**Imperial College Union Health and Safety Committee**

**DATE:**

|  |  |
| --- | --- |
| **AGENDA ITEM NO.** |  |
| **TITLE** | h-bar and Reynolds – Approach to Health and Safety |
| **AUTHOR** | Asher Forrester |
| **EXECUTIVE SUMMARY** | The h-bar and Reynolds:  As joint ventures between Imperial College Campus Services(CS) and Imperial College Union (ICU); both the h-bar and Reynolds are comprised of both bar: (ICU) and a café and Kitchen: (CS) and therefore responsibility for Health and Safety resides with both the Union and Campus Services. Consequently, the focus for ICU with regards to H&S at both bars centres on the cellar, bar itself and the bar space during licensed trade operation. CS provide oversight across the entire space at the h-bar and just the kitchen at the Reynolds bar. |
| **PURPOSE** | This paper has been written to provide an overview of existing practices and systems and to highlight where improvements can be made |
| **DECISION/ACTION REQUIRED** | Training audit needs to take place for staff members  Both teams wold benefit from bespoke in-house training at regular intervals across term |

h-bar and Reynolds - Approach to Health and Safety

1. Introduction
   1. Under the Health and Safety at Work Act ( HASWA) both CS and ICU have a legal obligation to protect the health, safety and welfare of their employees and others who might be affected by their undertakings.
   2. In keeping with the general approach to H&S adopted by the Licensed trade department, the h-bar and Reynolds bar have several processes and systems in place to remain compliant and to ensure the safety of staff (both those of CS and ICU), customers and contractors using the premises.
2. Current Practices
   1. Existing risk assessments for both the h-bar and Reynolds are updated yearly or following and incident
   2. Risk assessments for new activities and equipment are carried out and safe working methods implemented
   3. Risk assessments are carried out for any and all Temporary events notices with specific reference to the public safety objective.
   4. Systems in place to manage the health and safety of shared spaces (kitchens mainly)
   5. Staff training provided and recorded for casual and permanent staff members:
      1. Relevant H&S Qualification (NEBOSH)
      2. Salus Training
      3. First Aid (3 days, 1 day)
      4. Manual Handling (Bespoke & Train The Trainer)
      5. Ladders & Steps
      6. Food Safety
      7. Relevant Food Safety Qualification (Level 4 award, Level 3, HACCP, Allergens)
   6. Termly Audits ought to be carried out by ICU to test systems and practices and to check documentation. Venues will receive a score along with recommendations to address issues highlighted
3. Recommendations
   1. Training can be a challenge to deliver partly due to the lack of availability of student staff
   2. More In-house training should be delivered and regular “refresher” sessions given to accommodate availability and high staff turn over.
   3. Use of on-line training systems such as “flow Training” to produce records, track progress and provide notification when updates are required. This system would allow for better management and deliverance of training.
   4. CS and ICU, in the case of the h-bar, could have more of a collaborative approach to H&S specifically with regards to the development of risk assessments, safe working methods and audits.
   5. Significant progress is required with regards to managing food safety and our general approach to food safety as an organisation.