**Imperial College Union
Finance & Risk Subcommittee**

03 February 2021
2 – 4pm / Microsoft Teams

Standing Items

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Items marked with an * have been identified as confidential to Board.

Author Key

GP	Graham Parker	SL	Sam Lee
AS	Abhijay Sood	TN	Tom Newman
TF	Tom Flynn	RU	Ross Unwin
JH	Jayne Hufford		

Next Meeting Dates:
10 March 2021
09 June 2021

Imperial College Students' Union
Finance and Risk Sub-Committee / 03 February 2021

Minutes (14 October 2020 Finance and Risk)

1. Introduction & Attendance

Graham Parker (GP) (Chair)   Kelvin Zhang (KZ)
Stephen Richardson (SR)   Sam Lee (SL)
Abhijay Sood (AS)

In attendance
Tom Flynn (Managing Director) (TF)
Jayne Hufford (Interim Finance Director) (JH)
Victoria Agbontaen (Governance Officer) (VA)

2. Apologies
None.

3. Minutes of previous meeting
The minutes of the previous meeting were approved.

4. Matters arising/Forward Agenda
TF explained that Ashley Cory has carried out an EPOS review and due to cost to replace the EPOS system it will be considered in 2021-22 planning round around April 2021.
TF stated that SRR will come to the December Board meeting for discussion.

5. Conflict of interest declarations
TF noted that item 11 contains some confidential business.

6. Consideration of confidential business
None.

7. 2020/21 Final Budget
TF gave an overview of the paper, stating that we are now at stage three of the budgeting process. Stage one included forecasting which took place in May/June, followed by stage two in July where the interim budget and cost reduction plan (based on the new staffing-model) were presented to the Board.

TF highlighted that 568 has re-opened and the income target for October has superseded its expectation. However, costs are substantially higher due to the additional security and additional staffing to run table service.

It was noted that there is a large payroll contingency in the budget as JH had not yet completed the huge project on calculating furlough costs, redundancy costs, staff salaried costs including notice periods offset by furlough etc.

    i.   A question was asked by GP whether TF and JH could express any critical changes in thinking from the budget that was presented at the September Board meeting. Trustees were informed that the staffing changes had not delivered the targeted levels of cost reduction as expected due to the fact that the majority of staff that

were redeployed into other roles had higher salaries than ones that were not. Additionally, income expectations have been reduced, i.e., mini-bus incomes which are unlikely to materialise due to covid-19 restrictions. Lastly, the operational expenditure has been significantly reduced to mitigate the above.

JH added that the budget had assumed interest from Rathbones investment which has now been liquidised so income expectations on interest have also been significantly reduced.

ii.   A question was asked by SR whether the Union has ever had any of its reserves claimed back by the College. Trustees were informed from a Charity perspective, the Union and the College are two separate organisations, and they cannot reclaim reserves. However, it is likely that the College would take the measure to simply reduce the Block Grant as an alternative.

iii.   A question was asked by GP whether JH could highlight details of the asset register and whether there is likely to be any financial negative impact in the next 12 months. Trustees were informed that there is some uncertainty around whether there will be a substantial financial impact, but it is likely to be a 'non-cash financial impact' as there will be no CapEx this year but this will continue to be addressed this year.

Sub-committee approved and recommended approval to Board of the stage three 'final budget' for the Union, subject to the half year reforecast and revised budget in February 2021 and thanked JH and TF for their hard work on the budgets.

8.   Management Account Template

JH stated that it has been recognised that the management account reporting has not been fit for purpose and the budget holder reports have been very complicated and incredibly difficult to interpret. Due to this, the management accounts have been restructured and will now include a summary report, a concatenation of cost centre lines, etc. as per detailed the paper. JH explained that this will allow key variances that need to be monitored monthly to be much easier to understand at an organisational level.

JH added that Board will receive the commentary, summary report, summary cash position and the individual cost centre reports. A balance sheet, cash-flow statement or debtors' analysis will no longer be going to Board at this stage and all key items will be flagged in the commentary.

i.   A question was asked by GP whether it had been considered to keep comparative figures on the accounts as he believed the next 12-months' worth of figures may be valuable to compare to the last 12 months. Trustees were informed that in a charitable context, like-for-like comparisons can sometimes be inconsequential but in the Commercial operations aspect, this is something that is being considered when working on the commercial accounts.

The sub-committee considered the changes and approved the new format.

9.   September Management Accounts

JH advised the sub-committee that the September Management Accounts were unfortunately not yet completed due to a number of reasons including a recent change in process, loading

on of budgets and processing of year end changes. Trustees were informed that the September Accounts will be completed and circulated by the end of the week.

The Sub-committee noted the update and expected circulation of the September Management Accounts.

10.   Corporate Policies Review
TF gave a verbal overview of the paper outlining that the main points are that a suite of corporate policies are required, which need to be reviewed on a clear regular cycle and stored in a central area. TF explained the policy review maps out which Officer Trustee and Staff member is the lead for each area as well as which policies will come to each F&R meeting.

i.   A question was asked by SL how staff will be able to access and view policies. Trustees were informed that the editor rights will sit with Ashley Cory and Victoria Agbontaen, however it will be open to all staff to access and review. AS added it needs to be considered how Senior student volunteers would view this.

ii.   A question was asked by GP as to how many policies we may be missing. Trustees were informed that all Health and Safety policies are required to be re-written. The Financial Management policies are to be revised and GDPR needs to be developed further.

iii.   A question was asked by AS whether Council policies would be considered separate to the corporate policies. Trustees were informed that these should be reviewed separately as corporate policies will be reviewed by the Board.

Sub-committee considered the range of policies and approved the timeline for their development and ratification.

11.   Staffing Update*
TF gave a verbal update to F&R highlighting that JF will complete her contract with ICU at the end of December and although JF has been superb, the organisation currently needs a fulltime Head of Finance who will take over responsibility for Retail, Bars and Systems teams. TF noted that as this role is likely to start full-time in Feb/March, there is a risk in the organisation once JF leaves her role.

In light of this, the Finance Analyst, David Ashton in the Systems team will temporarily move to the Finance team full-time to work with JF from November onward and will take supervisory responsibility for the whole of the team as an interim arrangement while JF hands over and the new Head of Finance is recruited.

i.   A question was asked by AS whether David would be reporting directly to TF or his current Manager. Trustees were informed that David would be working with and reporting to Jayne during the handover and then directly to TF.

ii.   A question was asked by KZ whether there would be any initial impact to CSP related queries and key day-to-day CSP activities. Trustees were informed that the proposal is a positive step and would maintain and/or improve the current status as well as set up the Union for a much better service in the future.

iii.   A question was asked by AS whether using Student Volunteers in any capacity to help with finance admin has been considered. Trustees were informed that transforming some of these roles into apprentices for students is something this is being considered and developed.

Sub-committee noted the staffing update and thanked Jayne for all the hard work she has done to support the Union.

Any Other Business
None.

Finance and Risk 2020-21

Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
14th October 2020	9	**September Management Accounts** To circulate September Management Accounts to F&R once completed.	JH	October 2020
14th October 2020	11	**Staffing Update** To provide F&R with the Head of Finance job description.	TF	November 2020
14th October 2020	11	**Staffing Update** Update F&R on whether David Ashton has decided to temporarily take on more financial responsibilities with the Finance Director role.	JH/TF	November 2020

Imperial College Union
Finance & Risk Subcommittee // 3 February 2021

Management Accounts – December 2020

Author(s):   Jayne Hufford (Head of Finance)

Purpose: To update Trustees on the financial performance of the Union against budget for the 5 months to 31 December 2020.

Decision: To consider.

Please find attached the management accounts for the five months to 31st December 2020. As agreed, there is a commentary below followed by two 'Union' income & expenditure accounts which present the organisational performance against budget in two separate ways. Individual cost centre income & expenditure accounts have also been included for both the charity and commercial cost centres.

1. Headline figures

Overall, the Union is showing an operating surplus of £29.5k for December and a total deficit of £6.6k after accounting for budgeted depreciation of £19.1k and budgeted restructuring costs of £16.9k. This results in a favourable variance of £2.6k compared to budget.

YTD there is an operating deficit of £38.4k which converts to a total deficit of £291.7k after depreciation and restructuring costs. This results in an adverse variance of £36.3k compared to budget. December was predicted to be a challenging month financially, and indeed the forced closure of the retail and venue outlets has led to in-month adverse variances of £22.8k and £18.5k respectively. Fortunately, these adverse variances have been offset by some positives in month:

  i.   Use of the furlough scheme has generated savings of approx. £15.2k
  ii.   We sold two minibuses, netting £18.0k
  iii. Staff vacancies have generated a salary saving of £5.0k

We will continue to take advantage of the furlough scheme as long as it's available, but minibus sales should be considered as one offs and cannot be relied upon to completely offset the inevitable under-achievement on the minibus rental income budget caused by the pandemic.

We still have around £35k general contingency in the budget which is currently being released at a rate of £5k per month. We will be preparing a full reforecast next week which will be reflected in the January management accounts.

The main variances from budget are as follows (bracketed figures indicate an adverse variance):

	Variance Dec 2020	Variance YTD	Summary Comments
Income	(£21.3k)	(£75.3k)	Retail Contribution is adverse to budget both in-month (£22.8k) and YTD (£73.0k). Venues Contribution is also adverse to budget in-month (£18.5k) and YTD (£57.6k). In month, these

			adverse variances are offset by favourable variance of £15.2k for furlough savings and £4.0k for minibus income and YTD by £36.9k for furlough and £9.4k for marketing income..
Staff Costs	**£6.0k**	**£11.8k**	Three leavers in month generating £5.0k of salary savings. Other small variances on several cost centres more than offset by the centrally held payroll contingency in the Leadership & Governance budget.
Operational Costs	**£16.8k**	**£26.0k**	The favourable variance in December is due to underspends on the minibus maintenance budget £3.3k, Felix printing costs £2.1k, general contingency £4.9k and irrecoverable VAT £5.1k. The favourable YTD variance is due to the cumulative effect of the general contingency £24.7k and the recovered bad debts of £20k reported earlier in the year, offset by overspends on cleaning £9.5k and marquee hire £13.0k.

2. Trading

There is very little to report this month.

Venues only traded for a few days in December before they were once again forced to close. Although, they are now showing a YTD deficit of £51.3k, which is £57.4k adverse to budget, it should be remembered that we have only budgeted income for term 1 so any income that arises from this point onwards will start to erode the overall deficit.

The physical shop remained closed all month, but online sales continued to thrive with the rollout of the new website and YTD sales £28.6k, are now almost double the annual budget.

3. Charity

The charity budget continues to perform well with all but HR & Central showing favourable YTD variances compared to budget. The most significant YTD variances are:

- Minibus £11.0k favourable variance – minibus sales £8.0k and an underspend on maintenance £3.3k.
- Leadership & Governance £63.8k favourable variance – furlough income £36.9k, payroll contingency £15.1k and general contingency £24.7k offset by an adverse variance of £13.0k for the unbudgeted hire costs of the marquees.
- Finance £11.7k favourable variance – bad debts recovered £19.9k offset by the additional costs of agency staff £4.9k.
- H&R & Central £11.9k adverse to budget – 2019/20 cleaning costs.

College have just confirmed that we will be receiving some refunds for cleaning since the start of the pandemic. We have not made an adjustment in the accounts at this stage because the refund has not been quantified.

4. Restructuring costs

All redundancy payments have now been made and although there are a few solicitors invoices outstanding, its looking like the restructuring costs will come under budget by approx. £5k - £6k.

5. Cashflow

As agreed, the new format management accounts do not include a full balance sheet or detailed cashflow forecast but the following is a summary of the cash position of the Union at the end of December compared to the year end:

	31 Dec	31 July	Increase/ (Decrease)
	£	£	£
Cash at bank & investments	3,586,568	2,311,129	1,275,439

The overall increase in cash of £1.3m is mainly due to the increase in Union funds as the following shows:

	31 Dec	31 July	Increase/ (Decrease)
	£	£	£
CSP Restricted Reserves	1,998,248	1,817,296	180,952
Union Reserves	1,588,320	493,833	1,094,487
	3,586,568	2,311,129	1,275,439

Although the payment of the block grant quarterly in advance and the £144k received from College for the obsolete branded stock have helped our cashflow this year, the main reason for the increase in Union cash funds is the delay in paying College for the payroll costs. Due to ongoing difficulties in obtaining accurate payroll information, we now owe 6 months salaries (ie July to December) plus the redundancy costs, which we estimate to be approx. £800k in total net of furlough savings. We are now in the process of working with College to reconcile the figures and will be making a payment on account of £469k this week.

Union

Imperial College Union
Management Accounts December 2020
Union

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Block Grant	157,101	157,101	-	785,505	785,505	-	781,520	1,885,213
Advertising Income	1,317	5,417	(4,100)	36,502	27,083	9,419	75,517	71,000
Minibus Income	13,958	10,000	3,958	14,476	10,000	4,476	51,812	50,000
Room Hire	-	-	-	-	-	-	-	-
Other Income	27,411	7,272	20,140	173,197	131,774	41,423	52,627	201,439
Retail Contribution	(6,953)	15,797	(22,751)	(41,511)	31,482	(72,993)	128,721	102,849
Venues Contribution	(14,904)	3,609	(18,513)	(51,261)	6,347	(57,608)	102,379	(33,973)
Income Total	**177,930**	**199,195**	**(21,266)**	**916,909**	**992,193**	**(75,284)**	**1,192,576**	**2,276,527**
Expenditure								
Staff Costs								
Permanent Staff	(102,772)	(109,130)	6,358	(529,328)	(542,520)	13,192	(753,281)	(1,368,097)
Temporary Staff	(3,203)	-	(3,203)	(20,370)	(2,400)	(17,970)	(42,999)	(16,100)
Payroll Contingency	-	(2,824)	2,824	(131,010)	(146,128)	15,118	-	(153,934)
Other Staff Costs	(4,000)	(4,000)	-	(27,000)	(28,500)	1,500	-	(30,500)
Staff Costs Subtotal	**(109,975)**	**(115,953)**	**5,978**	**(707,708)**	**(719,548)**	**11,840**	**(796,280)**	**(1,568,631)**
Operational Costs								
Affiliation Fees	(19)	(33)	13	(99)	(163)	63	(8,569)	(390)
Bad Debts	-	-	-	19,874	-	19,874	70	-
Cleaning	(4,000)	(4,032)	32	(29,621)	(20,158)	(9,463)	(32,031)	(48,980)
CSP Grants	(27,384)	(27,384)	(1)	(136,920)	(136,918)	(3)	-	(328,602)
Equipment Hire	(2,315)	(1,494)	(821)	(22,768)	(7,872)	(14,896)	(13,533)	(28,510)
General Contingency	-	(4,933)	4,933	-	(24,663)	24,663	-	(59,192)
Insurance	(1,717)	(1,882)	165	(8,585)	(9,412)	827	(8,240)	(22,588)
Maintenance	(236)	(3,500)	3,264	(1,045)	(4,000)	2,955	(10,661)	(10,500)
Printing Costs	-	(2,100)	2,100	(6,162)	(11,667)	5,505	(15,388)	(26,267)
Training	-	(300)	300	(3,765)	(2,890)	(875)	(13,746)	(13,700)
Other	(2,750)	(9,592)	6,842	(58,514)	(55,820)	(2,694)	(71,595)	(136,731)
Operational Costs Subtotal	**(38,422)**	**(55,249)**	**16,828**	**(247,604)**	**(273,562)**	**25,958**	**(173,693)**	**(675,460)**
Expenditure Total	**(148,397)**	**(171,202)**	**22,806**	**(955,312)**	**(993,110)**	**37,798**	**(969,973)**	**(2,244,091)**
Operating Surplus/(Deficit)	**29,533**	**27,993**	**1,540**	**(38,404)**	**(917)**	**(37,486)**	**222,602**	**32,436**
Depreciation	(19,174)	(20,253)	1,079	(100,070)	(101,266)	1,196	(112,729)	(243,038)
Restructuring Costs	(16,938)	(16,936)	(2)	(153,202)	(153,200)	(2)	-	(161,860)
Total Surplus/(Deficit)	**(6,579)**	**(9,196)**	**2,617**	**(291,676)**	**(255,383)**	**(36,293)**	**109,874**	**(372,462)**

