

## Imperial College Union Health & Safety Update

April 2018

The Union has made a strategic commitment to creating a step-change in our safety management practices. There are two primary purposes for the development of this work:

- Legal and compliance including to demonstrate appropriate systems and measures to auditors, regulators or inspectors.
- To develop the safety management awareness and skills of all those involved, namely: student participants; student volunteer organisers; student and permanent staff.

The vision for this is, within a year, to:

- Have the ability to pull out safety management records for any area, Club, Society & Project or team.
- Have appropriate training, delivered by a combination of Union, governing bodies and others.
- Have increased the profile of H&S in a positive way - recognition schemes are in place and best practise is celebrated.
- Ensure checks are performed and recorded regularly and we can provide assurance that this happens.
- Be able to demonstrate all of the above.

### Recent activity and progress

#### HASMAP H&S Audit

Health and safety management profile (HASMAP) action plan was issued and agreed in December. Up-date on Action plan progress to be submitted to H&S Committee in March.

#### Inspections

Six areas inspected Nov- April including CSPs, Bars, and Charing Cross and Rifle & Pistol club.

#### Code of Practice

A health and safety Code of Practice for the Union has been approved by the committee for and is scheduled for implementation following the committee meeting in March.

#### SALUS Reports

We have received and investigated 51 SALUS reports August 2017 –April 2018. Increase on the 33 recorded for the same period in 2016/17. Full year 16/17 recorded 49 reports total.

SALUS Reported Incidents									
31.08.17	30.09.17	31.10.17	30.11.17	31.12.17	31.01.18	28.02.18	31.03.18	30.04.18	<b>Total</b>
0	2	12	13	7	5	5	6	1	51
31.08.16	30.09.16	31.10.16	30.11.16	31.12.16	31.01.17	28.02.17	31.03.17	30.04.17	<b>Total</b>
1	2	9	3	2	8	3	5	0	33

Student Activities training and activity completed since October																			
<ul style="list-style-type: none"> <li>• Management Group MG/CU volunteers trained in safety management</li> <li>• 4x general First Aid courses completed.</li> <li>• 3x Pitch side First Aid courses completed.</li> <li>• 1x Outdoor First Aid course completed</li> <li>• 3x 'Club Safety' &amp; 3x 'Trips &amp; Tours' training workshops with a focus on incident management, Risk Assessments and contingency planning</li> <li>• Travel Safety lecture event delivered with guest speaker</li> </ul>	<table border="1"> <caption>CSP Attendance at First Aid Courses 2013-18</caption> <thead> <tr> <th>Year</th> <th>Attendees</th> <th>Places</th> </tr> </thead> <tbody> <tr> <td>13-14</td> <td>12</td> <td>12</td> </tr> <tr> <td>14-15</td> <td>26</td> <td>35</td> </tr> <tr> <td>15-16</td> <td>24</td> <td>40</td> </tr> <tr> <td>16-17</td> <td>11</td> <td>11</td> </tr> <tr> <td>17-18</td> <td>73</td> <td>155</td> </tr> </tbody> </table>	Year	Attendees	Places	13-14	12	12	14-15	26	35	15-16	24	40	16-17	11	11	17-18	73	155
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17-18	73	155																	

CSP Member First Aid Training Course Attendance				
13-14	14-15	15-16	16-17	17-18
12	26	24	11	73

#### CSP Risk Assessment procedure

- Student Activities introduced requirement for yearly risk assessment before students get their financial responsibility approval; increased number entered in eActivities as a result:
  - 2016-17: **273** 2017-18: **312**

#### ICXP - Imperial Club Experience Project

- 'Safety & Risk' has been established as one of five key themes in ICXP, the new CSP accreditation scheme. This includes awarding clubs points for completing Salus reports, Event & Trip/Tour Risk Assessments and External Speaker requests

Commercial Services training and activity January – February	
<ul style="list-style-type: none"> <li>• 9 x fire safety (shop)</li> <li>• 9 x manual handling (shop)</li> <li>• 1 x counter terrorism (shop)</li> <li>• 3 x allergens (shop and ents)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 x RAFT (shop)</li> <li>• 1 x safe use of ladders (shop)</li> <li>• 6 x MOST (shop) Month One Safety Training</li> <li>• 5 x HACCP (food safety bars &amp; ents)</li> </ul>

#### Further actions and activity that are planned in the coming months:

- Commercial Services have commissioned independent H&S advisor to assist with an audit and inspection of Summer Ball 2018 planning and delivery.
- Babour online Environmental H&S resource to be made available to Union staff. Five licences available. Suggested SMG x 3 1x Student Activities, 1x Commercial Services.