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

Health and Safety Policy Review

Author(s):   Tom Newman (Director of Membership Services)
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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 <u>Union Policies for Approval 2020-21</u>

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.