Union

Imperial College Union
Management Accounts December 2020
Union

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Block Grant	157,101	157,101	-	785,505	785,505	-	781,520	1,885,213
Other Income	42,686	22,688	19,998	224,175	168,858	55,318	179,955	322,439
Retail Contribution	(6,953)	15,797	(22,751)	(41,511)	31,482	(72,993)	128,721	102,849
Venues Contribution	(14,904)	3,548	(18,452)	(51,261)	6,164	(57,425)	102,379	(34,156)
Income Total	**177,930**	**199,134**	**(21,205)**	**916,909**	**992,010**	**(75,101)**	**1,192,576**	**2,276,344**
Expenditure								
Education & Welfare	(3,767)	(4,035)	267	(18,060)	(19,654)	1,594	(43,056)	(80,860)
Advice & Support	(4,464)	(5,540)	1,076	(26,066)	(27,497)	1,432	(16,673)	(51,737)
Student Opportunities & Development	(48,221)	(48,267)	46	(238,277)	(243,645)	5,368	(119,686)	(589,040)
Minibus Service	(2,900)	(5,558)	2,658	(11,866)	(14,290)	2,424	(39,722)	(55,467)
Marketing & Communications	(10,925)	(13,039)	2,114	(75,862)	(70,999)	(4,862)	(111,948)	(169,471)
Leadership & Governance	(42,531)	(50,391)	7,860	(374,917)	(397,506)	22,589	(382,702)	(770,529)
Finance	(9,328)	(14,572)	5,244	(57,645)	(71,770)	14,126	(84,844)	(171,491)
Systems	(16,172)	(20,395)	4,223	(94,150)	(100,985)	6,836	(71,293)	(242,085)
Central Services	(10,089)	(9,345)	(744)	(58,472)	(46,580)	(11,892)	(100,049)	(113,228)
Expenditure Total	**(148,397)**	**(171,141)**	**22,745**	**(955,312)**	**(992,927)**	**37,615**	**(969,973)**	**(2,243,908)**
Operating Surplus/(Deficit)	**29,533**	**27,993**	**1,540**	**(38,404)**	**(917)**	**(37,486)**	**222,602**	**32,436**
Depreciation	(19,174)	(20,253)	1,079	(100,070)	(101,266)	1,196	(112,729)	(243,038)
Restructuring Costs	(16,938)	(16,936)	(2)	(153,202)	(153,200)	(2)	-	(161,860)
Total Surplus/(Deficit)	**(6,579)**	**(9,196)**	**2,617**	**(291,676)**	**(255,383)**	**(36,293)**	**109,874**	**(372,462)**

Education & Welfare

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Expenditure								
Staff Costs								
Permanent Staff	(2,865)	(2,865)	-	(14,145)	(14,204)	59	(39,457)	(58,320)
Temporary Staff	-	-	-	-	-	-	10	(750)
Staff Costs Subtotal	**(2,865)**	**(2,865)**	**-**	**(14,145)**	**(14,204)**	**59**	**(39,446)**	**(59,070)**
Operational Costs								
Teaching Awards	-	-	-	(1,936)	-	(1,936)	-	(5,000)
Student Rep Network	-	(500)	500	-	(500)	500	(1,930)	(1,500)
Liberation Groups	(300)	(400)	100	(300)	(1,200)	900	(229)	(5,000)
Elections	-	-	-	-	(1,500)	1,500	-	(4,000)
Campaigns	(311)	-	(311)	(311)	(900)	589	(351)	(2,500)
Consumables	-	-	-	-	-	-	(5)	-
Hospitality	-	-	-	-	-	-	(112)	-
Printing Costs	-	-	-	-	-	-	(15)	-
Publicity	-	-	-	-	-	-	(23)	-
Recruitment Cost	-	-	-	-	-	-	(296)	-
Stationery	-	-	-	-	-	-	(8)	-
Subscriptions	(292)	(270)	(22)	(1,369)	(1,350)	(19)	-	(3,240)
Telephones	-	-	-	-	-	-	(124)	-
Training	-	-	-	-	-	-	(426)	-
Travel	-	-	-	-	-	-	(90)	(550)
Operational Costs Subtotal	**(902)**	**(1,170)**	**268**	**(3,915)**	**(5,450)**	**1,535**	**(3,610)**	**(21,790)**
Expenditure Total	**(3,767)**	**(4,035)**	**267**	**(18,060)**	**(19,654)**	**1,594**	**(43,056)**	**(80,860)**
Net Surplus/(Deficit)	**(3,767)**	**(4,035)**	**267**	**(18,060)**	**(19,654)**	**1,594**	**(43,056)**	**(80,860)**

Advice & Support

Imperial College Union
Management Accounts December 2020
Advice & Support

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Expenditure								
Staff Costs								
Permanent Staff	(4,368)	(5,319)	951	(25,644)	(26,593)	949	(14,639)	(47,187)
Staff Coss Subtotal	**(4,368)**	**(5,319)**	**951**	**(25,644)**	**(26,593)**	**949**	**(14,639)**	**(47,187)**
Operational Costs								
Affiliation Fees	(20)	(33)	13	(99)	(163)	63	(938)	(390)
Carriage	-	-	-	-	-	-	(11)	-
Consumables	-	-	-	-	-	-	(7)	-
Hospitality	-	-	-	-	-	-	(25)	-
Insurance	(19)	(22)	3	(95)	(108)	14	-	(260)
Legal & Professional	-	-	-	-	-	-	-	-
Licences	-	-	-	-	-	-	-	-
Printing Costs	-	-	-	-	-	-	(182)	(1,000)
Publicity	-	-	-	-	-	-	(74)	(1,100)
Research	-	(100)	100	-	(300)	300	-	(1,000)
Subscriptions	(57)	(67)	10	(228)	(333)	106	(683)	(800)
Telephones	-	-	-	-	-	-	(114)	-
Operational Costs Subtotal	**(96)**	**(221)**	**125**	**(422)**	**(904)**	**483**	**(2,034)**	**(4,550)**
Expenditure Total	**(4,464)**	**(5,540)**	**1,076**	**(26,066)**	**(27,497)**	**1,432**	**(16,673)**	**(51,737)**
Net Surplus/(Deficit)	**(4,464)**	**(5,540)**	**1,076**	**(26,066)**	**(27,497)**	**1,432**	**(16,673)**	**(51,737)**

Student Opportunities & Development

Imperial College Union
Management Accounts December 2020
Student Opportunities & Development

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Associate Membership Fees	-	-	-	258	-	258	8,522	16,044
Life Membership Fees	(183)	220	(403)	1,256	3,390	(2,134)	3,389	5,457
Other Fees & Sales	-	-	-	-	-	-	19,687	2,192
Income Total	**(183)**	**220**	**(403)**	**1,515**	**3,390**	**(1,875)**	**31,598**	**23,693**
Expenditure								
Staff Costs								
Permanent Staff	(19,843)	(19,221)	(622)	(98,655)	(95,397)	(3,258)	(85,632)	(231,669)
Temporary Staff	-	-	-	189	-	189	(5,162)	(7,500)
Staff Costs Subtotal	**(19,843)**	**(19,221)**	**(622)**	**(98,466)**	**(95,397)**	**(3,069)**	**(90,794)**	**(239,169)**
Operational Costs								
Affiliation Fees	1	-	1	-	-	-	(7,632)	-
Card Commission	(364)	(1,400)	1,036	(1,208)	(6,800)	5,592	(7,730)	(12,000)
Cleaning	-	-	-	-	-	-	-	-
Consumables	-	-	-	-	-	-	(1,163)	-
CSP Grants	(27,384)	(27,384)	(1)	(136,920)	(136,918)	(3)	-	(328,602)
Cultural Activities	-	-	-	-	-	-	(3,653)	-
Engraving & Signwriting	-	-	-	-	-	-	(2,076)	(1,400)
Entrance Fee Competition	-	-	-	(50)	-	(50)	2,649	-
Entrance Fee Conference	-	-	-	-	-	-	-	-
Equipment Hire	-	-	-	(33)	(400)	367	(170)	(400)
Equipment Purchase	(72)	-	(72)	(506)	-	(506)	(2,614)	-
Fines Expend	-	-	-	50	-	50	(740)	-
Goods for Resale	-	-	-	-	-	-	-	-
Grants Payable	-	-	-	-	(500)	500	(500)	(500)
Ground Hire	-	-	-	-	-	-	(240)	-
Health & Safety	-	-	-	-	-	-	-	-
Hospitality	-	-	-	-	-	-	(667)	-
Insurance	-	(163)	163	-	(813)	813	-	(1,952)
Late Taxis	-	-	-	-	-	-	(9)	-
Legal & Professional	-	-	-	-	-	-	-	-
Maintenance	-	-	-	(35)	-	(35)	-	-
Postage	-	-	-	(10)	-	(10)	-	-
Printing Costs	-	-	-	-	(2,717)	2,717	(566)	(2,717)
Publicity	-	-	-	-	-	-	-	(200)
Recruitment Costs	-	-	-	-	-	-	(2,504)	-
Referees	-	-	-	-	-	-	-	-
Staff Subsistence	-	-	-	-	-	-	(110)	-
Staff Training	-	-	-	-	-	-	-	-
Student Training	-	-	-	-	-	-	(30)	(1,900)
Subscriptions	-	-	-	(383)	-	(383)	(247)	-
Telephones	-	-	-	-	-	-	(314)	-
Travel	-	(100)	100	-	(100)	100	(192)	(200)
Uniforms	-	-	-	-	-	-	(93)	-
Other	(559)	-	(559)	(716)	-	(716)	(292)	-
Operational Costs Subtotal	**(28,378)**	**(29,046)**	**668**	**(139,811)**	**(148,248)**	**8,437**	**(28,892)**	**(349,871)**
Expenditure Total	**(48,221)**	**(48,267)**	**46**	**(238,277)**	**(243,645)**	**5,368**	**(119,686)**	**(589,040)**
Net Surplus/(Deficit)	**(48,405)**	**(48,047)**	**(357)**	**(236,762)**	**(240,255)**	**3,493**	**(88,088)**	**(565,347)**

Minibus Service

Imperial College Union
Management Accounts December 2020
Minibus Service

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Minibus Sales	13,958	10,000	3,958	14,476	10,000	4,476	51,812	50,000
Profit on disposal of Fixed Assets	4,052	-	4,052	4,052	-	4,052	-	-
Income Total	**18,011**	**10,000**	**8,011**	**18,529**	**10,000**	**8,529**	**51,812**	**50,000**
Expenditure								
Staff Costs								
Permanent Staff	-	-	-	-	-	-	(7,917)	-
Temporary Staff	-	-	-	(74)	-	(74)	(10,859)	(350)
Staff Costs Subtotal	**-**	**-**	**-**	**(74)**	**-**	**(74)**	**(18,776)**	**(350)**
Operational Costs								
Cleaning	-	-	-	-	-	-	-	(600)
Consumables	-	-	-	-	-	-	(25)	(372)
Equipment Hire	-	-	-	-	-	-	-	(10,178)
Equipment Purchase	-	-	-	-	-	-	-	-
Fines	-	-	-	(278)	-	(278)	(325)	-
Fuel	(50)	-	(50)	(50)	-	(50)	(79)	-
Insurance	(1,698)	(1,698)	-	(8,490)	(8,490)	-	(8,240)	(20,376)
Introductions	-	-	-	-	-	-	-	(1,417)
Legal & Professional	-	-	-	-	-	-	(167)	-
Licences	(643)	(219)	(424)	(871)	(1,095)	224	(603)	(2,628)
Maintenance	(236)	(3,500)	3,264	(665)	(4,000)	3,335	(8,239)	(10,500)
Maintenance Contracts	(274)	(141)	(133)	(1,369)	(705)	(664)	(1,220)	(1,692)
Parking	-	-	-	-	-	-	(1,443)	(1,516)
Sports Training	-	-	-	-	-	-	-	(5,838)
Telephones	-	-	-	-	-	-	(39)	-
Travel	-	-	-	(69)	-	(69)	(2)	-
Other	-	-	-	-	-	-	(564)	-
Operational Costs Subtotal	**(2,900)**	**(5,558)**	**2,658**	**(11,792)**	**(14,290)**	**2,498**	**(20,946)**	**(55,117)**
Expenditure Total	**(2,900)**	**(5,558)**	**2,658**	**(11,866)**	**(14,290)**	**2,424**	**(39,722)**	**(55,467)**
Net Surplus/(Deficit)	**15,111**	**4,442**	**10,669**	**6,663**	**(4,290)**	**10,953**	**12,090**	**(5,467)**

Marketing & Communication

Imperial College Union
Management Accounts December 2020
Marketing & Communication

