



**Board of Trustees  
One-Page Summary - Template**

<b>AGENDA ITEM NO.</b>	7
<b>TITLE</b>	Health and Safety Policy
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<b>EXECUTIVE SUMMARY</b>	This paper replaces the Union's existing Health and Safety Policy (formerly a Council Policy) and develops and extends the processes and protocols that the Union employs to ensure a healthy and safe operating environment and the effective management of health and safety risk.
<b>PURPOSE</b>	<p>The Union runs a vast amount of relatively complex activity ranging from Mountaineering trips to the summer ball. The Union should ensure that</p> <ul style="list-style-type: none"> <li>• A high level of health and Safety Training for staff</li> <li>• An effective and efficient Health and Safety Committee</li> <li>• Effective risk assessment and incident reporting systems</li> </ul> <p>are in place to ensure a positive Health and Safety culture is in place and risks to our staff, members and visitors is minimised.</p> <p>This policy aims to address these issues.</p>
<b>RISK IMPLICATIONS</b>	Health and Safety Risk is recorded as a Strategic Threat Risk in the Union's Risk Register. In part this is due to the Union relying too heavily on the College's Health and Safety policies and procedures and the current absence of effective overarching monitoring systems within the union.
<b>FINANCIAL IMPLICATIONS</b>	Significant expenditure on training is required. This can be accommodated from within the existing staff development budget.
<b>LEGAL REVIEW REQUIRED?</b>	No
<b>DECISION/ACTION REQUIRED</b>	Approval of the Policy.

## HEALTH AND SAFETY POLICY

### 1.0 Policy statement

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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.

### 2.0 Introduction

- 2.1 This document details the allocation of health, safety and welfare responsibilities, the particular arrangements that are in place to meet the policy statement (see 1.0 above), the measures in place to monitor implementation of the policy and the system for reviewing the policy.
- 2.2 This document details Union-wide policies, procedures and systems to ensure the management of health and safety. Individual Departments, teams, functions, areas, etc. within the Union may introduce more detailed policies and systems covering specific areas.
- 2.3 Imperial College Union is an organisation within its own right. However, the Union is an integral part of Imperial College and could not exist without the College.
- 2.4 As such, the Union and College will work in partnership to ensure that adequate measures are in place to ensure health, safety and welfare within the Union.
- 2.5 The College has its own Health and Safety Policy and a Health & Safety department and Health and Safety Committees and Health and Safety

Processes, which the Union falls under the auspices of. The Union shall ensure that its Health and Safety Management processes complement and do not contradict College processes.

- 2.6 The Union is committed to working with the College Safety Unit and where appropriate, ensuring that the Union's Health and Safety Policy is in accordance with the College Health and Safety Policy.
- 2.7 Staff of the Union should note that they are employees of Imperial College Union and as such must adhere to the Union's Health and Safety Policy, the College Health and Safety Policy and the Health and Safety Executive Legislation first and foremost. Staff should also note that breaches of the health and safety policy will be treated with the utmost seriousness and could be deemed gross misconduct.

### **3.0 Management responsibilities - people, places, equipment, tasks**

- 3.1 As part of the College's charitable status, trustees govern the Union; the trustees of Imperial College Union are defined in the Union Constitution. The trustees are responsible for ensuring that the Union complies with all relevant legislation, including health and safety legislation.
- 3.2 The Managing Director of the Union shall act as the "Director" of Safety and as such will have lead responsibility amongst the Sabbatical team to ensure that this policy is implemented and that health and safety legislation is complied with.
- 3.3 The trustees shall delegate implementation of the Health and Safety Policy to staff members, through the line management structure of the Union.

### **4.0 Department Safety Officer**

- 4.1 The Department Safety Officer (DSO) for the Union shall be appointed by the Managing Director.
- 4.2 The DSO shall be responsible for:
  - 4.2.1 Implementing the Policy Statement and the details of this policy as shown below.
  - 4.2.2 Reporting on a regular basis to the Board of Trustees or relevant Sub Committees about health and safety issues.
  - 4.2.3 Providing accident statistics.
  - 4.2.4 Remaining up-to-date with relevant legislation.
  - 4.2.5 Conducting health and safety inspections on a regular basis.
  - 4.2.6 Providing leadership on health and safety issues.
  - 4.2.7 Liaising with College and external staff to ensure that all relevant policies and procedures are complied with
- 4.3 Responsibility for ensuring the health, safety and welfare of equipment (electrical, mechanical or otherwise) lies with the DSO.
- 4.4 Responsibility for ensuring the health, safety and welfare of tasks (electrical, mechanical or otherwise) lies with the manager of the area in which the task takes place. For example, responsibility for ensuring that the lifting of beer

barrels in the bars is conducted safely lies with the Bars Manager. This responsibility may then be delegated down through the line management structure.

- 4.5 Responsibility for ensuring the health, safety and welfare of all visitors lies with the manager who is responsible for the building in which the visitor is present.
- 4.6 Responsibility for ensuring the health, safety and welfare of all suppliers lies with the manager that the supplier is dealing with.

