

**Imperial College Union  
Finance and Risk Committee / 29 April 2021**

**Health and Safety Policy Review [Group Two]**

Author(s): Tom Newman (Head 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 the next meeting 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	Approved at Finance and Risk 3/2/2021
First Aid at Work Policy & Procedure	Approved at Finance and Risk 3/2/2021
Display Screen Equipment Policy and Procedure	Approved at Finance and Risk 3/2/2021
Accident/Incident Investigation and Reporting Procedure	Approved at Finance and Risk 3/2/2021
Manual Handling Policy	Approved at Finance and Risk 3/2/2021
Verbal & Physical Abuse Policy	Approved at Finance and Risk 3/2/2021
Working at Height Policy	Approved at Finance and Risk 3/2/2021
Lone Working Policy	Approved at Finance and Risk 3/2/2021
Remote Working Policy	Approved at Finance and Risk 3/2/2021
Maintenance of Portable and Transportable Electrical Equipment Policy	For approval at Finance and Risk 29/4/20
Body Spillage Procedure	For approval at Finance and Risk 29/4/20
Slips, Trips and Falls Policy	For approval at Finance and Risk 29/4/20
Noise Exposure Control Policy	For approval at Finance and Risk 29/4/20

Working Safely in Confined Spaces Policy & Procedure	For approval at Finance and Risk 29/4/20
Workplace Temperature Policy	For approval at Finance and Risk 29/4/20
Safeguarding Policy	For approval at Finance and Risk 29/4/20
Risk Assessment Policy & Procedure	For approval at Finance and Risk 29/4/20
Control of Substances Hazardous to Health Policy	For approval at Finance and Risk 29/4/20
Pyrotechnics Policy	For approval at Finance and Risk 29/4/20
Weapons and Firearms Policy	For approval at the next Finance and Risk meeting
Personal Protective Equipment Policy	For approval at the next Finance and Risk meeting
Driving and Vehicle Safety Policy	For approval at the next Finance and Risk meeting
Umbrella Health & Safety Policy	For approval at the next Finance and Risk meeting

## **2. Body Spillage Procedure**

This policy outlines the procedure for handling a body spillage. It outlines the following:

- Good practice for clearing up body fluids – vomit, faeces and blood.
- An overview of the necessary equipment and associated procedures for use and storage.
- Defined procedures for cleaning, housekeeping, first aid, and use of PPE.

## **3. Control of Substances Hazardous to Health Policy**

This policy outlines the Union's adherence to its responsibility under the Control of Substances Hazardous to Health Regulations 2002. It outlines the following:

- Requirements for appropriate risk assessment and standard operating procedures to codify the safe usage of hazardous substances.
- Procedure for safe storage of substances and use of PPE for handling.

## **4. Risk Assessment Policy**

The purpose of this policy is to enable Imperial College Union to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of activities, as far as is reasonably practicable. This policy outlines the following:

- Identifies the different assessment types and their appropriate use.
- Details the arrangements identifying hazards and controlling the risk including the hierarchy of control measures.
- Details how risk assessment findings should be recorded.
- Provides an overview of training to ensure staff and students are undertaking the appropriate risk assessments.

## **5. Safeguarding Policy**

This policy outlines the Union's approach to safeguarding and sets out arrangements for securing the safety and wellbeing of children and vulnerable adults on ICU premises or who engage in activities that are controlled by ICU. The following is detailed within the policy:

- The responsibilities of individuals and general expectations of appropriate behaviour.
- Clarification on ICU's duty of care and that safeguarding concerns will be raised with appropriate agencies.
- Details are provided on recruitment and employment of staff for regulated activity.
- The process the Union will follow if a DBS check for a employee or volunteer shows a cause for concern.
- The process on how to report suspicions, allegations or incidents.

## **6. Slips, Trips and Falls Policy**

This policy outlines how the Union will seek to reduce risks of slips, trips and falls. The policy outlines the following:

- The steps the Union will follow to assess types of flooring in order to ensure the most appropriate flooring is procured, and an understanding of how to use floors appropriately is established.
- Details of how to reduce hazards through housekeeping and appropriate footwear.

## **7. Workplace Temperature Policy**

This policy outlines the Union's maximum and minimum workplace temperatures, and the procedures to meet them. The policy outlines the following:

- The minimum safe working temperatures recommended by the Health and Safety Executive (HSE) of 13°C and 16°C.
- The maximum safe working temperatures. These are 27°C for manual workers, and 30°C for sedentary workers.
- The procedures to control high and low temperatures.

## **8. Noise Policy**

This policy outlines the Union's approach to minimising staff and students' risk of hearing damage, whether temporary or permanent. The policy outlines:

- The limits or 'Action Levels' at which legal requirements state the specific control measures we must put in place
- The protections we must provide to all staff/students who are exposed to noise levels above the first action level
- The requirements of specific areas within the Union to maintain appropriate levels and the requirements for the provided risk assessment.

## **9. Portable Electrical Appliance Policy**

This policy outlines the Union's approach to regular testing of portable electrical appliances. The policy outlines:

- The schedule of inspection and testing detailing the order that tests should be carried out
- The frequency of inspection and testing including regular visual inspection and maximum periods for different risk levels

- How inspection and testing results should be recorded, and how they should be monitored
- Remedial action required where equipment is deemed unsafe or needed to be taken out of service

#### **10. Pyrotechnics Policy**

This policy outlines the Union's approach to safe use of pyrotechnics. The policy outlines:

- Potential Hazards caused by use of pyrotechnics
- Procedures for accidental or unauthorised firing of pyrotechnics
- Requirements for a Pyrotechnics Risk Assessment
- The specific arrangements for authorisation of use of pyrotechnics

#### **11. Working in Confined Spaces Policy**

This policy outlines the Union's approach to safe working in confined spaces, and the procedures required. The policy outlines:

- The hazards of working in confined spaces
- The requirements to ensure hazards are minimised and/or removed
- The Do's and Don'ts of working in confined spaces
- The arrangements for approving work in confined spaces and the assessment of risks