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Advertising Sales	2,817	5,417	(2,600)	18,990	27,083	(8,093)	36,245	65,000
Refreshers	-	-	-	-	-	-	-	6,000
Freshers Fair	(1,500)	-	(1,500)	16,660	-	16,660	39,272	-
Donations	-	-	-	852	-	852	-	-
Other	-	-	-	-	-	-	-	-
Income Total	**1,317**	**5,417**	**(4,100)**	**36,502**	**27,083**	**9,419**	**75,517**	**71,000**
Expenditure								
Staff Costs								
Permanent Staff	(10,790)	(10,037)	(753)	(53,424)	(49,821)	(3,603)	(71,184)	(120,081)
Temporary Staff	-	-	-	(198)	(2,400)	2,202	(9,649)	(7,500)
Staff Costs Subtotal	**(10,790)**	**(10,037)**	**(753)**	**(53,622)**	**(52,221)**	**(1,401)**	**(80,833)**	**(127,581)**
Operational Costs								
Carriage	-	-	-	-	-	-	(7)	-
Cleaning	-	-	-	-	-	-	-	-
Consumables	-	-	-	-	-	-	(2,999)	(2,500)
Equipment Hire	-	-	-	-	-	-	(3,375)	-
Equipment Purchase	-	-	-	-	-	-	(55)	(480)
Felix Printing	-	(2,100)	2,100	(4,827)	(8,400)	3,573	(8,915)	(21,000)
Hospitality	-	-	-	-	-	-	-	-
Irrecoverable VAT	-	-	-	-	-	-	(762)	-
Late Taxis	-	-	-	-	-	-	(8)	-
Licences	(242)	(442)	200	(576)	(2,208)	1,632	(7,318)	(5,300)
Printing Costs	-	-	-	(1,335)	(550)	(785)	(4,218)	(1,550)
Publicity	311	(100)	411	(524)	(5,500)	4,976	(2,001)	(5,920)
Staff Subsistence	-	-	-	(16)	-	(16)	-	-
Subscriptions	(181)	(360)	179	(999)	(1,800)	801	(1,308)	(4,320)
Systems, Software & Development	(22)	-	(22)	(12,311)	-	(12,311)	(111)	-
Telephones	-	-	-	-	-	-	(157)	-
Training	-	-	-	-	-	-	(663)	-
Travel	-	-	-	-	-	-	-	(500)
Uniforms	-	-	-	(451)	(320)	(131)	-	(320)
Other	-	-	-	(1,200)	-	(1,200)	782	-
Operational Costs Subtotal	**(135)**	**(3,002)**	**2,867**	**(22,240)**	**(18,778)**	**(3,461)**	**(31,115)**	**(41,890)**
Expenditure Total	**(10,925)**	**(13,039)**	**2,114**	**(75,862)**	**(70,999)**	**(4,862)**	**(111,948)**	**(169,471)**
Net Surplus/(Deficit)	**(9,608)**	**(7,622)**	**(1,986)**	**(39,360)**	**(43,916)**	**4,556**	**(36,432)**	**(98,471)**

Leadership & Governance

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Block Grant	157,101	157,101	-	785,505	785,505	-	781,520	1,885,213
ADF Transfer	5,385	5,385	-	26,925	26,925	-	-	64,620
Other	18,157	-	18,157	133,118	93,126	39,992	10,115	93,126
Income Total	**180,643**	**162,486**	**18,157**	**945,548**	**905,556**	**39,992**	**791,635**	**2,042,959**
Expenditure								
Staff Costs								
Permanent Staff	(36,968)	(36,968)	-	(184,352)	(184,351)	(1)	(352,819)	(495,644)
Temporary Staff	-	-	-	-	-	-	(8,351)	-
Payroll Contingency	-	(2,824)	2,824	(131,010)	(146,128)	15,118	-	(153,934)
Outsourced Head of Finance	(4,000)	(4,000)	-	(27,000)	(28,500)	1,500	-	(30,500)
Staff Costs Subtotal	**(40,968)**	**(43,792)**	**2,824**	**(342,362)**	**(358,979)**	**16,617**	**(361,171)**	**(680,078)**
Operational Costs								
Accommodation	(63)	-	(63)	(63)	-	(63)	-	-
Decorations	-	-	-	-	-	-	-	-
Depreciation	(19,174)	(20,253)	1,079	(100,070)	(101,266)	1,196	(112,729)	(243,038)
Equipment Hire	-	-	-	(12,978)	-	(12,978)	-	-
Equipment Purchase	-	-	-	(109)	-	(109)	(383)	-
General Contingency	-	(4,933)	4,933	-	(24,663)	24,663	-	(59,192)
Governance Development	-	-	-	-	-	-	-	(3,000)
Grants Payable	-	-	-	-	-	-	-	-
Health & Safety	(1,500)	(1,250)	(250)	(14,259)	(10,389)	(3,871)	(600)	(13,554)
Hospitality	-	(117)	117	(87)	(585)	498	(770)	(1,405)
Irrecoverable VAT	-	-	-	-	-	-	(1,103)	-
Legal & Professional	-	-	-	-	-	-	(1,495)	-
Maintenance	-	-	-	(345)	-	(345)	-	-
Licences	-	-	-	-	-	-	(42)	-
OT Induction & Training	-	-	-	(1,390)	(1,390)	-	(3,857)	(4,500)
Printing Costs	-	-	-	-	-	-	(1,328)	-
Publicity	-	-	-	-	-	-	(89)	-
Recruitment Costs	-	-	-	-	-	-	(9,910)	-
Stationery	-	-	-	-	-	-	-	-
Subscriptions	-	-	-	-	-	-	-	-
Telephones	-	-	-	-	-	-	(614)	-
Training	-	(300)	300	(2,325)	(1,500)	(825)	(6,175)	(7,300)
Travel	-	-	-	-	-	-	(464)	-
Trustee Travel	-	-	-	-	-	-	-	(1,500)
Other	-	-	-	(999)	-	(999)	5,298	-
Operational Costs Subtotal	**(20,737)**	**(26,853)**	**6,116**	**(132,625)**	**(139,793)**	**7,168**	**(134,260)**	**(333,489)**
Expenditure Total	**(61,705)**	**(70,645)**	**8,940**	**(474,987)**	**(498,772)**	**23,785**	**(495,431)**	**(1,013,567)**
Net Surplus/(Deficit)	**118,938**	**91,841**	**27,097**	**470,561**	**406,784**	**63,777**	**296,204**	**1,029,392**

Finance

Imperial College Union
Management Accounts December 2020
Finance

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Interest	-	1,667	(1,667)	5,920	8,333	(2,413)	11,638	20,000
Investment Net Income	-	-	-	-	-	-	-	-
Income Total	**-**	**1,667**	**(1,667)**	**5,920**	**8,333**	**(2,413)**	**11,638**	**20,000**
Expenditure								
Staff Costs								
Permanent Staff	(9,247)	(12,313)	3,066	(45,921)	(61,251)	15,330	(79,353)	(147,442)
Temporary Staff	(3,073)	-	(3,073)	(20,284)	-	(20,284)	(320)	-
Staff Costs Subtotal	**(12,320)**	**(12,313)**	**(7)**	**(66,205)**	**(61,251)**	**(4,954)**	**(79,673)**	**(147,442)**
Operational Costs								
Bad Debts	-	-	-	19,874	-	19,874	70	-
Bank Charges	(184)	(373)	189	(712)	(3,165)	2,453	(2,570)	(7,243)
Irrecoverable VAT	4,021	(1,060)	5,081	(7,335)	(5,298)	(2,038)	(619)	(12,715)
Legal & Professional	-	-	-	(1,200)	-	(1,200)	-	-
Licences	(24)	(17)	(7)	(183)	(152)	(31)	-	(270)
Loss on Disposal of Assets	-	-	-	-	-	-	-	-
Maintenance Contracts	(238)	(243)	6	(1,189)	(1,217)	28	(1,189)	(2,920)
Postage	-	-	-	-	-	-	-	-
Recruitment Cost	-	-	-	-	-	-	-	-
Subscriptions	(555)	(536)	(19)	(555)	(536)	(19)	(667)	(536)
Systems, Software & Development	(28)	(30)	3	(138)	(152)	14	-	(365)
Telephones	-	-	-	-	-	-	(196)	-
Operational Costs Subtotal	**2,992**	**(2,259)**	**5,252**	**8,560**	**(10,520)**	**19,080**	**(5,171)**	**(24,049)**
Expenditure Total	**(9,328)**	**(14,572)**	**5,244**	**(57,645)**	**(71,770)**	**14,126**	**(84,844)**	**(171,491)**
Net Surplus/(Deficit)	**(9,328)**	**(12,906)**	**3,578**	**(51,725)**	**(63,437)**	**11,712**	**(73,206)**	**(151,491)**

Systems

Imperial College Union
Management Accounts December 2020
Systems

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
General								
Goods & Services	-	-	-	1,667	-	1,667	-	-
General Subtotal	**-**	**-**	**-**	**1,667**	**-**	**1,667**	**-**	**-**
Income Total	**-**	**-**	**-**	**1,667**	**-**	**1,667**	**-**	**-**
Expenditure								
Staff Costs								
Permanent Staff	(15,554)	(19,270)	3,716	(91,644)	(95,360)	3,716	(65,854)	(230,251)
Temporary Staff	(129)	-	(129)	(129)	-	(129)	(315)	-
Staff Costs Subtotal	**(15,683)**	**(19,270)**	**3,587**	**(91,773)**	**(95,360)**	**3,587**	**(66,169)**	**(230,251)**
Operational Costs								
Equipment Purchase	-	-	-	(17)	-	(17)	(18)	-
Irrecoverable VAT	-	-	-	-	-	-	(149)	-
Maintenance	-	-	-	-	-	-	(690)	-
Maintenance Contracts	(100)	(750)	650	(500)	(3,750)	3,250	(2,575)	(7,334)
Recruitment Cost	-	-	-	-	-	-	-	-
Systems, Software & Development	(389)	(375)	(14)	(1,859)	(1,875)	16	(1,574)	(4,500)
Telephones	-	-	-	-	-	-	(118)	-
Training	-	-	-	-	-	-	-	-
Operational Costs Subtotal	**(489)**	**(1,125)**	**636**	**(2,376)**	**(5,625)**	**3,249**	**(5,124)**	**(11,834)**
Expenditure Total	**(16,172)**	**(20,395)**	**4,223**	**(94,150)**	**(100,985)**	**6,836**	**(71,293)**	**(242,085)**
Net Surplus/(Deficit)	**(16,172)**	**(20,395)**	**4,223**	**(92,483)**	**(100,985)**	**8,503**	**(71,293)**	**(242,085)**

HR & Central Services

Imperial College Union
Management Accounts December 2020
HR & Central Services

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Profit on Disposal of Assets	-	-	-	-	-	-	(759)	-
Other	-	-	-	-	-	-	35	-
Income Total	**-**	**-**	**-**	**-**	**-**	**-**	**(724)**	**-**
Expenditure								
Staff Costs								
Permanent Staff	(3,137)	(3,137)	-	(15,543)	(15,543)	-	(36,425)	(37,503)
Temporary Staff	-	-	-	126	-	126	(8,250)	-
Staff Costs Subtotal	**(3,137)**	**(3,137)**	**-**	**(15,417)**	**(15,543)**	**126**	**(44,676)**	**(37,503)**
Operational Costs								
Cleaning	(4,000)	(4,032)	32	(29,621)	(20,158)	(9,463)	(32,031)	(48,380)
Engraving & Signwriting	-	-	-	-	-	-	(1,420)	-
Equipment Hire	(2,315)	(1,494)	(821)	(9,756)	(7,472)	(2,285)	(9,988)	(17,932)
Equipment Purchase	-	-	-	(247)	-	(247)	(1,790)	-
Ground Hire	-	-	-	-	-	-	(65)	-
Health & Safety	-	-	-	-	-	-	-	-
Hospitality	-	-	-	-	-	-	(247)	-
Irrecoverable VAT	-	-	-	-	-	-	(2,520)	-
Loss of Disposal of Assets	-	-	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-	(1,732)	-
Postage	(49)	-	(49)	(164)	-	(164)	(145)	(140)
Recruitment Costs	-	-	-	(220)	-	(220)	275	-
Stationery	-	-	-	-	-	-	(1,126)	(1,096)
Subscriptions	-	-	-	-	-	-	-	-
Systems, Software & Development	-	-	-	-	-	-	(28)	-
Telephones	(587)	(511)	(76)	(2,827)	(2,557)	(270)	(394)	(6,137)
Training	-	-	-	(50)	-	(50)	(1,985)	-
Wellbeing	-	(170)	170	(171)	(850)	679	(2,134)	(2,040)
Other	-	-	-	-	-	-	(44)	-
Operational Costs Subtotal	**(6,952)**	**(6,207)**	**(744)**	**(43,055)**	**(31,037)**	**(12,018)**	**(55,373)**	**(75,725)**
Expenditure Total	**(10,089)**	**(9,345)**	**(744)**	**(58,472)**	**(46,580)**	**(11,892)**	**(100,049)**	**(113,228)**
Net Surplus/(Deficit)	**(10,089)**	**(9,345)**	**(744)**	**(58,472)**	**(46,580)**	**(11,892)**	**(100,773)**	**(113,228)**

Retail

Imperial College Union
Management Accounts December 2020
Retail

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Sales								
Union Shop	-	41,780	(41,780)	51,501	146,384	(94,883)	369,798	386,301
Shop Extra	-	30,817	(30,817)	-	109,286	(109,286)	239,006	286,250
Online	15,606	1,225	14,381	28,551	6,125	22,426	15,149	14,700
Sales Commission	-	-	-	-	-	-	-	2,500
Overage/Shortage	-	-	-	(55)	-	(55)	47	-
Sales Subtotal	**15,606**	**73,822**	**(58,217)**	**79,997**	**261,795**	**(181,798)**	**624,000**	**689,751**
Cost of Sales								
Union Shop	-	(20,054)	20,054	(21,771)	(70,264)	48,494	(182,908)	(185,424)
Shop Extra	-	(19,107)	19,107	(4,321)	(67,757)	63,436	(145,678)	(177,475)
Online	(5,298)	(588)	(4,710)	(9,653)	(2,940)	(6,713)	(5,891)	(7,056)
Carriage	(974)	(306)	(667)	(2,968)	(1,531)	(1,437)	(3,844)	(3,675)
Cost of Sales Subtotal	**(6,271)**	**(40,055)**	**33,784**	**(38,713)**	**(142,493)**	**103,780**	**(338,321)**	**(373,630)**
Gross Profit	**9,335**	**33,767**	**(24,432)**	**41,284**	**119,302**	**(78,018)**	**285,679**	**316,120**
	60%	**46%**		**52%**	**46%**		**46%**	**46%**
Obsolete Stock								
Sales	-	-	-	120,278	-	120,278	-	-
Cost of Sales	-	-	-	(120,336)	-	(120,336)	-	-
Obsolete Stock Subtotal	**-**	**-**	**-**	**(58)**	**-**	**(58)**	**-**	**-**
Income Total	**9,335**	**33,767**	**(24,432)**	**41,226**	**119,302**	**(78,076)**	**285,679**	**316,120**
Expenditure								
Staff Costs								
Permanent Staff	(16,238)	(15,958)	(280)	(80,568)	(79,390)	(1,178)	(119,147)	(191,100)
Temporary Staff	-	-	-	-	-	-	(26,785)	-
Staff Costs Subtotal	**(16,238)**	**(15,958)**	**(280)**	**(80,568)**	**(79,390)**	**(1,178)**	**(145,932)**	**(191,100)**
Operational Costs								
Card Commission	50	(812)	862	(467)	(2,880)	2,412	(5,238)	(7,560)
Carriage	-	(308)	308	(122)	(1,093)	970	(2,202)	(2,863)
Carrier Bags	-	-	-	-	-	-	(23)	-
Consumables	-	(258)	258	(76)	(1,291)	1,215	(848)	(3,100)
Equipment Hire	(100)	(167)	67	(400)	(834)	434	(270)	(2,000)
Equipment Purchase	-	-	-	(495)	-	(495)	(22)	-
Health & Safety	-	-	-	(325)	-	(325)	-	-
Hospitality	-	-	-	-	-	-	35	-
Legal & Professional	-	-	-	-	-	-	(132)	-
Maintenance	-	-	-	-	-	-	(626)	-
Maintenance Contracts	-	(333)	333	-	(1,666)	1,666	-	(4,000)
Printing Costs	-	-	-	(57)	-	(57)	(266)	-
Recruitment Costs	-	-	-	-	-	-	-	-
Stationery	-	-	-	-	-	-	(83)	-
Stocktaker	-	-	-	24	-	24	(1,085)	(1,050)
Systems, Software & Development	-	-	-	-	-	-	-	-
Telephones	-	-	-	-	-	-	(264)	-
Travel	-	-	-	-	-	-	(2)	-
Other	-	(133)	133	(250)	(666)	416	-	(1,600)
Operational Costs Subtotal	**(50)**	**(2,011)**	**1,961**	**(2,169)**	**(8,430)**	**6,261**	**(11,026)**	**(22,172)**
Expenditure Total	**(16,288)**	**(17,970)**	**1,682**	**(82,737)**	**(87,820)**	**5,083**	**(156,958)**	**(213,272)**
Net Surplus/(Deficit)	**(6,953)**	**15,797**	**(22,751)**	**(41,511)**	**31,482**	**(72,993)**	**128,721**	**102,849**