## **5.0 Delegation of Responsibilities by the Department Safety Officer**

- 5.1 The DSO delegates responsibility for implementation of the Health and Safety Policy to the relevant Senior Managers who shall be responsible for:
  - 5.1.1 The implementation of the policy within their department.
  - 5.1.2 Providing leadership on health and safety issues and supervising staff to ensure that the Health and Safety Policy is complied with.
  - 5.1.3 Promoting responsible attitudes towards health and safety.
  - 5.1.4 Identifying and reporting risks
  - 5.1.5 Conducting health and safety inspections on a regular basis.
- 5.2 Responsibility for ensuring the health, safety and welfare of people (staff, customers, suppliers, visitors, contractors and others who may be affected by its activities) lies with specific managers and supervisors, as shown below.
- 5.3 Responsibility for staff follows the line management structure of the Union.
- 5.4 Responsibility for ensuring the health, safety and welfare of all students involved in Union activities on a voluntary basis lies with the relevant manager or supervisor.
- 5.5 Responsibility for the health, safety and welfare of staff who work within Union premises, but for other organisations or the College lies with the manager of the department in which they are based.
- 5.6 Responsibility for ensuring the health, safety and welfare of places (buildings, offices and each physical area of the Union) lies with a specific Manager, as shown below:
  - 5.6.1 The Retail outlets, including the office, stockroom and refuse area shall be the responsibility of the Retail Manager
  - 5.6.2 The Union Bars, including the outdoor seating area and the refuse area shall be the responsibility of the Commercial Services Manager
  - 5.6.3 All office areas shall be the responsibility of the Central Services Manager
  - 5.6.4 All space occupied by student groups, including storage, the Union Concert hall, Student Media spaces shall be the responsibility of the Membership Services Manager.
  - 5.6.5 All shared spaces, including stairwells, activities spaces and the Union Gym, Dining Hall and meeting rooms shall be the responsibility of the Central Services Manager.

- 5.7 The above responsibilities may be amended in writing by the DSO and temporary reallocations will be made in event of a vacancy in a role.

## **6.0 Delegation of responsibilities by Department Heads**

- 6.1 Department Heads delegate certain tasks within their departments to staff who have supervisory responsibilities. Line Managers and Supervisors shall be responsible for:
- 6.1.1 The implementation of the policy within their sphere of influence.
  - 6.1.2 Providing leadership on health and safety issues for the staff they manage or supervise.
  - 6.1.3 Ensuring that staff they manage/supervise are aware of the Union's Health and Safety Policy.
  - 6.1.4 Ensuring that staff they manage or supervise report anything that may impact upon the safety of the working environment.

## **7.0 Collective responsibilities**

- 7.1 Every staff member (permanent and casual) has certain responsibilities under the Health and Safety Policy. All staff shall:
- 7.1.1 Make themselves aware of the Union's Health and Safety Policy and adhere to it at all times when at work.
  - 7.1.2 Record any accidents or breaches of the Health and Safety Policy immediately, using the appropriate forms.
  - 7.1.3 Seek the advice of their line manager regarding any medical conditions or other conditions that may affect there or others' health, safety or welfare.
  - 7.1.4 Do everything within their power to ensure a safe and healthy working environment.
  - 7.1.5 Correctly utilise any Personal Protective Equipment (PPE) that is supplied for the purposes of safely carrying out a specific task.
  - 7.1.6 Protect themselves and others and not interfere or misuse any equipment provided for health and safety purposes
- 7.2 Responsibility for ensuring the health, safety and welfare of places (buildings, offices and each physical area of the Union) and responsibility for ensuring the health, safety and welfare of equipment (electrical, mechanical or otherwise) lies with the manager within that specific area.
- 7.3 Responsibility for ensuring the health, safety and welfare of tasks (electrical, mechanical or otherwise) lies with the Head of the Department in which the task takes place. For example, responsibility for ensuring that the lifting of beer barrels in the bars is conducted safely lies with the Commercial Services Manager.

## **8.0 Training**

- 8.1 The Union commits to ensuring that staff members receive appropriate training in Health and Safety to ensure that they are able to fulfil their responsibilities under the Health and Safety policy.

