throughout the year to enable as many people as possible to take part. External participants are welcomed on most courses; fees are indicated in the programme.

### **Safety Induction**

Building safety inductions are needed for all persons entering College premises, so that they have access to basic safety information