Venues

Imperial College Union
Management Accounts December 2020
Venues

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Income								
Wet Sales								
Core Sales	6,487	27,000	(20,513)	101,428	117,000	(15,572)	613,013	117,000
Welcome Weekends	-	-	-	-	6,000	(6,000)	-	6,000
Overage/Shortage	-	-	-	(1,551)	-	(1,551)	259	-
Wet Sales Subtotal	**6,487**	**27,000**	**(20,513)**	**99,877**	**123,000**	**(23,123)**	**613,271**	**123,000**
Cost of Sales	**(4,224)**	**(8,100)**	**3,876**	**(40,783)**	**(36,900)**	**(3,883)**	**(181,087)**	**(36,900)**
Gross Profit	**2,263**	**18,900**	**(16,637)**	**59,093**	**86,100**	**(27,007)**	**432,184**	**86,100**
	35%	**70%**		**59%**	**70%**		**70%**	**70%**
Dry Sales								
Core Sales	3,930	7,500	(3,570)	29,168	32,500	(3,332)	124,394	32,500
Welcome Weekends	-	-	-	-	375	(375)	-	375
Overage/Shortage	-	-	-	-	-	-	-	-
Dry Sales Subtotal	**3,930**	**7,500**	**(3,570)**	**29,168**	**32,875**	**(3,707)**	**124,394**	**32,875**
Cost of Sales	**(1,192)**	**(3,150)**	**1,958**	**(9,951)**	**(13,808)**	**3,857**	**(54,997)**	**(13,808)**
Gross Profit	**2,738**	**4,350**	**(1,612)**	**19,217**	**19,067**	**150**	**69,397**	**19,067**
	70%	**58%**		**66%**	**58%**		**56%**	**58%**
Other Income								
Ticket Income	-	500	(500)	-	1,500	(1,500)	19,664	1,500
Sales Commission	-	-	-	-	-	-	-	-
Room Hire & Events	-	-	-	-	-	-	129,838	-
Other Income Subtotal	**-**	**500**	**(500)**	**-**	**1,500**	**(1,500)**	**149,501**	**1,500**
Income Total	**5,001**	**23,750**	**(18,749)**	**78,311**	**106,667**	**(28,356)**	**651,082**	**106,667**
Expenditure								
Staff Costs								
Permanent Staff	(5,419)	(5,419)	-	(26,813)	(26,814)	1	(162,203)	(64,748)
Temporary Staff	(2,900)	(4,215)	1,315	(19,418)	(18,267)	(1,151)	(161,969)	(18,267)
Agency Staff	(5,645)	(5,812)	167	(51,405)	(25,187)	(26,218)	(90,316)	(25,187)
Welcome	-	-	-	-	(4,011)	4,011	-	(4,011)
Late Taxis	(24)	(300)	276	(322)	(1,200)	878	(3,802)	(1,200)
Staff Costs Subtotal	**(13,988)**	**(15,746)**	**1,758**	**(97,958)**	**(75,479)**	**(22,479)**	**(418,289)**	**(113,413)**
Operational Costs								
Accommodation	-	-	-	-	-	-	(178)	-
Card Commission	(38)	(481)	443	(1,131)	(3,015)	1,884	(4,325)	(3,015)
Carriage	-	-	-	(28)	-	(28)	(90)	-
Cleaning	-	(273)	273	(311)	(2,000)	1,689	(3,838)	(2,000)
Consumables	(2,289)	(412)	(1,877)	(9,276)	(3,018)	(6,258)	(1,655)	(3,018)
Crockery and Glasses	-	-	-	-	-	-	(132)	-
Decorations	-	-	-	(76)	-	(76)	(401)	-
Disposables	-	(605)	605	-	(4,426)	4,426	(5,151)	(4,426)
Engraving & Signwriting	-	-	-	(12)	-	(12)	-	-
Entertainment Acts	-	(250)	250	-	(1,000)	1,000	(7,481)	(1,000)
Equipment Hire	(71)	(200)	129	(2,066)	(800)	(1,266)	(11,477)	(800)
Equipment Purchase	-	-	-	(1,217)	-	(1,217)	(5,860)	-
Health & Safety	-	-	-	-	-	-	(300)	-
Hospitality	-	-	-	(1)	-	(1)	(403)	-
Irrecoverable VAT	5	-	5	-	-	-	(9,949)	-
Laundry	-	-	-	-	-	-	(234)	-
Legal & Professional	-	-	-	-	-	-	(281)	-
Licences	(737)	(364)	(373)	(2,516)	(2,583)	67	(2,785)	(2,002)
Maintenance	-	(159)	159	-	(1,167)	1,167	(4,093)	(1,167)
Maintenance Contracts	(330)	(583)	253	(1,650)	(2,332)	682	-	(5,299)
Printing Costs	-	(68)	68	(17)	(500)	483	(185)	(500)
Publicity	-	-	-	-	-	-	(56)	-
Quiz Prizes	(500)	(61)	(439)	(500)	(183)	(317)	-	(183)

	December 2020			Year To Date (5 months)			Year To Date	Full Year
	Actual	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	**Last Year**	**Budget**
Recruitment Costs	-	-	-	-	-	-	(1,120)	-
Security Staff	(1,914)	-	(1,914)	(11,196)	-	(11,196)	(59,014)	-
Stationery	-	-	-	-	-	-	(59)	-
Stocktaker	-	-	-	-	-	-	(3,960)	-
Subscriptions	(20)	(1,000)	980	(1,469)	(4,000)	2,531	(4,899)	(4,000)
Systems, Software & Development	-	-	-	(25)	-	(25)	(18)	-
Telephones	-	-	-	-	-	-	(468)	-
Training	-	-	-	-	-	-	(240)	-
Travel	-	-	-	(17)	-	(17)	15	-
Uniforms	-	-	-	-	-	-	(334)	-
Other	(23)	-	(23)	(106)	-	(106)	(1,443)	-
Operational Costs Subtotal	**(5,917)**	**(4,456)**	**(1,461)**	**(31,613)**	**(25,024)**	**(6,589)**	**(130,413)**	**(27,410)**
Expenditure Total	**(19,905)**	**(20,202)**	**297**	**(129,571)**	**(100,503)**	**(29,069)**	**(548,703)**	**(140,823)**
Net Surplus/(Deficit)	**(14,904)**	**3,548**	**(18,452)**	**(51,261)**	**6,164**	**(57,425)**	**102,379**	**(34,156)**

**Imperial College Union
Finance & Risk Subcommittee**

Clubs, Societies & Projects: Grant Reallocation

Author(s):   Ross Unwin (Deputy President Clubs & Societies)

Purpose: To update Trustees on a CSP grant reallocation proposal and highlight the need for a repurposing of previously allocated funds.

Decision: To approve the reallocation of CSP 'general grant' into a designated fund to support previously unbudgeted activities in the third term.

1. CSP Budgeting

CSP Annual Budgeting is an annual process overseen by the Deputy President (Clubs & Societies) that works to allocate grant funding to CSPs. The principles and process used can be seen in the CSP Annual Budgeting Policy 19/20. It is done on the assumption that the block grant allocated to CSPs remains the same as previous years with an inflationary uplift - c£425k allocated to CSPs for academic year 2020/21.

The Union budget and block grant request is historically decided and presented to College after the CSP grant allocation. At the end of 2019/20, the Union budget assumed an organic underspend by CSPs of c£100k. At the time, this was within the risk appetite of the Union, and so c£328k was agreed for CSP grant.

2. COVID-19 Implications

Given the financial position of the Union in September 2020, it was deemed too risky to rely on a predicted underspend and the DPCS underwent an adjustment of grant process with a working group formed of senior volunteers from CSPB.

Grant allocated during the budgeting process in 19/20 was intrinsically linked to the running of in-person events. New laws, College guidelines and the Union's appetite for risk all limit the amount of in-person activity that will take place in 2020/21. Many CSPs have creatively adapted to building communities online and organising safe remote activities. However, no grant has been allocated to these CSPs to run their activities virtually.

Further to this required guaranteed underspend, the Activites Development Fund (ADF) needed to be reduced. The purpose of this fund in a year unaffected by COVID is to provide a route for CSPs to cover the cost of new or growing activities throughout the year. This allows a current committee of a group to seek funding for new or growing events, teams, competitions and so on. This would have been pivotal in enabling CSPs to offer different activities to their members remotely.

At the end of the 19/20 year, the DPCS wanted to create a Safe Activity & Community Building (SACB) Fund because the COVID-19 pandemic was creating difficulties for CSPs to stay connected and organise remote activities. A draft policy was created and ratified by CSPB over the summer break of 2020 that would reallocate a portion (c£20k) ADF pot to:
     a. Provide a route for CSPs to supplement the cost of COVID-19 related changes to in-person activities.
     b. Provide additional funding for CSPs to deliver online community building activity.

Due to the financial position of the Union, the ADF pot was reduced from c£65k to c£10k, and no SACB fund was created. This has prevented CSPs from building communities online and from creating new activities at an affordable price for students.

3. Re-allocation of grant funding

A re-allocation of CSP 'general grant' into a designated fund will support previously unbudgeted activities in the remainder of this academic year.

The working group that made adjustments to the grant allocations made in the 19/20 process identified a total of £241,000 that had been allocated to: events in term 1 or term 2, and to large events that would clearly be unable to happen in the 20/21 academic year under various lockdowns and tier restrictions; CSPs that had substantial SGI reserves and therefore reduced need for grant funding; CSPs that had no committee, and who couldn't utilise the grant allocated to them.

This figure is substantially larger than the required c£100k reduction in grant allocated to CSPs.

There is a need to set aside a pot for appeals to this adjustment process and for CSPs that may be able to run their activities should national/local lockdown restrictions enable some activities to resume earlier than predicted and where grant was removed (suggested c£21k).

There is a need to create the Safe Activity & Community Building fund. Interest from CSPs was high in September, and a number of CSPs starting writing propositions and applications before the DPCS had to inform them this pot was unable to be created. From the limited number of CSPs that had heard about the possibility of such a pot being created, Management Group Chairs and Treasurers estimated that the original proposed amount would not be sufficient to meet demand. The SACB fund should be created (suggested c£20k).

There is a need to increase the size of the ADF pot to enable CSPs to deliver new activities to our students for which no funding has been allocated already. In the first term, applications were made for c£40,000 worth of funding. The ADF committee felt unable to allocate more than one third of the current pot (c£11k), and the majority of CSPs had to be turned down due to a complete lack of funding. There is a large demand for the ADF pot, and funds should be allocated here (suggested c£50k).

A summation of the proposed re-allocation is shown in Table 1. It highlights that the proposed re-allocation allows the continued funding of our CSPs during a pandemic, whilst enabling them to do more with the available funds, and to deliver further savings to the Union.

Table 1: Summation of key figures, highlighting that a re-allocation process enables us to fund additional CSP activities whilst delivering cost savings to the Union. (All figures rounded to nearest £'000)

Provisional grant allocated to CSPs in 19/20 CSP annual budgeting process	**£425,000**

Proposed re-allocation of grant to CSPs:
 	
Re-allocation to:
   -   an appeals pot
   -   SACB Fund
   -   ADF
 	
Sum of re-allocated figures
	£184,000
	
	£21,000
	£20,000
	£50,000
	
	£275,000

Reduction beyond £328k allocated to CSPs in the Union's budget for 20/21	**£53,000**

Imperial College Union
Finance & Risk Committee // 3 February 2021

Financial Procedures Changes

Author(s):   Jayne Hufford (Head of Finance)

Purpose: To ratify the Chair's Action and approve changes to our financial procedures
and authorisation limits for Bankline payments.

1. Context

Currently, the finance team operate three separate payment runs, one for student claims, one for CSP invoice payments and one for Union invoice payments. They make two student claims runs and one CSP invoice run each week and a Union invoice run every other week.

All payments are authorised on Bankline by either an officer trustee or a senior manager as the Finance Manager does not have the authority to make payments. If senior staff are not available, payments need to be cancelled and reloaded for authorisation the following day. For payments over £1k, a second authorisation is required.

In addition, there are no authorisation limits set for any authorisers on Bankline.

This process has led to the following problems:

- High administrative burden for officer trustees and senior managers
- Lack of ownership by the finance team
- Duplication of finance team tasks
- Late payments to suppliers
- Unnecessary and time consuming one-off urgent payments
- Unnecessary email queries
- Frustration for everyone involved in the process

2. Process Improvements

The plan is to implement the follow:

i.   One combined payment run for all payment types, once a week on the same day each week
ii.   Increase the dual authorisation threshold on Bankline to £10k
iii.   Set the Finance Manager up as an authoriser on Bankline with an authorisation limit of £25k
iv.   Remove the officer trustees as authorisers on Bankline
v.   Set authorisation limits of £25k on Bankline for senior manager authorisers
vi.   No authorisation limits for the Managing Director and Director of Finance & Resources

These changes will mean that all staff, students and suppliers will know when the payments will be made and what the deadlines are for submitting invoices and claims. Authorisers will only need to be available once a week at a set time and most payments will now be authorised by the Finance Manager with only an occasional need for a second authoriser. We have also made some changes in finance team responsibilities and the way that invoices are processed which will further strength the payment process and improve efficiency.