- 8.2 The Union has determined minimum standards for Health and Safety training to ensure that all staff can fulfil their responsibilities. Attendance on these courses is compulsory for all staff. The Union will give staff time off to attend the following courses, and will pay any expenses necessary to provide the following training:
- 8.2.1 Specific roles will be required to undertake the College's NEBOSH course within one year of taking up the role. The will include, but shall not be limited to:
    - 8.2.1.1 Managing Director
    - 8.2.1.2 Membership Services Manager
    - 8.2.1.3 Commercial Services Manager
    - 8.2.1.4 Central Services Manager
    - 8.2.1.5 Student Activities Manager
  - 8.2.2 All members of management team will achieve a recognised Health and Safety qualification (CIEH Level 3 Award) within 1 year of becoming a manager at Imperial College Union.
  - 8.2.3 Staff members with supervisory responsibility will achieve a recognised one-day (CIEG Level 2 Award) Health and Safety course within 6 months of becoming a supervisor.
  - 8.2.4 All staff members will attend a Health and Safety induction course within 1 month of taking up a position with Imperial College Union, covering as a minimum:
    - 8.2.4.1 An outline of the Health and Safety Policy, including information about the Health and Safety Committee and their representatives on the Committee.
    - 8.2.4.2 Safe manual handling.
    - 8.2.4.3 Safe Visual Display Unit (VDU) use.
    - 8.2.4.4 First aid procedures for the Union
    - 8.2.4.5 Good housekeeping.
    - 8.2.4.6 Fire procedures for the Union, including location of fire extinguishers, fire blankets, fire exits and fire buttons.
    - 8.2.4.7 Job specific Health and Safety procedures and requirements
    - 8.2.4.8 The Control of Substances Hazardous to Health (COSHH) regulations.
- 8.3 In addition, all staff working within the Catering department will receive training in food hygiene and other legislation related to the preparation, storage and provision of food.
- 8.4 All staff working within the Commercial Services Department will receive training in:
- 8.4.1 The Control of Substances Hazardous to Health (COSHH) regulations
  - 8.4.2 Alcohol and drug awareness.
  - 8.4.3 Specific regulations in place to ensure the Health and Safety of staff, customers and suppliers within licensed premises.

- 8.5 All staff working within the Retail Department will receive training in:
  - 8.5.1 The Control of Substances Hazardous to Health (COSHH) regulations.
  - 8.5.2 Basic food hygiene.
- 8.6 The Union recognises that there are many Health and Safety qualifications available and acknowledges that achieving such qualifications provides development opportunities to our staff members and shows commitment to Health and Safety by the Union. Where relevant and in accordance with budgetary requirements, the Union will pay for staff to attain Health and Safety qualifications.
- 8.7 The Union will also carry out training for its members who volunteer within the Union. The Health and Safety Committee will annually approve a list of mandatory training for student groups.

## **9.0 Health & Safety Committee**

- 9.1 The Union shall have a Health and Safety Committee, which shall report on its activities to the Union's Finance and Risk Committee
- 9.2 The committee shall have the following responsibilities:
  - 9.2.1 Reviewing the Health and Safety Policy.
  - 9.2.2 Monitoring the Health and Safety Policy.
  - 9.2.3 Implementing the Health and Safety Policy.
  - 9.2.4 The development of safety procedures where required and the monitoring of compliance to relevant safety procedures
  - 9.2.5 Monitoring the development of new legislation and Codes of Practice and ensuring compliance as appropriate
  - 9.2.6 Drawing up a strategic plan for improving the management of Health and Safety.
  - 9.2.7 Receiving reports on accidents, incidents, breaches of the Health and Safety policy, etc.
  - 9.2.8 Compiling and reviewing Health and Safety statistics, including the number of days staff have taken off due to accidents, incidents and breaches of the policy.
  - 9.2.9 Consulting with staff and the College on Health and Safety issues.
  - 9.2.10 Reviewing Risk Assessments and Method Statements on a cyclical basis
  - 9.2.11 Monitoring and reviewing the Union's approach to Health and Safety Training
  - 9.2.12 Monitoring and reviewing the Union's approach to the communication of the Health and Safety Policy and Health and Safety issues.
- 9.3 The following people shall be members of the Committee:
  - 9.3.1 5 staff representatives, who shall not be members of the Senior Management Team, one to from each of the Commercial Services Department, the Retail Department, Membership Services, Finance and Central Services Departments. Staff representatives shall serve

on the committee for a period of 2 years. The Health and Safety Committee shall determine other conditions of service.

- 9.3.2 One Trustee (Chair)
- 9.3.3 One Trustee elected by and from the Board of Trustees
- 9.3.4 Department Safety Officer (Secretary)
- 9.3.5 Student Activities Manager
- 9.3.6 Commercial Services Manager
- 9.3.7 One Representative from Trade Union if required
- 9.3.8 A Representative from the College's Safety Office
- 9.3.9 A Representative from the College's Facilities Management Department
- 9.3.10 Two Representatives elected by and from Union Council

9.4 The Health and Safety Committee shall meet at least every 4 months.

## **10.0 Reporting of Accidents, Near-misses and Work-related ill-health**

10.1 Health and Safety legislation requires employees to inform their employer about anything related to work that has caused, or had the potential to cause, harm to them or others. The monitoring of such reports is an important aspect of Health and Safety management. The reporting and investigation procedure is in place so that accidents or work-related ill-health problems can be recorded and that the Health and Safety Committee can consider action required to prevent recurrence.

10.2 Definitions

10.2.1 Accidents are defined as "unplanned and uncontrolled events that led to injury to persons, property damage or some other loss".

10.2.2 Near misses are defined as "unplanned and uncontrolled events that could have led to injury to persons, property damage or some other loss".

10.2.3 Work-related ill-health is defined as "any illness, disability, or other physical problem which reduces, either temporarily or permanently, the functioning of an individual and which has been caused, in whole or part, by the working conditions of that individual".

10.3 Certain types of injury and disease caused by work activities or the work environment and certain dangerous occurrences with the potential to cause injury must be reported to the Health and Safety Executive (HSE). The College Safety Department does this when necessary.

10.4 Department managers are required to ensure that:

10.4.1 Any accident occurring during Union activities under their control or involving Union premises and facilities assigned to them, is investigated and reported to the College's reporting system, SALUS.

10.4.2 Any case of ill-health which is, or is thought to be, caused or aggravated by Union work activities or the work environment controlled by them is investigated and reported via SALUS

10.4.3 All staff and students for whom they are responsible are aware of the SALUS reporting system and of their duty to use it.



- 10.5 SALUS reports must be completed for all accidents or 'near-misses', however minor. The form should be completed by the injured person or person who witnessed the accident/near-miss. The DSO must add his/her comments to the report as required
- 10.6 The Safety Officer will monitor all accidents and incidents of ill health, and provide regular reports to the Health and Safety Committee.
- 10.7 Major incidents should be notified to local safety staff and the Safety Department by the quickest possible means – normally telephone (020 7594 9423 / 9420 / 9569).
- 10.8 The Departmental Safety Officer will undertake an initial investigation and record their findings in the system. This should be proportional to the severity of the incident i.e. minor incidents will require minimal follow-up.
- 10.9 Following review, there is another opportunity to generate a pdf report and this can be forwarded to the person reporting the incident for their information. The DSO will provide feedback and provide copies of report to the relevant manager.
- 10.10 For serious incidents, a full investigation may be required and this will be instigated by the Safety Department. This is only likely to apply to a limited proportion of accidents reported in the College. Findings from an investigation at this level will also be recorded in the system.
- 10.11 The Safety Department is responsible for reporting all 'reportable' incidents to the relevant enforcing authority – it is not the responsibility of the department or the individual to carry out this function. The aforementioned summary of reportable injuries, diseases and dangerous occurrences is therefore for information only.

## **11.0 Communication**

- 11.1 Communication of the Health and Safety Policy is integral to ensuring its implementation. Training staff forms part of the communication strategy and is detailed above (see 4.0). This section details other mechanisms for communicating the policy and its constituent parts.
- 11.2 A copy of this policy will be available to staff on the Union's staff web pages, and will be included in their induction programme. A summary of the policy will be distributed to all student staff as part of their staff handbook. Information will also be included within the Union's volunteering handbooks and training.
- 11.3 The Health and Safety Committee, as detailed above (see 5.0), includes staff representatives who shall assist in communicating the policy.
- 11.4 Health and Safety shall be included as a standing agenda item for the following meetings, enabling two-way communication:
  - 11.4.1 Senior Management Team (termly)
  - 11.4.2 Department Meetings (monthly)
  - 11.4.3 Leadership Team (termly)

- 11.4.4 Regular discussions to take place as part of the PDR process.
- 11.4.5 Finance and Risk Subcommittee (Annually)
- 11.4.6 Clubs and Societies Board (Termly)

- 11.5 Health and Safety signage is covered by legislation and includes fire extinguishers, fire points, fire exits, first aid points and safety management. The Union will ensure that appropriate signage is in place.
- 11.6 The Union will develop a 3-year Health and Safety plan which will detail steps to be taken to improve the management of Health and Safety
- 11.7 The College's Safety Department web site goes into much more detail about Health and Safety matters than is practical in this Policy. Therefore, the Union encourages staff to use the College Safety Office web-site <http://www3.imperial.ac.uk/safety> on a regular basis and to read the various policy documents and guidance notes contained on the site.
- 11.8 The Union will designate a Health and Safety notice board for staff in each of its buildings, containing information about the Health and Safety Committee, staff Health and Safety representatives, Health and Safety training, first aiders and the Health and Safety Policy.

## **12.0 Auditing & Risk Assessments**

- 12.1 An integral part of Health and Safety management is conducting regular risk assessments, covering physical objects (e.g. buildings, sports equipment, etc.), people and tasks (e.g. using a pizza oven, putting up staging, etc.). The aim of risk assessments is to identify hazards, compile an action plan to minimise the risk of these hazards occurring and identify training needs for staff
- 12.2 The Health and Safety Committee will develop and maintain a list of risk assessments that the Union will maintain on a consistent basis and audit the existence and quality of these risk assessments on a rolling, annual basis.
- 12.3 Regular audits will take place by the Department Safety Officer, who will report to Senior Management Team on the completion of Risk Assessments, Safety Inspections, Panic Alarm Testing and Fire Evacuations

## **13.0 Fire safety**

- 13.1 The primary purpose of fire safety procedures is the protection of people. Protection of property will normally follow on from such procedures, but is of secondary performance.
- 13.2 A key aspect of fire safety is the completion of fire risk assessments. These should be reviewed, in consultation with College's Fire Officers, on an annual basis by the relevant manager.
- 13.3 Responsibility for the implementation of fire safety procedures lies with the relevant managers as outlined in section 5.5 above.
- 13.4 The Union's premises are covered by the College's fire alarm system. These will be tested regularly by the College's Fire Safety team.