3. Governance

We have already implemented the changes having received email authority from Graham Parker as Chair of the Finance & Risk Committee.

We now need the committee to ratify the changes. Amendments to the Delegation of Authority and the Financial Procedures Manual will be carried out as part of the overall review of our financial procedures later this year.

**Imperial College Union
Finance & Risk Subcommittee**

CSP Sponsorship Policy

Author(s):   Sam Lee (Deputy President Finance & Services)

Purpose: To outline an approval process for CSP sponsorships to ensure proper oversight and management.

Decision: To approve

1. Context

Income generated from sponsorship for Clubs, Societies & Projects equates to c£300k each academic year. This is a very large proportion of CSP annual turnover, and the following policy details an improved process to ensure we can build on this already very good foundation.

This policy works alongside the recent changes to the processing of sponsorship funds introduced by the Finance Team, namely that sponsorship funds shall only be cleared to CSP accounts on receipt of payment rather than on receipt of invoice. It is worth noting that there currently exists no sponsorship policy and there is no Finance & Risk oversight of sponsorships.

Imperial College Union Policy
CSP Sponsorship Policy

Audience: All staff and CSP leaders

Owner(s): Finance and Risk

Consultation: Services and Sustainability Board; Clubs, Societies & Projects Board

Created Date: January 2021

Review Date: June 2021

1. Introduction

For our Clubs, Societies & Projects (CSPs), the process of sourcing sponsorships from external companies is a key part of their success as a CSP due to the relationships they form with those companies; the financial benefit (or other material benefit) they receive; and the personal skills developed from the process of seeking and securing a sponsorship contract.

Imperial College Union fully supports CSPs wishing to obtain sponsorship and will assist in any way possible. To best support these CSPs we need a managed policy and process so we can increase the efficiency and response times for all sponsorship queries. Previously, this process has been completed solely by the Deputy President (Finance & Services) (DPFS), which is a single point of failure for sponsorships and this has led to the loss of multiple contracts each year. It is important the Union does not inhibit CSPs to achieve sponsorships this way, so this policy details what is required of a sponsorship contract and the process the Union should undergo to ensure a minimal response time.

2. Sponsorship Definition

A "sponsorship" is defined as an agreement between a CSP and a sponsor where the CSP receives either a monetary, or other material benefit, in turn the CSP will provide a publicity opportunity or other benefit to the sponsor. The Union acts as the beneficiary and the guarantor of the CSP.

Typical benefits include:

- Social media posts advertising the sponsor
- Regular posts to the CSP mailing list detailing job opportunities on behalf of the sponsor
- Advertising space at either an individual or series of events run by the CSP

A sponsorship contract between a CSP and a sponsor is only valid if it is signed by the following parties:

- An authorised representative of the sponsor
- The President or Treasurer of the CSP
- An authorised member of Union staff.

All sponsorship contracts must use the template provided by the Union unless permission is granted by the DPFS to use a different template. If a different template is used, then it is the responsibility of the CSP to ensure the information contained is substantially similar to the

template and there is space for a Union staff member to sign. The current sponsorship template can be found in Appendix One.

3. Limitations

Currently, there is no specific restriction imposed on CSPs for who they are allowed to secure sponsorships from, although the Union reserves the right (under charity law) to refuse authorisation of the sponsorship if it is believed that it would bring the Union or CSP into disrepute, significantly harm the values of the organisation or, be an unacceptable financial risk to either the Union or the CSP. The process for this refusal is detailed in section 4.

4. Procedures

An overview of the following process is graphically shown in Appendix Two.

All sponsorship contracts should be directed to the activities@imperial.ac.uk inbox where they can be sorted by the Student Opportunities & Development team. When a sponsorship contract is reviewed by a member of staff, it is sorted into being either a tier 1 or tier 2 contract.

A tier 2 contract is a contract that is either a non-standard contract (i.e., does not use the Union template) or has a material value of greater than or equal to £2000. Tier 2 contracts can only be signed by a Level 2 authoriser.

A tier 1 contract is a contract that is based on the standard Union template (Appendix One) and has a material cost of less than £2000. Tier 1 contracts can be signed by either a Level 1 or Level 2 authoriser.

A contract can only be rejected if it is against the limitations stated in section 3. In the event it is, the member of staff reviewing the contract would need to send a written email to the CSP (copying in the DPFS) stating why the contract has been rejected. If the CSP would either like more information or is unsure why it has been rejected, then they should contact the DPFS for more information. If a member of staff is unsure as to whether they should approve or reject the contract, then they should contact the DPFS who shall make a decision.

If a CSP feels that the procedure has not been followed properly, or it has been rejected for incorrect reasons, then they should raise the issue through the Union's complaints procedure.

5. Authorised Union Staff Members

The following list details the roles that are authorised to sign a CSP's sponsorship contract on behalf of the Union:

Level 2:
- Deputy President (Finance & Services)
- Deputy President (Clubs & Societies)
- Union President
- Managing Director
- Director of Finance & Resources
- Director of Membership Services

Level 1:
- Student Opportunities & Development Manager
- Student Opportunities & Development Co-ordinators

Appendix One: Standard CSP Sponsorship Agreement

[Event Name] is to be held on [Date], at [Venue] (Delete if not appropriate)

[SPONSOR NAME] & IMPERIAL COLLEGE UNION [CLUB NAME] SPONSORSHIP AGREEMENT

The Agreement is made on [Day] / [Month] / [Year] between
1. **Imperial College [Club Name]** of Imperial College Union, Beit Quad, Prince Consort Road, London, SW7 2BB.

and
2. **[SPONSOR NAME]** of [Address, Postcode]**.**

Background
a) The Imperial College [CLUB NAME] is the recipient of the sponsorship [FOR EVENT (if required), with Imperial College Union as its guarantors, and beneficiary of the sponsorship subject to the terms and conditions set out in this Agreement.

1. **Definitions and Interpretations**
In this Agreement the following words and phrases shall have the following meanings, unless the context otherwise requires:

"ICU"	Imperial College Union.
"Organiser"	Imperial College [Club Name].
"Sponsor"	[Sponsor name].
"Sponsorship"	Sponsorship Fee as outlined in Clause 2.
"Product"	Services offered by [Sponsor name].
"Event"	[Event name], [Date, Time], at [Venue], [Venue Address].
"Term"	The Sponsorship period.

2. **Purpose of the Agreement**
    2.1. The purpose of the Agreement is for the Sponsor to provide financial support to Imperial College [CLUB NAME] by way of sponsorship subject to the terms and conditions set out in this Agreement for the academic year of [YEAR]/[YEAR].
    2.2. This sponsorship agreement will be begin on [Day] / [Month] / [Year] and run until [Day] / [Month] / [Year], unless there is a termination of the agreement outlined in Clauses 6 and 7. (Please note contracts can be no longer than one academic year e.g. July 2012 to July 2013)

3. **Sponsorship Fee**
    3.1. Subject to the provisions of this Agreement and to the [CLUB NAME] performing its obligations hereunder and in consideration of the rights granted by the [CLUB NAME] to [SPONSOR NAME] agrees to pay [CLUB NAME] the Sponsorship Fee of £[FEE] (plus VAT @ 20% of £[VAT Amount]) in accordance with the terms of payment. The invoice amount will be for £[FEE + VAT].

4. **Organiser's Obligations**
    4.1. Subject to the provision of this Clause 3, the [CLUB NAME] agrees and grants rights and licences to [SPONSOR NA,E] for the promotion of [SPONSOR NAME] in association with the [CLUB NAME] as follows:
        4.1.1. The [CLUB NAME] will [OBLIGATION] for [SPONSOR NAME].
        4.1.2. The [CLUB NAME] will [OBLIGATION] for [SPONSOR NAME].

5. **Sponsor's Obligations**
    5.1. In exercising the said rights and licenses, [SPONSOR NAME] shall, subject to receiving a written request from the [CLUB NAME], pay to the [CLUB NAME] the Sponsorship Fee via the accounts of its parent organisation, the Imperial College Union, to whom all monies are to be made payable.
    5.2. Ensure that the Sponsorship Fee shall reach the ICU accounts in such time as to not impede organisation and running of the event.

5.3. Not charge the [CLUB NAME] or ICU any further costs that are not agreed or stated in this contract.

5.4. Advise the relevant contact within the [CLUB NAME] if there are problems that prevent the Sponsor from fulfilling any obligations under the purview of this contract.

6. **Organiser's Rights**

6.1. The Organiser holds the right to amend or terminate the Agreement with the Sponsor if the Sponsor does anything which, in the reasonable opinion of the organiser or to Imperial College Union, brings or is reasonably likely to bring the name, logo or reputation of the Organiser and Imperial College Union into disrepute.

6.2. If the Organiser terminates this Agreement, the Sponsor will no longer be authorised to use the event for the advertisement and distribution of its product bearing its name and/or logo and promotion of its companies and products sold in public.

7. **Sponsor's Rights**

7.1. The Sponsor holds the right to amend or terminate the Agreement with the organisers if the [CLUB NAME] shall not use any of the rights granted herein and will seek to ensure that no member of the [CLUB NAME] shall make any public statement in a manner which, in the reasonable opinion of the Sponsor, is or might be prejudicial or defamatory to the image or reputation of the Sponsor.

8. **Indemnity**

8.1. Either party agrees to indemnify the other party in respect of any costs, claims, lose or liability whatsoever suffered by the other party (including reasonable legal costs and disbursements) as a result of any breach, by the party, of any of the terms of this Agreement.

9. **Marks and Consultation**

9.1. No Party shall use the logos of any other Party or refer to any other Party in any announcement, statement or publicly available medium without first consulting that other Party and obtaining its prior approval in writing as to its content, timing and distribution, which shall not be unreasonably withheld or delayed. Each Party requiring such consent must give the other Party five (5) working days for approval, unless agreed otherwise.

9.2. The Organiser agrees to abide by the guidelines for the use of the Sponsor's logo in all printed and electronic matter. The guidelines shall be provided to the Organiser by the Sponsor in advance of this agreement.

10. **Confidentiality**

10.1. The Organiser agrees with the Sponsor and the Sponsor with the Organiser, to treat as secret and confidential and not to at any time, for any reason, disclose or permit to be disclosed to any person or persons, or otherwise make use of or permit to be made use of, any information relating to the sponsor's or the Organiser's business affairs or finances (as the case may be) where knowledge or details of the information were received during the period of this Agreement.

10.2. The obligations of confidence referred to in this clause shall not apply to any confidential information which:

10.2.1. Is in the possession of and is at the free disposal of the Organiser or Sponsor, or is published or is otherwise in the public domain prior to the receipt of such information by the Organiser or the Sponsor.

10.2.2. Is or becomes publicly available on a non-confidential basis through no fault of the Organiser or Sponsor.

10.2.3. Is received in good faith by the Organiser or Sponsor from a third party who, on reasonable enquiry by the Organiser or Sponsor, claims to have no obligations of confidence to either party in respect of it and imposes no obligations of confidence upon either party.

11. **Force Majeure**

11.1. If through cancellation or curtailment of [EVENT/AGREEMENT] through no fault of [CLUB NAME], e.g. national mourning day, war or terrorist attack, [SPONSOR NAME] will have no claim for the allocated sponsorship.

12. Entire Agreement

12.1. This Agreement represents the entire Agreement between the parties in relation to the subject matter of this Agreement and supersedes any previous agreement, whether written or oral, between the parties in relation to that subject matter.

12.2. This Agreement is personal between the parties involved and valid only for the period of the event as previously outlined.

12.3. No amendment or addition to this Agreement shall be made unless made in writing and executed by the parties.

12.4. The parties are neither partners nor joint venturers.

12.5. This Agreement shall be governed by the laws of England and Wales.

12.6. Neither party shall be liable for any breach of any term of this Agreement that is the result of any clause beyond the reasonable control of the party in breach.

12.7. Any notice to be served on any of the parties shall be sent by pre-paid recorded delivery or registered post or by telex or facsimile transmission to the address above (or such other address as may be advised from time to time) and shall be deemed to have been received within 72 hours of posting or 24 hours if sent by telex or facsimile transmission to the correct number of the addressee.

As witness to the Agreement the parties have shown their acceptance of the terms and conditions of this Agreement by signing where indicated below:

Authorised signatory for and on behalf of [SPONSOR]:
Signature:

Name:

Position:

Date:

Authorised signatory for and on behalf of [CLUB NAME]:
Signature:

Name:

Position:

Date:

Imperial College Union authorisation stamp:

Authorised signatory for and on behalf of Imperial College Union:
Signature:

Name:

Position:

Date:

Appendix Two: Diagrammatical Approval Process

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                        ┌─────────────────┐
                        │   Sponsorship   │
                        │    Contract     │
                        │    Received     │
                        └────────┬────────┘
                                 │
                                 ▼
                        ┌─────────────────┐
                        │   Sponsorship   │
                        │    Contract     │
                        │   Reviewed by   │
     Standard Template &│ Level 1 Authoriser│  Contract Rejected
     value less than £2k└────────┬────────┘
              │                  │
              │     Non-standard template
              │     or value greater or
              │       equal to £2k
              │                  │
              │                  ▼
              │         ┌─────────────────┐
              │         │   Sponsorship   │
              │         │ contract reviewed│
              │         │   by Level 2    │
              │         │   Authoriser    │
              │         └────────┬────────┘
              │    Contract Approved    Contract Rejected
              ▼                              │
     ┌─────────────────┐            ┌─────────────────┐
     │   Sponsorship   │            │   Sponsorship   │
     │ Contract signed │            │Contract rejected│
     │  and returned to│            │   and written   │
     │      CSP        │            │ reasoning sent to│
     └────────┬────────┘            │      CSP        │
              ▼                     └─────────────────┘
     ┌─────────────────┐
     │ CSP and sponsor │
     │  sign Contract  │
     └────────┬────────┘
              ▼
     ┌─────────────────┐
     │ Contract stored in│
     │ Union document  │
     │    storage      │
     └─────────────────┘
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Imperial College Union
Finance & Risk Committee // 3 February 2021

Health and Safety Policy Review

Author(s):   Tom Newman (Director of Membership Services)
               Sam Lee (Deputy President Finance and Services)

Purpose: To approve Union wide health and safety policies
Decision(s):   To approve

1. Health and Safety Policies

The Union as part of its work to reform its approach to health and safety and be compliant with its legal obligations as an employer, has identified a number of policies that need to be written, reviewed and approved by the Finance and Risk Committee, as delegated by the Board.

The policies requiring approval by the Finance and Risk Committee have been identified and have been listed below. Several policies have been prioritised for approval at today's meeting, the remainder of the listed policies will be for review at future meetings of the committee in 2020-21.

Policies have been written with support from Karl Bott, Union Health and Safety Consultant, and have been aligned with College policies where appropriate. The key points of each policy for today's approval have been summarised in this paper.