- 13.5 A Fire Safety Coordinators shall be appointed by the Managing Director to support them in the implementation of the College Fire Safety Policy. This will normally by the Department Safety Officer.
- 13.6 Working closely with the College Chief Fire Officer their main duties are to:
- 13.6.1 promote a positive fire safety culture in their area.
  - 13.6.2 ensure sufficient provision of Fire Wardens.
  - 13.6.3 develop a Departmental Emergency Evacuation Plan.
  - 13.6.4 prepare Personal Emergency Evacuation Plans (PEEPs) when required.
  - 13.6.5 arrange fire drills.
  - 13.6.6 ensure that staff within the Department/ Division receive Fire Safety training.
- 13.7 Fire Wardens will be appointed by the Managing Director 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.
- 13.8 Their main duties are to:
- 13.8.1 alert their Fire Safety Coordinator to any defects in fire precautions in their area.
  - 13.8.2 participate in fire drills and report any problems to their Fire Safety Coordinator.
  - 13.8.3 assist the Emergency Response Team during the evacuation of their building by:
    - 13.8.3.1 Guiding people to the Assembly Points.
    - 13.8.3.2 Helping to prevent re-entry until the building is deemed safe for re-occupation.
- 13.9 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.

#### **14.0 First Aid**

- 14.1 Under the Health and Safety (First Aid) Regulations 1981, the Union is required to ensure that there is adequate first aid provision on its premises. The regulations refer only to provision for employees, however the Union is committed to ensuring adequate provision for the large number of customers in its commercial outlets and visitors to other areas of the Union. This section details the provision of first aid equipment, first aiders and dissemination of first aid information to other staff.
- 14.2 Each building or area of the Union must contain at least one first aid box, placed in a clearly identified and accessible location. First aid boxes should protect their contents from dust and damp.

- 14.3 The manager responsible for the area in which a first aid box is located is responsible for periodically (at least monthly) checking the contents of each first aid box.
- 14.4 Each vehicle owned or leased by the Union will also contain a first aid kit, the contents of which should be checked and monitored by Union staff.
- 14.5 Department Heads must ensure that an adequate number of his/her staff are trained as first aiders, in order to provide cover during normal working hours. Although the Health and Safety Executive guidance is only for one first aider for every 50 employees, the Union's policy is to endeavour to have at least one first aider present in each building under its control during normal working hours.
- 14.6 The current list of first aiders will be reviewed annually by the Health and Safety Committee
- 14.7 First aid information will be communicated to all staff through distribution of this policy, Health and Safety induction and clear signage.
- 14.8 All accidents, of whatever severity, must be reported, either by the injured person, his/her supervisor or the first aider, via a SALUS report.

#### **15.0 Display Screen Equipment**

- 15.1 Legislation covering the use of display screen equipment was introduced in 1993, namely the Health and Safety (Display Screen Equipment) Regulations 1992. The aim of the Regulations is to ensure that employers and employees take appropriate action to control risks associated with the use of such equipment, the most familiar of which is the personal computer.
- 15.2 The principal risks relate to musculoskeletal problems, visual fatigue and mental stress. Long hours of intense work with badly designed equipment can cause one or more of these problems in a minority of users. Problems such as eyestrain are short-term in nature and unlikely to have continuing consequences for long after the work has ceased. However, musculoskeletal problems caused by rapidly repeated keying or bad posture, for example, can have long-term effects and may be difficult to rectify.
- 15.3 A workstation is defined as the display screen equipment itself, the accompanying disk drive, printer, desk, chair, document holder, telephone, etc. and the immediate work environment. Workstations and work practices must be analysed to assess the risks involved with the work. Line Managers are responsible for ensuring that these assessments are carried out.
- 15.4 Those members of staff who use display screen equipment habitually for a considerable portion of their working time and have little or no discretion over its use are legally defined as "Users". Such Users are entitled to request a free eye test under the College's Computer Health and Safety Policy

#### **16.0 Manual handling**

- 16.1 Work related musculoskeletal injuries from manual handling could affect all staff. Manual handling includes lifting, lowering, pushing, pulling, supporting, carrying and moving loads by hand or by bodily force. The Manual Handling Operations Regulations 1992 apply to these activities. The Manual Handling Operations Regulations 1992 require that hazardous manual handling be avoided whenever it is reasonably practicable to do so. Where not possible, the regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest practicable level.
- 16.2 In order to reduce the risk of injury from manual handling, department heads must:
  - 16.2.1 Identify manual handling operations that present a risk of injury.
  - 16.2.2 Where practicable avoid, manual handling operations that present a risk of injury.
  - 16.2.3 Fully investigate incidents that result in musculoskeletal injury to staff and review risk assessments and systems of work in the light of such incidents.
  - 16.2.4 Ensure that job descriptions sent to applicants for employment includes details of manual handling tasks where these are part of the requirement of the post. The applicant should then decide whether s/he is suitable for the post and/or whether any adjustments may be required.
  - 16.2.5 Ensure that staff in post continues to be suitable for the work and that staff are not pressurised by supervisors or systems of work into undertaking operations (by weight and/or rate of work) that are beyond their safe capability.
  - 16.2.6 Provide suitable information, training and supervision for all employees and volunteers engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed.
- 16.3 In order to reduce the risk of injury from manual handling, staff must:
  - 16.3.1 Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to their manager.
  - 16.3.2 Inform their manager if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
  - 16.3.3 Not undertake any manual handling operation that they believe is beyond their capability.
  - 16.3.4 Report any unsafe systems of work to their manager.
- 16.4 Guidance notes for staff on safe manual handling are available to all staff; Department Heads should ensure that these are displayed on staff notice boards.

## **17.0 Electrical Safety**

- 17.1 The risk of serious injury from electrical accidents is greater than from most other types of accidents. Electric shock causes the majority of electrical

accidents, but many others result in burns from arcing or fire. Shock from a voltage as low as 50 volts A.C. or 120 D.C. is potentially lethal.

- 17.2 About a quarter of all electrical accidents reported to the Health and Safety Executive involve portable appliances. Accidents may also be caused by faulty flexible cables, extension leads, plugs or sockets as well as defective electrical equipment. A programme of regular inspection and/or testing considerably reduces the risk.
- 17.3 Purchasing the right equipment for the job is essential and ensuring that new equipment conforms to the appropriate British Standard. Prior to use, new equipment should be checked by a qualified electrician
- 17.4 When using electrical equipment employees/volunteers must:
  - 17.4.1 Comply with the manufacturer's instructions.
  - 17.4.2 Take care not to overload circuit
  - 17.4.3 Avoid the use of wall-mounted adapters because of the danger of damage to wall sockets caused by the weight of a "tree" of adapter(s) and plugs. If an adapter is required, a fused and switched strip adapter should be obtained
  - 17.4.4 Prevent trailing cables from becoming a hazard; they should be tucked away or lifted above walkways but, if a cable lying across a walkway is unavoidable, the trip hazard should be reduced by the use of a cable cover
  - 17.4.5 Take care to avoid obstructing any air grill or fan outlet on equipment
  - 17.4.6 Switch off all equipment at the appliance itself and at the wall socket at the end of the working day (unless designed to be left on permanently).
- 17.5 All appropriate electrical equipment will be PAT tested by a competent person at least every 24 months. After a successful test the piece of equipment is fitted with a label stating the date of the test and the date of the next test due.
- 17.6 Employees should also conduct a visual check of any electrical equipment that they are using. The check should be for damaged cables, sockets, wiring etc. For office equipment such as computers, faxes, etc. visual checks should be conducted weekly; for more hazardous equipment such as catering equipment the checks should be conducted daily.
- 17.7 The procedures above apply equally to personal electrical equipment that an employee brings into work, for example a stereo.

## **18.0 Control of Substances Hazardous to Health (COSHH)**

- 18.1 Substances hazardous to health are present in many products used on a daily basis at work, for example bleach, cooking oil, paint, etc. Some examples of the effects of hazardous substances include
  - 18.1.1 Skin irritation, dermatitis or even skin cancer from frequent contact with oils

- 18.1.2 Asthma from sensitivity to substances contained in paints or adhesives
  - 18.1.3 Being overcome by toxic fumes
  - 18.1.4 Poisoning by drinking toxic liquids accidentally
  - 18.1.5 Cancer from exposure to carcinogenic substances at work
  - 18.1.6 Infection from bacteria and other micro-organisms
- 18.2 The Control of Substances Hazardous to Health Regulations (COSHH) provide a legal framework to protect people against health risks from hazardous substances used at work. For the purposes of COSHH, substances hazardous to health are:
- 18.2.1 Substances or mixtures of substances classified as dangerous to health under the current CHIP<sup>1</sup> Regulations. These can be identified by their warning label and the supplier must provide a safety data sheet for them.
  - 18.2.2 Substances with occupational exposure limits
  - 18.2.3 Biological agents, if they are directly connected with the work or if exposure is incidental to it.
  - 18.2.4 Any type of dust in a substantial concentration
  - 18.2.5 Any other substance which has comparable hazards to people's health, but which, for technical reasons may not be specifically covered by CHIP
- 18.3 Hazardous substances that have been brought into the Union will normally include a warning label and information about safety precautions that should be taken when using the substance. The Safety Data Sheet for such products should be obtained from the supplier of the substance, by the manager of the area in which the substance is being used, and the guidance on the sheet should be followed.
- 18.4 Department Heads must identify the presence of substances covered by COSHH. As mentioned above, most will already be clearly labelled. Once identified, the risk associated with the use of the product must be assessed and any necessary precautions identified and implemented. The appropriate manager must monitor the implementation of any precautions; for example, the Venue Manager will ensure that catering staff comply with systems for the use/disposal of cooking oil.
- 18.5 All chemicals must be kept in locked cupboards or rooms.
- 18.6 Gas cylinders for beer pumps must be kept in a locked cage, which must be firmly attached to a brick wall, outside the relevant building and should be sheltered from intense sunlight.
- 18.7 CO2 monitors will be installed in all areas where gas cylinders are stored, for example cellars in licensed premises.