1.1 Union Policies for Approval 2020-21

Policy	Key Comments / Actions
Fire Safety Policy & Evacuation Procedure	For approval 3/2/2020
First Aid at Work Policy & Procedure	For approval 3/2/2020
Display Screen Equipment Policy and Procedure	For approval 3/2/2020
Accident/Incident Investigation and Reporting Procedure	For approval 3/2/2020
Manual Handling Policy	For approval 3/2/2020
Verbal & Physical Abuse Policy	
Working at Height Policy	For approval 3/2/2020
Lone Working Policy	For approval 3/2/2020
Remote Working Policy	For approval 3/2/2020
Driving and Vehicle Safety Policy	For approval at Finance and Risk in academic year 2020-21
Maintenance of Portable and Transportable Electrical Equipment Policy	For approval at Finance and Risk in academic year 2020-21
Body Spillage Procedure	For approval at Finance and Risk in academic year 2020-21

Slips, Trips and Falls Policy	For approval at Finance and Risk in academic year 2020-21
Noise Exposure Control Policy	For approval at Finance and Risk in academic year 2020-21
Working Safely in Confined Spaces Policy & Procedure	For approval at Finance and Risk in academic year 2020-21
Workplace Temperature Policy	For approval at Finance and Risk in academic year 2020-21
Safeguarding Policy	For approval at Finance and Risk in academic year 2020-21
Risk Assessment Policy & Procedure	For approval at Finance and Risk in academic year 2020-21
Control of Substances Hazardous to Health Policy	For approval at Finance and Risk in academic year 2020-21
Personal Protective Equipment Policy	For approval at Finance and Risk in academic year 2020-21

2. First Aid at Work Policy and Procedure

The College will always have a fully qualified member of staff available on site during normal hours on each college site. The Union policy outlines where responsibility for the union lies and what the specific arrangements for Union first aiders are.

- The Managing Director will ensure that Union operations are assessed to determine additional first aid requirements
- The Director of Membership Services will be responsible for CSP activity being adequately risk assessed.
- The Union first aid coordinator will be appointed and responsible for ensuring first aid needs are operationalised, ensuring supplies are stocked, liaison with relevant college support teams and supporting Union first aiders.
- The Union will identify sustainable and suitable number of employees/student volunteers who will be trained as first aiders, training will be provided by the Union via College suppliers.
- First aiders will undertake refresher training every 3 years, the level of first aid resource will be reviewed annually by the first aid coordinator and the health and safety operational committee.

3. Accident/Incident Investigation and Reporting Procedure

This policy outlines the Union's approach to accident and incident reporting throughout the entire Union operation. It outlines the following:

- Categorisation of incidents that should be reported.
- It outlines the responsibilities within the organisation, ultimately the Board of Trustees is responsible with delegated authority to the Managing Director. Ultimately all individuals regardless of their role are responsible for reporting incidents or accidents via the reporting system.
- The Union is responsible for ensuring an adequate reporting system is in place and will use College's SALUS reporting system.

- The Union is responsible for ensuring appropriate training and signage is available to all staff, volunteers and visitors.

4. Working at Height Policy

This policy ensures the Union follows it liability under the work at height regulations 2005.

- The Union must keep a record detailing the tracking and inspecting of all equipment relating to working at height. The policy details the requirements of records that must be kept.
- The Union must undertake routine testing of equipment and CSPs must register all equipment with the Union and College.
- The policy outlines that for student led groups they must have a record of equipment, have signed off its use with the Union and relevant College department prior to any working at height.

5. Remote Working Policy

Union employees are contracted to the College and therefore the Union policy is closely aligned to College working practices. The policy details the arrangements that should be made in order for individuals to safely work away from the office.

- Line managers responsibilities include ensuring that their staff they are responsible for have adequate information and support to work effectively.
- Detailed arrangements are defined including appropriate workstation set up, reporting of incidents, wellbeing support and details of accessing ergonomic equipment.
- Any purchase of equipment to support remote working must be authorised by the line manager.
- Relevant links to courses via the College are included.

6. Fire Safety Policy and Evacuation Procedure

As the Union building is College-owned, the Union must abide by the College's Fire Safety Policy. This means that we need to work under the College's procedures and structures for fire safety, we have to balance this with the need for the Union to be responsible for its own fire safety as a separate charity. It outlines the following:

- The Managing Director will be equivalent to a Head of Department for the College
- The requirements for a Fire Safety Coordinator and Wardens
- The requirements for GEEPs and PEEPs and the processes required to create them
- The Union will provide relevant training to staff and the relevant training for large union events

7. Display Screen Equipment Policy and Procedure

The policy ensures that the Union abides by the Health and Safety (Display Screen Equipment) Regulations 1992. It outlines the following:

- The responsibilities of the Board, the Managing Director and an appointed Department Computer Health Assessor
- The equipment provision required for all persons undertaking work with Display Screen Equipment.

- The relevant training required for both users of Display Screen Equipment as well as the Department Computer Health Assessor

8. Manual Handling Policy

The policy ensures the Union abides by its obligations under the Health and Safety in the Workplace for manual handling. It outlines the following:

- The responsibilities of the Board, the Managing Director, and the Director of Finance & Resources
- The responsibilities of individual line managers and supervisors for their staff
- The process of sourcing and training Manual Handling Assessors for the individual directorates of the Union
- The training for all staff undergoing manual handling tasks

9. Lone Working Policy

The lone working policy details how the Union complies with the College's lone working policy. As employees of the College, all Union staff need to comply with the College's lone working policy. It outlines the following:

- The responsibilities of the Board, the Managing Director, and the Director of Finance & Resources
- The responsibility of line managers as lone working is a delegated line manager responsibility
- The arrangements for staff to ensure appropriate checking on lone workers
- The arrangements for student groups to ensure appropriate checking and times under which lone working is permitted.

Imperial College Union Policy
Fire Safety 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

Imperial College Union is an occupant of Imperial College London owned buildings and space. As a third-party user of the space, Imperial College Union must comply with Imperial College London's Fire Safety Policy.

Imperial College London is subject to the requirements of the Regulator Reform (Fire Safety) Order 2005. This is a self-regulating article of legislation and in order for the College to fulfil it's obligations, a number of Codes of Practice are in place.

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if the do occur, they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone at the College is able to escape to a place of total safety easily and quickly.

In recognition of the risks and the serious consequences of a fire at the College, the College has agreed this Fire Safety Policy and associated Code of Practice.

3. Legislation

The primary legislation for fire safety is the Regulatory Reform (Fire Safety) Order 2005. The Order covers general fire precautions and other fire safety duties which are needed to protect persons in cases of fire in and around premises. The Order requires fire precautions to be put into place where necessary and to the extent that is reasonable and practicable. Responsibility for complying with the Order rests with the 'Responsible Person'. There is other legislation

relating to fire safety including the Dangerous Substances and Explosive Atmospheres Regulations. The requirements of these regulations are subject to further College policies.

4. Responsibilities

Responsible Person

The President of Imperial College London is the person designated as the 'Responsible Person' on behalf of the College. The President delegates duties to the Faculty Principals, the Chief Operating Officer and the College Chief Fire Officer but remains responsible for ensuring that:

- General fire precautions are taken to ensure the safety of staff, students, contractors, visitors and members of the public.
- Suitable and sufficient risk assessments are carried out and regularly reviewed.
- Arrangements are put into place for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

General Responsibilities

Fire safety is everyone's responsibility. All staff, students, contractors and visitors are required to follow established procedures and cooperate with appointed College staff in order to achieve the highest standards of fire safety. This includes minimising the amounts of combustible materials present in buildings, ensuring the safe use, storage and disposal of flammable substances, and avoiding misuse of fire safety equipment as well as complying with the College Smoking Policy.

The Managing Director

The Managing Director has the same responsibilities for fire safety as a Head of Department/ Division within the College's Fire Safety Policy. The MD is responsible for:

- Promoting a positive fire safety culture in their area of responsibility.
- In consultation with the College Head of Fire Safety, appointing a competent person as a Fire Safety Coordinator to advise them on fire safety matters arising within their Department/ Division.
- Appointing sufficient Fire Wardens to monitor fire safety within their Department/ Division and implement the relevant emergency plans.
- Acting on the recommendations of the College Head of Fire Safety set out in the Fire Risk Assessments for the buildings in which their Department/ Division is located.
- Ensuring that all flammable materials are correctly stored, used and disposed of, and that in all cases the quantities involved are the minimum reasonably practicable. All potential fire hazards within their Department/ Division must be clearly identified and notified to the College Chief Fire Officer.
- Liaising with the College Head of Fire Safety before introducing new activities and/ or processes which may increase the fire risk.
- Ensuring that staff and students within their Department/ Division receive sufficient and appropriate fire awareness instruction and training.

In addition, the MD is responsible for ensuring that the Union meets it's legal obligations for fire safety in respect of it's catering and bar outlets; clubs, societies and projects; and other entertainment and sporting activities.

Staff, Students and Visitors

All staff, students, and visitors are required to follow established procedures and cooperate with appointed ICU staff in order to achieve the highest standards of fire safety. This includes minimising the amounts of combustible materials present in builders; ensuring the safe use,

storage and disposal of flammable substances; and avoiding misuse of fire safety equipment as well as complying with the College's Smoke Free Policy.

Contractors

Contractors must comply with the College Fire Safety Policy and obey all fire safety instructions given to them by the College Head of Fire Safety and/ or the Estates Operations Safety Advisor (Construction). Contractors must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures and know the local arrangements for the areas where they are working. Contractors are required to cooperate fully with College procedures including the need to apply for Hot Work Permits when carrying out work that could present a fire risk or potentially result in activation of the fire alarm system. All work on Fire Alarm Systems is also subject to Permit-to-Work procedures and must be agreed, in advance, with the College Head of Fire Safety and the Building/ Campus Manager responsible for the area covered by the alarm system.

College's Director of Estates Operations

The Director of Estates Operations has delegated duties from the Chief Operating Officer and, in addition to his or her duties as a Head of Division, he or she is responsible for:

- Developing and implementing the College Fire Strategy.
- Ensuring that College premises comply with statutory requirements.
- Acting on the recommendations of the College Head of Fire Safety so far as they relate to the fire alarm systems, fire precautions (means of escape, etc) and fire signage.
- Appointing Fire Safety Coordinators (in effect assigning duties to Building Managers) to provide support in the implementation of the College Fire Safety Policy.

And for ensuring that:
- The College meets its legal obligations for fire safety in respect of all premises it leases to third parties.
- Tenancy agreements place the College's tenants under a legally enforceable obligation to comply with the College's fire safety policy and procedures.
- All building projects comply with statutory requirements and in particular that new, or upgraded, fire alarm systems, fire precautions and fire signage comply with the College Fire Strategy.

College's Head of Fire Safety

The Head of Fire Safety reports to the Director of Estates Operations and is responsible for:
- Promoting a positive fire safety culture across the College.
- Advising the College on its statutory obligations regarding fire safety and of the effect of new or amended legislation.
- Developing the College Fire Safety Strategy and the policies and procedures necessary to ensure the College's compliance with legislation and the effective control of its fire hazards, including conducting building fire risk assessments and issuing hot work permits.
- Developing appropriate guidance and codes of practice to support these policies and procedures.
- Advising College senior managers of their responsibilities for fire safety.
- Providing specialist advice, information and support to all parts of the College including the dissemination of good practice, on the management of fire safety.
- Inspecting, monitoring and auditing the implementation of fire safety policies, procedures and codes of practice across the College, including the testing and maintenance of firefighting equipment and fire alarm systems and the issuing of Hot Work permits.

- Developing, setting and reviewing performance standards and targets as necessary.
- Advising on training needs and providing in-house training and instruction, including arranging regular fire drills.
- Managing the interface between the College and the local fire authorities.
- Managing the Fire Department.
- Liaising with the Safety Champion and with the College's specialist advisory services, including the Safety Department, Campus Services and the Security Department.
- Liaising on fire safety matters with associated NHS Trusts, contractors working on College premises and external organisations with a presence on College campuses.
- Providing reports on fire safety matters to the Health and Safety Management and Consultative Committees.
- The College Head of Fire Safety has the authority, delegated from the President, to close down College Buildings, or parts of the building, and to call a halt to processes or activities if he believes there is a serious risk of injury from fire to the occupants of the building or people undertaking the activity or process.

Fire Safety Coordinators

The Managing Director will delegate to a membership of the Leadership Team, the role of Fire Safety Coordinator.

The duties of the Fire Safety Coordinator are:
- Promote a positive fire safety culture in their area.
- Ensure sufficient provision of Fire Wardens.
- Develop a Department Emergency Evacuation Plan.
- Prepare Personal Emergency Evacuation Plans (PEEPs) as required.
- Arrange fire drills.
- Ensure that staff within the Union receive Fire Safety training.

Fire Wardens

The number of Fire Wardens required should be dictated by the appropriate risk assessment, allowing the flexibility required between typical office hours, large/ major events, and student group activity.

Fire Wardens are appointed by the Fire Safety Coordinator to assist with the implementation of the College Fire Safety Policy. Fire Wardens need to have local knowledge of the fire risks in their work area. Their main duties are to:
- Alert the Fire Safety Coordinator to any defects in fire precautions in their area.
- Participate in fire drills and report any problems to the Fire Safety Coordinator.
- Assist the Emergency Response Team during the evacuation of the building by:
  a) Guiding people to the Assembly Points.
  b) Helping to prevent re-entry until the building is deemed safe for re-occupation.

During an evacuation Fire Wardens are not to put themselves at any risk. They should evacuate the building along with the other occupants and then report to the Emergency Control Point to pass on any information they may have about the incident or factors that could affect the incident and to provide any other assistance as required.

5. Arrangements

Generic Emergency Evacuation Plans (GEEPs)

A GEEP is a Generic Emergency Evacuation Plan which enables visitors to our building to become familiar with the layout, evacuation procedures, available equipment and communication devices for use in an emergency.

The College has a legal responsibility to put measures in place for the safe evacuation of persons from it's buildings, regardless of their usage. All College buildings are equipped with the means to detect fire/smoke, for an alarm to be raised, and for the occupants to reach a place of final safety.

Personal Emergency Egress Plans (PEEPs)
A PEEP is a Personal Emergency Egress Plan which is a 'bespoke' plan for individuals who may have difficulties evacuating the building to a place of final safety without support or assistance from others.

A PEEP may be required if any individual may have one or more of the following:
- Mobility conditions
- Sight conditions
- Hearing conditions
- Neurodiverse or mental health conditions
- Other circumstances that may affect a person's ability to evacuate, e.g., individuals who are pregnant, or individuals with a short-injury such as a broken leg.

For members of staff who need assistance evacuating a building (even if only on a temporary basis), should liaise with the Fire Safety Coordinator who will work with the staff member to put in place a PEEP.

For any students who frequently use the Union building who need assistance evacuating a building (even if only on a temporary basis), should liaise with the Student Opportunities & Development Manager, who will work with the individual and the Fire Safety Coordinator to put in place a PEEP.