## 19.0 Food safety

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<sup>1</sup> Chemicals (Hazard Information and Packaging for Supply) Regulations

- 19.1 It is the responsibility of the Commercial Services Manager to ensure that the Food Safety Policy is adhered to. Responsibility for implementing the Food Safety Policy on a daily basis is delegated to the Venue Manager.
- 19.2 All permanent staff members who work with food must achieve the Basic Food Hygiene Certificate within two months of starting employment with the Union.
- 19.3 All student staff members who work with food will receive training in food hygiene.

## **20.0 Bars and Entertainments**

- 20.1 Glass presents a hazard to staff and customers within licensed areas. Managers will also ensure that empty glasses and bottles are collected on a regular basis and that broken glass is cleared away as quickly as possible.
- 20.2 Staff who work in the Bars will often work late at night. Staff members who work late at night will be asked to complete a Health Assessment, which will be discussed with their line manager. If the assessment demonstrates any cause for concern, the employee will be asked to see an occupational health doctor to discuss the concerns and identify solutions.
- 20.3 Staff and volunteers who may work with electrical equipment, staging and other heavy objects, will be closely supervised by the Venue Manager and will receive training in Health and Safety.

## **21.0 Violent or abusive behaviour**

- 21.1 The Union is committed to protecting its staff from violent or abusive customers. The Union recognises that customers are particularly liable to violent, threatening and abusive behaviour after consuming alcohol and as such special measures must be in place to protect staff. The Union will not tolerate violent, threatening and abusive behaviour; the Union's Disciplinary Procedures details action to be taken if a student is found to have been violent, threatening or abusive.

## **22.0 Personal Emergency Evacuation Plan (PEEP)**

- 22.1 The aim of a Personal Emergency Evacuation Plan PEEP is to provide staff who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety and to give departments the necessary information so as to ensure that the correct level of assistance is always available

## **23.0 Vehicles**

- 23.1 The Union owns a number of minibuses and other vehicles, which are predominantly for the use of the Union's clubs. The use of the vehicles is tightly controlled in order to assure the safety of the drivers, passengers and anyone else who may be affected by their use.



- 23.2 The Student Activities Manager is responsible for the operation of the Union's vehicles and the Union has a separate Transport Policy which outlines how these are managed and operated in a safe manner. This policy will be reviewed annually by the Health and Safety Committee.

#### **24.0 Stress Policy**

- 24.1 Stress is the adverse reaction people have to excessive pressure. It isn't a disease, but if it is intense and goes on for some time, stress can lead to mental and physical ill health.
- 24.2 One in five of the UK workforce says that stress is the single biggest barrier to improved productivity. For an organisation, stress amongst its employees can lead to low staff morale, high staff turnover, poor timekeeping, higher levels of sickness absence, reduced levels of customer service and lower levels of productivity. Tackling stress at work is therefore a priority for Imperial College Union.
- 24.3 Imperial College Union is committed to eliminating the adverse affects of stress amongst its employees, recognising that what is best for its employees is also best for the organisation. Imperial College Union will:
- 24.3.1 Work with staff to identify pressures at work that could cause high and long-lasting levels of stress
  - 24.3.2 Work with staff to identify strategies to reduce pressure at work
  - 24.3.3 Monitor and review strategies to reduce pressure
  - 24.3.4 Involve staff in identifying long-term strategies to reduce pressure at work
- 24.4 The first step in eliminating stress is to identify stress amongst staff. Managers in particular must look out for symptoms of stress amongst their staff. Symptoms include:
- 24.4.1 Changes in a person's mood or behaviour, such as deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism or reduced performance
  - 24.4.2 Increased consumption of alcohol, tobacco, caffeine and/or possibly illegal drugs
  - 24.4.3 Complaints about their health, for example frequent headaches
  - 24.4.4 Increased sickness absence from work
  - 24.4.5 Deterioration in timekeeping
  - 24.4.6 Reduced quality of work
  - 24.4.7 Increased number of complaints from customers
- 24.5 Staff have a responsibility to inform their manager if they are suffering from pressure at work and/or work-related stress. Managers must treat this information as confidential, although they may need to discuss strategies to overcome the pressure/stress with their manager, the Union's Safety Officer and/or Managing Director
- 24.6 The College's 'Confidential Care' Counselling Service offers free counselling to staff, which may help alleviate problems associated with excessive stress.
- 24.7 The Union will provide stress management training where appropriate.

## **25.0 Smoking Policy**

- 25.1 Smoking can cause serious damage to health, either through active or passive smoking. Imperial College Union recognises that some of its staff, customers and visitors will be smokers. However, the Union has an obligation to protect its staff, customers and visitors from the ill effects of passive smoking.
  - 25.1.1 Smoking is not allowed in any of the Union's premises
  - 25.1.2 Smoking is not allowed within 5 metres of any building with the exception of our Licensed Trade Premises.
  - 25.1.3 The Union will ensure that "No Smoking" signs are displayed prominently in all areas except those designated as smoking areas.
  - 25.1.4 Smoking is not permitted in vehicles that are leased, rented or owned by the Union.

## **26.0 Clubs, Societies & Projects**

- 26.1 The provision of sporting, social, academic and religious activities through Union Clubs, Societies & Projects is a key function of Imperial College Union. The Union is committed to ensuring the health, safety and welfare of all members of Union Clubs, Societies & Projects. Inevitably, there are risks associated with many of these groups. This section details how these risks will be identified and minimised.
- 26.2 Each Club, Society or Project elects officers to oversee the running of said Club, Society or Project. These officers also have a responsibility to ensure that their group is run in accordance with the Union's policies, including the Health and Safety Policy.
- 26.3 The Union has a Clubs, Societies & Projects policy which designates responsibility with respect to Health & Safety such that:
  - 26.3.1 Clubs, societies and projects are required to conduct themselves in a fair and democratic manner. They owe a duty of care to their members for their health and safety and a responsibility not to discriminate among them or harass them.
  - 26.3.2 The Union shall comply with significant financial and health and safety requirements prescribed by law, College and other bodies or agencies. Clubs, societies and projects will need to demonstrate to the Union that they are complying with these requirements.
  - 26.3.3 All clubs, societies and projects are managed by a committee. The members of the committee share a responsibility for its management, though its Chair holds ultimate responsibility to the Union for the club or society's activity, health & safety and finances.
  - 26.3.4 Clubs, societies and projects need to inform the Union of their internal controls, provisions on Health and Safety and other matters so the Union can satisfy its legal duties.
- 26.4 The Deputy President (Clubs & Societies) is responsible at Trustee Board level for the Health & Safety of Clubs, Societies, Projects and other student groups. Responsibility for implementing the Union's Health & Safety Policy

and procedures with respect to Clubs, Societies & Projects lies with the Student Activities Manager.

#### **26.5 Operational responsibility**

- 26.5.1 The Clubs, Societies & Projects Policy allows for groups to be suspended for a severe breach of Health & Safety rules or procedures. In extreme circumstances a group or activity may be suspended by the department safety officer.
- 26.5.2 The Clubs, Societies & Projects Policy allows for a system of activity registration to be operated, this is detailed in the training available to these groups. Furthermore the policy stipulates certain other documents including the need for suitable risk assessments.
- 26.5.3 Club, Society & Project officers will be expected to conduct risk assessments for their activities, equipment and any activities that they organise. Assistance in managing the Health and Safety of their Club, Society or Project will be provided by the Student Activities Manager.
- 26.5.4 The Union will provide training in Health and Safety for Club, Society or Project officers. Certain elements will be mandatory for certain groups. A plan for this training will be agreed by the Health & Safety Committee annually.
- 26.5.5 Many Clubs, Societies & Projects organise trips away from the College campuses. A system of activity registration is operated which will be reviewed and agreed by the Health & Safety Committee annually.
- 26.5.6 Given the scale of the student activities programme incidents are likely to occur. A process of incident categorisation and management is in place. This will be reviewed annually by the Health & Safety Committee and agreed with College Security.

#### **27.0 Community Volunteering Scheme**

- 27.1 The Union operates a Community Volunteering Scheme. This includes the provision of one-off volunteer opportunities and volunteering opportunities offered by organisations external to the College.
- 27.2 For volunteering opportunities hosted by the Union these will follow the same procedures as those operated by Clubs, Societies & Projects as detailed in the relevant section.
- 27.3 For volunteering opportunities which are provided through another organisation, where they are acting as the 'placement provider' then they have a responsibility to ensure the Health and Safety of volunteers whilst on their premises.
- 27.4 The Union will ensure that adequate Health and Safety management procedures are provided by the 'placement provider', including the completion of risk assessments, Health and Safety training and record keeping.

- 27.5 All 'placement providers' must ensure that volunteers are supervised during volunteering. Placement providers must also complete a consent form stating that they are responsible for ensuring the Health and Safety of the volunteers and for supervising their activities.
- 27.6 Where necessary, placement providers or Imperial College Union will organise Disclosure and Barring Service (DBS) checks of volunteers to ensure their suitability to work with children and/or vulnerable adults.
- 27.7 Procedures for ensuring the safety of volunteers while volunteering with a placement provide will be reviewed annually by the Health & Safety Committee.

## **28.0 Lone Working**

- 28.1 There are areas within the Union where staff may be required to work in isolation. In the majority of cases this will be without significant risk (e.g. persons working alone in offices where appropriate safety precautions are in place). However, there will be occasions when this is not so.
- 28.2 Working alone can introduce or accentuate hazards (e.g. lack of assistance if needed, inadequate provision of first aid, sudden illness, violence from others, emergencies, failure of services and supplies, etc.).
- 28.3 Lone working is intended to cover all work proposed to be undertaken alone where the risk to the lone worker may be increased either by the work itself, or by the lack of on-hand support should something go wrong. Managers shall ensure that all lone working activities are formally identified and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise risks, as far as reasonably practicable.