Beit Quadrangle

Biet Quadrangle is comprised of 6 floors. The north wing is occupied by the Imperial College Union and the other wings are halls of residence. The two sections are distinct and have separate alarm systems. Horizontal evacuation is possible between the north wing and the east and west wings at the points marked on the plan. All floors are accessible by using the stairways. Emergency exits using stairways is possible in the accommodation wings during an evacuation. Safe refuge areas are available in all protected stairwells. There are three Fire Exits available from the building on the ground floor, one of which is Disabled Accessible. This is the main entrance (See floor plan below).

Any event within a College owned building and an attendance of more than 60 people, must have a Fire Safety Action plan in place, detailing the evacuation process of the audience and event crew or staff, as well as the process for informing everyone involved of the evacuation process if needed. The number of Fire Wardens (or Fire Safety trained individuals) required must be detailed in the risk assessment for the event.

Action required on hearing the fire alarm
If able, persons should leave the building immediately by the nearest Fire Exit, (see floor plan below) and report to the assigned assembly point for the building.

Safe refuge points are located in 3 stairwells (see floor plan in Appendix One) for persons not being able to evacuate the building unaided.

Other recommendations:
Not all fire escapes are accessible by wheelchair and visitors to Imperial College Union should familiarise themselves with the floor layout of the building that they are in.

Other Buildings
ICU will use other buildings and spaces across the College. ICU will follow the College's fire safety guidance and policies for specific buildings and spaces.

6. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 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.

7. Training

Essential Training For All Staff
All ICU staff and officers will undergo minimum training expectations run by Imperial College London as part of colleague induction. Training records will be kept by ICU.

Fire Warden Training
Appointed ICU Fire Wardens and Fire Safety Co-ordinators who have a defined role in assisting with the safe evacuation of halls, laboratories, workshops and buildings. This training should be undertaken based on risk assessment.

Training for Events
The Union shall provide appropriate training to all student groups who wish to run large events, for the number of individuals requiring fire training as detailed in the relevant risk assessment.

**Imperial College Union Policy
First Aid at Work 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

As per College policy, on all College campuses and sites there are sufficient number of trained personnel, equipment and information available to ensure that someone competent in basic first aid techniques can rapidly attend an incident during normal working hours or outside normal hours when a building is regularly occupied

A fully qualified first aider is always available during normal hours on each College campus or site to attend an incident.

In addition to adhering to the College First Aid at Work policy, the Union will have additional first aid provision for certain activity. The additional provision will be determined by risk assessment for activity and events.

3.   Responsibilities

ICU Managing Director
- Ensuring the first aid needs within their areas of operation are assessed and addressed
- Appointing a Coordinator to organise provision of first aid services across the department

ICU Director of Membership Services
- Ensuring advice is available to student led activity on the management of first aid for extracurricular activities
- Ensuring that where appropriate student led activity is risk assessed and that adequate first aid provision is supplied.
- To liaise with Move Imperial to ensure that adequate first aid cover is supplied for sporting activity undertaken by Union clubs.

Appointed ICU First Aid Coordinator
- Undertaking & reviewing all department's assessment of first aid needs
- Monitoring numbers of first aiders so a sufficient number of suitably trained first aiders are available
- Assisting with recruitment of departmental first aiders
- Inducting new first aiders
- Distributing information notices to first aiders
- Organising, stocking and replenishment of first aid supplies
- Maintaining up to date notices on the local first aid arrangements
- Liaising with the Faculty Safety teams, Departmental Safety Officers, Building Managers and the College's central Health & Safety advisors on first aid issues
- Liaison with the College safety team to arrange supplementary training where this need is identified by risk assessments.
- Undertaking and registering weekly and monthly checks on all locally provided Automatic External Defibrillator (AED)

First-Aiders
- Responding promptly to calls for assistance within their area
- Providing support within their competence
- Summoning further help, if necessary
- Reporting details of treatment provided

College Health & Safety Auditor
- Auditing departmental arrangements for the provision of first aid

College Building Managers
- Gathering information about first aid personnel from individual Department coordinators and ensuring the information for the building as a whole is kept up to date

4. Arrangements
Union First Aiders
- The Union will provide a sustainable and suitable number of employees access to suitable First Aid Training (as defined by contemporary Health and Safety legislation)
- The Union will maintain an up-to-date list of First Aid trained personnel which will available to access for all employees and volunteers.

- The Union will provide and maintain a suitable quantity of First Aid equipment to ensure that in the event of an emergency this equipment is easily accessible by all - Assess the need for and, where appropriate, provide advanced or additional equipment such as Burn Treatment packs or Sports Aid equipment.

Commercial Bar and Venue
- The Union will ensure that first aid provision will be considered within the risk assessment of its commercial activity including Union delivered events. This will occur on an annual and event by event basis.

Clubs, Societies and Projects

- The Union will ensure all CSP activity is adequately risk assessed and include an assessment of whether additional first aid provision is required.

- CSP leaders are responsible for not undertaking any activity until it has been appropriately authorised by the Union.

- Move imperial are responsible for ensuring adequate First Aid provision is provided at sporting venues owned by the College. The Union will ensure all Club activity is appropriately assessed and First Aid is provided.

- The Union will provide relevant first aid training, either free or subsidised, for student volunteers when a need for training has been identified.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 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 the Union.

Appointed First Aiders will be provided with adequate training to undertake their role with refresher training undertaken every three years.
Training for student volunteers will be provided annually and a central record kept of those students trained.

Imperial College Union Policy
Display Screen Equipment (DSE) 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

All work involving use of computers and other display screen equipment must be organised so as to protect the health of those involved and to ensure that the computer workstations comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Departments must ensure that their arrangements can achieve the policy objects. Individuals with specific responsibilities under the Policy can delegate those to others, but retain accountability.

3. Application

Staff
- The policy applies to all staff whose work involves use of a computer. They must be provided with information on safe working with computers. Computer equipment and furniture provided for their use must meet ergonomic standards and be assessed to ascertain this. Any computer equipment supplied for use at home must also meet ergonomic standards.
- Staff classed as computer users are entitled to eyesight tests and, in some instances, to provision of spectacles paid for by the College. The Union is responsible for funding eye tests for individual computer users.

Contractor and Agency Staff
- Computer equipment provided for use by employees of contractors or agencies should meet the same ergonomic standards as for College staff. Their employer is responsible for information, training, and eye tests (if applicable).

4. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as reasonably practicable, the safety, health, and welfare of it's 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.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring all work with computers in all ICU departments are managed to avoid health risks.
- Appointing a competent person to act as Department Computer Health Assessor.
- Ensuring workstations supplied for staff use comply with ergonomic standards and that sufficient resource is allocated to replace damaged or defective chairs and equipment.
- Ensuring appropriate action is taken to resolve health risks identified through workstation assessments.
- Ensuring all staff & students using computers are provided with information, and where required, training on associated health risks & their control.
- Ensuring all staff entitled to Optician's services are informed of their entitlements.
- 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.
- Reviewing the above arrangements at regular intervals, adjusting as necessary.

Department Heads and Line Managers

Department heads and line managers are responsible for:

- Ensuring staff have appropriate computer equipment to undertake the work they are employed to do.
- Ensuring assessments of workstations in their area are carried out when appropriate.
- Ensuring allocated computer tasks are organised to avoid long periods of uninterrupted use.
- Supporting Computer Health Assessors in resolving local problems.

Computer Health Assessors

Computer Health Assessors are responsible for:

Monitoring the conduct and outcome of workstation self-assessments:
- Checking that assessments are carried out when appropriate.
- Maintaining suitable records of workstation assessments.
- Assisting with the assessment of workstations provided for multiple users, e.g., students classrooms, hot desks.
- Assisting with departmental induction training programmes, if required.
- Assisting individuals with workstation assessments.

Advising on the resolution of problems identified through workstation assessments:
- Some users may require assistance or instruction to undertake a workstation assessment.
- Assessors should be the first source of advice on how to resolve ergonomic problems identified in workstation assessments.
- Assessors may be delegated responsibility for authorising referrals for optician's eye examination.

Promoting good practice amongst users:
- Assessors can deliver user training locally.

Reporting significant problems to Line Managers:
- The Line Manager should be informed of problems in achieving compliance with the Policy and of unresolved resource issues.
- Cases of possible health problems relating to computer use should be reported to the Department Safety Officer.

Users

Users are responsible for:

Checking and adjusting their workstation to fit their needs:
- Assessments should be carried out at the first use of the computer. The assessment checklist on the Occupational Health web pages should be used to guide the user through an assessment.

Organising their work to avoid overuse problems:
- The guidance notes for computer use produced by the College OH service describe best practice

Seeking assistance to resolve problems where necessary:

- The Departmental Computer Health Assessor can help on problems with set-up and adjustment to workstations. Users should inform their manager of unresolved workstation problems, or if the user develops musculoskeletal problems.

Computer users with possible work-related upper limb pain (RSI WRULD) or other computer related problems should consult with one of the Colleges OH Advisers:

- Seek prior approval from their Line Manager or Computer Health Assessor to arrange an eye test via the Eye-care Portal on the College's Occupational Health Web Pages

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 Unions 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.

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.

Individual Users are responsible for:
- Assisting with assessment of workstations supplied for their use
- Reporting problems identified through the workstation assessments
- Following College guidance on safe practice in use of computers
- Reporting health problems possibly induced through computer work

5. Definitions

Display screen equipment
All computers or other equipment utilising alpha-numeric or graphical display screens, including microfiche readers and similar equipment. Television equipment is included if its main function is display of alpha- numeric data.

Calculators, typewriters and cash registers with small 'fixed window'-type display are not classed as display screen equipment for the purposes of College Policy.

A computer workstation
The computer equipment, including display screen, keyboard, pointing devices and other peripherals (printers, scanners etc) plus the desk and chair provided for use and the immediate environment around the desk.

Associated equipment such as document holders or footrests, if provided, are also included.

A User
Any member of staff who usually works for 1 or more hour per day is a User.

6. Arrangements

Workstation Equipment

Work Surface
The work desk or work-surface must have:
- Adequate space available for the user to arrange the screen, keyboard and related equipment so as to achieve a comfortable working position.
- A non-gloss finish to prevent distracting reflections.
- Adequate space for the use and storage of related equipment & materials e.g. telephones, printers & other peripherals, work documents.
- Adequate leg space underneath the work-surface.
- The size required will depend on type and amount of the equipment in use and, in particular, the size and type of screen provided. As a guide the desk should ideally be deep enough for the screen to be placed 60cm from the front edge of the desk. The minimum acceptable depth should allow space to rest hands in front of the keyboard. The available width should be at least twice the width of the keyboard. Table height should be between 66 cm and 73 cm (fixed height optimum 72 cm). Shelving should be located so as not to interfere with positioning of the computer screen. Where desk space or overhang is limited, flat screens and/or floor mounted computer cases may be necessary.
- Height adjustable desks (standing desks) can be an effective solution for those who experience lower back pain aggravated by extended periods of sitting.

Seating
The work chair provided must allow the user to achieve a comfortable working position. For most users to achieve this and in all circumstances where the chair is be used more than one person this will require that the chair provided must:

- Allow the seat height to be adjusted.
- Allow the height and angle of the seat back to be adjusted.
- Have a stable five-footed base to achieve stability and a swivel seat for user comfort.
- A footrest is required if a user is unable to adjust the work surface height and/or chair height to allow their feet to rest flat on the floor while working.

Computer Monitor
The computer monitor must:
- Display characters as clear and stable images of adequate size for legibility.
- Allow adjustment of the brightness and contrast of the screen by the user.
- Allow easy adjustment of the tilt and swivel of the screen by the user.
- Be free of distracting reflection from its surface.
- Monitors should be height adjustable or be positioned on a stand to allow for optimum comfort.
- Problems with reflections off the screen can usually be solved by adjusting the position of the screen in relation to light sources or by altering lighting conditions. Only in

exceptional circumstances where this cannot be achieved will an 'add-on' anti-glare screen be necessary.

Keyboard
The keyboard must:
- Be tiltable and separate from the screen base (except for portable computers).
- Have legible symbols.
- Have a matt finish.
- There must be sufficient space, in front to allow the specified user to rest/support their hands.

Pointing devices (mice, trackballs, etc.)
Pointing devices must:
- Have sufficient space to allow unimpeded use.

Individuals who have experienced symptoms of discomfort may benefit from an alternative pointing device.

Document Holders
Document holders are not an absolute requirement but should be provided when working from copy is a significant aspect of the person's computer work.

Where one is provided it must be: -

- Stable and adjustable
- Hold the document at a similar height, viewing distance and angle to that of the display screen.
- Not interfere with the readability of the document.

Please note: These standards apply to desktop computers. Recommendations for laptops are available on the OH web pages.

Software
Any software provided should be suitable for the task for which it is used.

When selecting or modifying software, ease of use as well as the abilities of the intended users and training needs should be taken into account. The College's Staff Learning and Development Centre offers training for a number of software packages.

Environmental Standards.

Space:
- Prolonged sitting in a static position can be harmful. There should be sufficient space for the user to sit down and get up without difficulty and allow for changes in posture whilst   working.

Lighting:
- The general lighting around a computer workstation should be suitable for the range of work activities carried out there. Equipment should be positioned to prevent

distracting glare or reflections from the screen or other equipment. In general, screens should be positioned side-on to windows or the light source causing the reflection.

Heat:
- Users should be provided with a comfortable thermal environment. Care should be taken to minimise draughts which may contribute to poor posture.

Information

All users must be provided with information regarding computer health and safety.

New staff will be sent an e-mail from the College OH Service when they first log on to the College IT Network directing them to the guidance available on the OH Services web pages.

In addition to the information provided via the OH Service's e-mail, staff will need to be given information on specific local arrangements e.g. how to contact their Departmental Computer Health Assessor; arrangements for obtaining authorisation for an Opticians eye test (staff Users only).

Users not connected to the College IT network will need to be provided with full information at induction.

Managers should check that staff have received information and encourage them encourage new staff to read and follow the guidance provided.

Information on other computer ergonomic topics (e.g. use of laptops, pointing devices, etc.) is available on the OH services web pages.

Information provided to all users should include:
- Information on symptoms of health problems associated with computer work
- How to set up and adjust the equipment provided
- How and when to carry out a risk assessment
- How to resolve any problems identified through an assessment.
- Guidance on how to organise computer work
- Departmental arrangements for the reporting of problems
- Information on training offered and how to access this training.

Significant users should be provided with information on:
- Eligibility for eyesight testing
- How to arrange for an eyesight test
- How to obtain authorisation for an optician's eyesight test
- Items covered in the OH Service's guidance

7. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 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.

8. **Training**
   - The training needs of all staff using computers should be assessed during induction or when new equipment or software is introduced.
   - For most users, provision of the OH Service's guidance on safe use of computers and on how to carry out a workstation assessment will be sufficient.
   - User training: The computer user training sessions provided by the OH service give detailed training in the safe use of computers and the role of users in the prevention of health problems.
   - Assessor training: The Computer Health Assessors Course covers the ergonomic assessment and set up of a computer workstation, how to resolve problems identified during an assessment, plus good practice in computer work. Assessors can also deliver User training in their local area. Assessors should also attend the annual assessors update meetings run by the college OHS.
   - Information on Computer Health and Safety training is listed in the Safety section of the Learning & Development Centre's web pages
   - Additional departmental training sessions for users can be arranged exceptionally with the Occupational Health Service.
   - Software training needs should be assessed, and appropriate training provided. The staff development unit offers training for standard software used in College.

Imperial College Union Policy
Accident / Incident 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

The Union, as an employer, has legal responsibilities under the *Management of Health and Safety at Work Regulations* to have effective arrangements in place to manage health and safety. These arrangements include the requirement to investigate the immediate and underlying causes of accidents and incidents to ensure that remedial actions are taken and lessons learnt. Accident investigation is therefore an important and integral part of reactive health and safety management and complements other proactive management systems.

In addition to the above, both the Union and the College have a duty under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)* to report certain types of injuries, diseases and dangerous occurrences to the enforcing authorities.

3. Categories of Incidents and Accidents

Level One Categorisation
All incidents will fall into one of these categories.

Work-related injury
- Any accident resulting in physical injury to a person while undertaking any task at work (for staff), or place of study (for students). This includes activities undertaken by volunteers such as CSP, Representation etc

Work-related ill health
- Any condition believed to be caused by work or the workplace. Typical examples would include:

- Any condition caused by repetitive movements or inappropriate working positions.
- Skin conditions resulting from repeated exposures to particular agents such as cleaning products.
- Asthma or respiratory problems that could feasibly be attributable to workplace conditions or activities.

Other injury
- Any other accident at work resulting in injury that cannot be described as work-related e.g. an injury resulting from a person being under the influence of alcohol or drugs.

Near miss
- Any undesired event or condition where no injury, ill health, or damage occurs, but potentially could have.

Medical issue (not work-related)
- Any incident that is not work-related and can be ascribed to a medical condition.

Property damage or other loss
- Where property or equipment is damaged or some other form of loss occurs, but no injuries are sustained.

Sporting incident
- Accidents occurring whilst undertaking sports activities on College premises, e.g. muscle strains, sporting injuries etc.

Level Two Categorisation

Reportable incident
- Incidents which do not cause injury or ill health, but which are reportable to an enforcing authority such as the HSE or DEFRA.

Dangerous occurrence (RIDDOR Schedule 2 only)
- These are Dangerous Occurrences of the type listed under Schedule 2 of the RIDDOR Regulations. They are typically serious incidents including failure of lifting machinery or pressure vessels, explosions, and releases of biological agents.

Fire incident
- Incidents where an actual fire occurs.

Security incident
- Breach or potential breach of security such as theft of controlled materials or unauthorised access into restricted areas.

Environmental incident
- Incidents relating to outside environmental conditions such as release of environmentally damaging materials.

Building/facility-related incident
- Accidents and incidents which involve or affect any building or building-related infrastructure.

Work environment incident

- Any accident relating to an undesirable working condition, such as foul odours, noise, or inappropriate lighting.

Site partner incident

- An incident either in a site partner area, or involving a site partner's personnel or equipment.

4. 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 / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- 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 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 (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for the following:
- 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.   Students should report hazards to the Union helpdesk or a member of Union staff.

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 Unions 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 relevant Union 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.

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 Managing Director, Officer Trustees, or the Board of Trustees 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 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.

5. Arrangements

The Union will ensure that an adequate accident and incident reporting system is in place.

The person suffering the accident or observing the near miss should complete an online report form which will be accessed via the Union's website. Students may report via the online reporting system or via the Union Helpdesk.

In the case of the commercial venue and shop opening, there will be on shift an appropriate duty supervisor who will take the responsibility for ensuring reports are recorded.

In the case of an accident, if the person involved is unable to complete the form themselves, then a supervisor or colleague should do so.

Regular summary reports of accident and incidents report will be reviewed by the operational health and safety committee.

6. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 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;

7. 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 Union staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Staff Training
All Union employees are required to undertake essential training related to their role as part of their induction.
All supervisors and line managers will be provided with additional training to undertake their role effectively.

Building Safety Inductions
All persons entering Union space are given access to basic safety information which will be available from the Union Helpdesk and in Union spaces.

Student Volunteers
Student volunteers will be provided with relevant health and safety training to ensure their activity is safe and that they are aware of their responsibility with regards to accident and incident reporting. The Union will sign post students and staff to the online reporting system hosted by the college and will host a link to the guidance document on how to use the system on the Union website. The link to the guidance document is here.

Imperial College Union Policy
Manual Handling 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

Imperial College Union acknowledges its duty to make sufficient provision for the management of Health and Safety in the workplace, including its duty to make suitable provision to control manual handling activities and to reduce the risk of injury from such activities as far as is reasonably practicable.

Manual handling (lifting, pushing, pulling, and carrying loads) is the cause of a large number of injuries. This is usually due to a poor lifting technique when carrying out the manual handling operation. The following guidelines provide general information on the safe manual handling of loads.

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 (CIEH, 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.

Senior Managers

Senior Managers are responsible for:
- Ensuring that adequate local arrangements are in place to achieve compliance with the policy.
- Appointing one or more competent persons as manual handling assessors to oversee implementation of the policy in their directorate*
- Providing the appointed person(s) with the necessary time resources and support to carry out their role effectively.
- Ensuring appropriate mechanical aids and equipment are available.
- Ensuring information on safe lifting techniques is provided at induction of all new staff and students.

A Safety Officer may act as a Manual Handling Assessor for a directorate, but needs to be locally available to assist with risk assessments

All Managers and Supervisors

All managers and supervisors are responsible for:
- Organising work under their control so as to minimise the need for manual handling.
- Identifying hazardous manual hands tasks.
- Ensuring that risk assessments of hazardous manual handling tasks are carried out and recorded when appropriate.
- Informing the Departmental Manual handling Assessor of tasks requiring detailed assessment.
- Ensuring that controls identified as necessary in risk assessments are used.
- Ensuring staff and students receive information, instruction, and training appropriate to their likely involvement in manual handling tasks.

Manual Handling Assessors

Manual Handling Assessors are appointed by the Directorate's Senior Manager to assist in the discharge of their responsibilities and to advise on local arrangements. They should also work in liaison with the Departmental Safety Officer to help monitor the effectiveness of local health and safety arrangements.

Their main duties include:
- Promoting best practice in manual handling.
- Maintaining awareness of hazardous manual handling activities within their directorate.
- Assisting managers and supervisors with detailed risk assessments, if required.
- Assessing directorate needs for instruction or training in manual handling.
- Assisting in the investigation of manual handling accidents or near misses.
- Assisting with the provision of basic information, instruction, and training to staff and students.
- Attending training and annual update sessions for manual handling assessors.

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.

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.

Staff and students are responsible for:
- Following guidelines and instruction provided.
- Participating in training as required.
- Informing their manager/ supervisor, when appropriate, if affected by an illness or injury which may impair their ability to handle loads safely.
- Informing their manager/ supervisor of any injuries, accidents or near misses resulting from manual handling.
- Making use of any equipment provided, in accordance with their training and instruction.

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.

4. Definitions

Manual Handling Operation.
The transport or support of any load by human effort as opposed to mechanical handling by crane, lift, truck etc. This includes lifting, putting down, pushing, pulling, carrying or moving by application of bodily force. It also includes operations where mechanical assistance is used but human effort is still required to move, steady or position the load.

Load
A load is any discrete moveable object. It includes persons, animals and heavy tools

Hazardous Manual Handling Operation.
Any manual handling operation which could cause in jury. The nature of the task, the working environment and the individuals involved need to be taken into consideration, as well as the weight and size of the load.

Competency
For a Manual Handling assessor to be considered competent he / she must have received training in:
* the conduct and documentation of risk assessment of manual handling tasks.
* safe manual handling techniques.

An Assessor must be familiar with the College Manual Handling Policy.

Any assessor who has successfully completed the College training course for Manual Handling Assessors, or NEBOSH course may be considered competent.

Assessors need to attend an update session on manual handling in College at least once per year to maintain competency.

Assessors may need to attend specific courses in use of specialist equipment to achieve competency in use of such equipment, or to train others in its use.

5. Arrangements
All manual handling operations must have an associated risk assessment that is approved by either a Manual Handling Assessor or other competent persons. These risk assessments should be stored in the appropriate Union risk assessment document storage. Any persons undertaking any manual handling operation should have read the associated risk assessment before undergoing the operation.

The Union should provide a generic manual handling risk assessment for most basic cases, with specialist risk assessments provided for operations where the activity would fall outside of the generic manual handling risk assessment.

6. 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.

7. 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.

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.

The Union will provide relevant training to all persons undergoing manual handling as part of their job.

Safety Induction

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

Imperial College Union Policy
Working at Height 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

The *Work at Height Regulations 2005* came into force on 6 April 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

To comply with these Regulations, the Union must keep a record detailing the tracking and inspecting of ladders and step ladders (excluding kick-stools). A standard system involves issuing a tag (Scafftag for example) for each ladder, on which the date of next inspection is recorded. Each tag has its own identification number and is attached to the ladder in a position whereby   it   does   not   hinder   its   use.

The record requires basic information to be recorded such as: specific location of the ladder, owner, age, place and type of use. This information should be stored locally (an example excel spreadsheet is included below) with the person trained to inspect the ladders. The checklist used is based on an industry standard. Depending on the frequency of use, inspection will generally be carried out on a 12-monthly basis, but 6 monthly intervals are required for the more frequently used ladders, especially those belonging to the Estates Group

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 / Departmental Heads.

Leadership Team Lead
The Managing Director will delegate to a membership of the leadership team the following responsibility:

- 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 (CIEH, 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 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 Unions 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.

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.

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 Managing Director, Officer Trustees, or the Board of Trustees 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 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.

4. Arrangements

Testing & Inspection
The Union requires certain control measures to undergo routine testing to help ensure they continue to function as intended. Without such tests controls may not protect the users as intended.

All Ladders and lifting equipment such as ropes, pulleys, cranes are to be registered with the Union, College Estates and inspected by the College Insurance Inspector at the appropriate intervals.

A comprehensive table of requirements for inspection and maintenance of equipment for working at height is detailed in the College Testing and Inspection Requirements which the Union also adheres to.

Student Led Groups
All student groups must register all equipment with the Union. CSPs are to provide an updated inventory of equipment and trained students to the Union on an annual basis. Without an updated inventory the equipment will not be approved to be used.

Student groups must have prior approval from the Union before use of any equipment used for working from height and equipment must be registered with the Union. For use of certain equipment, an appropriate risk assessment must be provided to the Union and reasonable notice provided to the College security and estates departments, and subsequent college approval received, prior to any work taking place.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 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.

All staff and volunteers must undergo relevant induction and training before they can undertake working at height. The Union are to keep a central record of those signed off to work from height.

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 long 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 toa chieve compliance with the College Policy.

It is essential to note that lone works 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

Imperial College Union Policy
Remote Working Safety 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

This policy is intended to provide an overview of the health and safety aspects associated with remote working. Please note that this includes home working.

The Health and Safety at Work etc. Act 1974 (HSWA) places a duty on the Union as an employer to protect the health, safety and welfare of all its employees irrespective of where they may be working. This will include those working from home.

Definition of Remote Working

Remote working occurs when a member of staff has prior agreement with their line manager to undertake work at a desk or site that is not known as their primary place of work.

Remote working is a way of working "at a distance", using information communications technology (ICT) that allows us to undertake work away from the employers' premises. Remote workers can be based at home, occasionally work from home, or be mobile and connected from anywhere in the world.

Due to the nature of the Union staffing arrangements and contractual obligations the Union adheres to the College flexible working policy: flexible working typically includes regular home-working, job-sharing, staggered hours, reducing hours or shift working. Changes are usually permanent, but temporary changes may be agreed.

The nature of the remote working arrangement e.g. whether it is temporary, permanent, full-time etc should be agreed between an individual and their line manager with reference to the

flexible working policy. However, it is likely that for most cases, occasional work from home, rather than full-time working from home will be more beneficial and appropriate for certain staff.

Typical examples may include:
- Where a special project requires completion and it is practicable to undertake this work away from College premises.
- Where there are predicted transport difficulties.
- Where a temporary difficulty needs to be overcome such as recuperation from an injury or illness or as part of a return-to-work programme. However, it should not be used where medical opinion states that the person is still considered unfit for work or where individuals would benefit from rest to recover from an acute illness/infection.

Working from home may be considered a reasonable adjustment to support individuals with a disability or long-term condition which renders it difficult for them to travel to work. Specific guidance for managers can be found here.

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 / Departmental Heads.

Leadership Team Lead
The Managing Director will delegate to a membership of the leadership team the following responsibility:
- 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. Line manager responsibilities include:

- 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 Unions 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.

4. Arrangements

Workstation set up
A home working zone should include:

- A table / desk
- Chair
- Surface / laptop or PC
- Peripherals e.g. mouse, keyboard

Adequate space should be used to set up a suitable working zone. There should be sufficient light, ventilation and no trailing cords.

Resources for working zones can be found via the following links Know your ergonomic working zone workstation set up and Posturite homeworking solutions infographic pdf

Electrical equipment should be checked to ensure it is safe to use. Sockets should not be overloaded and daisy chain extension leads must not be used.

Staff should become familiar with all escape routes in case of a fire.

Regular contact with an individual's line manager and team should be undertaken to ensure the Union remains informed that staff are safe and well.

If staff have specific ergonomic issues they should contact their line manager.

Reporting
Incidents, near misses and ill health should still be reported via the Union reporting system for incidents and accidents.

Wellbeing
It is important that staff take regular breaks and maintain positive wellbeing when working. Guidance for staff to maintain their wellbeing whilst working remotely:

- Take a micro-break (2-3 minutes) every 20 minutes
- Take a break (5 minutes) every hour e.g. make a hot drink or walk around the room.
- Do simple workstation exercises
- Keep hydrated and drink water
- Enjoy healthy snacks and avoid sugary or fatty foods
- Stay connected and maintain social connections with your team, family, friends and community. Plan lunch or coffee breaks on Teams or Skype.

If a staff member feels anxious or stressed during these situations they can contact their line manager or Employee Assistance Program for free and confidential help.

Ergonomic Equipment
Using workstation accessories such as a laptop stand, separate mouse and keyboard can optimise staff workspace and reduce ergonomic risks associated with home working. If staff already use specialist ergonomic equipment such as a vertical mouse and compact keyboard it will be important to try to maintain this setup while working at home to avoid aggravating an existing injury. All purchases for any equipment must be authorised by line managers.

5. **Review**

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 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
All staff will receive adequate training and guidance on the Union's remote working policy and subsequent arrangements as part of their induction process.