

**Imperial College Union
Finance & Risk Subcommittee**

29 April 2021
2 – 4pm / Microsoft Teams

Standing Items

	Item	Author	Reference	Action	Page	Time
1	Introductions	GP		To note		14:00
2	Apologies	VA		To note		
3	Minutes	GP		To approve	3	
4	Matters Arising	GP		To consider	7	
5	Conflicts of Interest	GP		To consider		
6	Confidential Business	GP		To consider		

Substantive Items

7	March Management Accounts	RS	FR/20-21/18	To consider	8	14:10
8	Audit Tender Update	RS	Verbal	To approve	-	14.25
9	2021/22 Budget Process	RS	FR/20-21/19	To consider	22	14:40
10	Health & Safety Policies [Group Two]	TN / SL	FR/20-21/20	To approve	24	15:00
10a	Risk Assessment Policy	TN / SL	FR/20-21/21	To approve	28	
10b	Safeguarding Policy	TN / SL	FR/20-21/22	To approve	36	
10c	Slips, Trips & Falls Policy	TN / SL	FR/20-21/23	To approve	43	
10d	Workplace Temperature Policy	TN / SL	FR/20-21/24	To approve	48	
10e	Control of Substances Hazardous to Health Policy	TN / SL	FR/20-21/25	To approve	53	
10f	Body Spillage Policy	TN / SL	FR/20-21/26	To approve	58	
10g	Noise Policy	TN / SL	FR/20-21/27	To approve	63	
10h	Portable Electrical Appliance Policy	TN / SL	FR/20-21/28	To approve	69	
10i	Pyrotechnics Policy	TN / SL	FR/20-21/29	To approve	76	
10j	Working in Confined Spaces Policy	TN / SL	FR/20-21/30	To approve	82	
11	Strategic Risk Register	TF	Tabled	To consider	-	15:35
12	AOB	All				15:50

Items marked with an * have been identified as confidential to Board.

Author Key

GP	Graham Parker	TN	Tom Newman
AS	Abhijay Sood	RU	Ross Unwin
TF	Tom Flynn	RS	Rob Scully
JH	Jayne Hufford	SL	Sam Lee

Next Meeting Dates:

09 June 2021

**Imperial College Students' Union
Finance and Risk Sub-Committee / 17 March 2021**

Minutes (4 February 2021 Finance and Risk)

1. Introduction & Attendance

Graham Parker (GP) (Chair) Kelvin Zhang (KZ)
Stephen Richardson (SR) Sam Lee (SL)
Abhijay Sood (AS)

In attendance

Ross Unwin (DPFS) (RU) Victoria Agbontaen (Governance Officer) (VA)
Tom Flynn (Managing Director) (TF) Jayne Hufford (Interim Finance Director) (JH)
Rob Scully (Finance Director) (RS)
Tom Newman (Head of Membership Services) (TN)

2. Apologies

None.

3. Minutes of previous meeting

The minutes of the previous meeting were approved.

4. Matters arising/Forward Agenda

TF confirmed that all actions have been completed. Noting that JF had successfully moved David Ashton into the Finance team and amongst challenges they have still made progress.

5. Conflict of interest declarations

None.

6. Consideration of confidential business

None.

7. December Management Accounts

JH gave an overview of the paper, stating that we were expecting December to be a challenging month but had not been as bad as anticipated with a surplus of £29,000 which is in line with budget. Although retail, bars and venues were closed for the majority of December, there were one-off surpluses which offset the deficits which included extensive use of the furlough scheme, selling of mini-buses and various staff vacancies.

JH outlined that YTD we are showing an operating deficit of £38,000 but noted that we are holding back some budgets as opposed to anticipating underspends. JH said she is undertaking reforecasting with budget holders to know whether some of those budgets will be used in the next few months.

JH highlighted that as schools are closed as per current government guidance, that the Union's Commercial room hire system is temporarily paused with zero income. Nonetheless, since the launch of the online shop, sales have been successful and is exceeding budget expectations. JH explained that all the redundancy payments have now gone through the accounts and there was about a £5,000 underspend on what was expected.

TF added that the Union is making use of full-time furlough in commercial settings and part-time furlough within the Charitable staff which is helping to offset some of the commercial closures. However, furlough is being used across the organisation to fully maximise savings where possible which will continue until the end of March.

- i. GP expressed that the reports demonstrate that costs are being controlled well and the use of part-time furlough is a useful tool to help stabilise the Union's finances. GP added that he was assured by the way staff furlough is being used in a flexible manner to ensure key projects and services are still being delivered.
- ii. GP noted that an excellent paper was produced regarding mini-buses as it was the best paper GP had seen for a while and explained questions he had for years which had not previously been understood.

Trustees considered the update on the financial performance of the Union against budget for the 5 months to 31 December 2020.

8. CSP Grant Allocations

RU highlighted that during the CSP budgeting round last year, his predecessor had allocated approximately £425,000 which was reduced to £328,000 to guarantee the underspend.

The working group responsible for this noted they could make further reductions beyond that value and it would therefore be sensible to put the funds into a pot which could be used by CSP's to spend on activities that could be delivered remotely rather than the restricted in-person funds currently in their accounts.

- i. A question was asked by GP whether there is a process in place which ensures those deserving CSP cases are recognised and supported. Trustees were informed that there is a full grants process for CSPs and a policy and procedure which are mapped out against certain criteria which is approved by CSPB.
- ii. TF noted that of the £328,000 that has been budgeted for, there will be an underspend of £53,000 which will form part of the reforecast. Any additional underspend will be a consequence of further lockdown and restricted activity.

Trustees approved the reallocation of CSP 'general grant' into a designated fund to support previously unbudgeted activities in the third term.

9. Audit Update

TF gave a verbal update and advised that the work on the inter-company balance has been completed and will impact the Union around £40,000. Trustees were informed there is another substantial piece of work on impress (which is the sum of £160,000) before the accounts can be reconciled.

TF expressed there had been failures on an operational level as there are thousands of impress transactions that have not been reconciled and are on the accounts as debtors. Secondly, there is a failure at a strategic level due to risks associated with these types of transactions at the Union and finally the auditors should have flagged this for the last three years. Therefore, the Union is now a month away from getting the final version of the accounts as a definitive amount of work will have to be done to confirm whether Finance have all the invoices, if any money has been returned etc.

- i. AS stated that changing the audit partner appears essential at this time and this is also an internal negligence issue which needs to be remediated.
- ii. A question was asked by AS where that leaves papers and reporting for the College Audit and Risk committee which have an upcoming meeting. Trustees were informed that TF and JH are meeting with Tony Lawrence to inform him and obtain his view and will then feed back to the rest of the committee, but it is likely the annual accounts will go to the next meeting.
- iii. A question was asked by RU whether there are plans to remove Impress as an option for CSP's as a large number of clubs use this method. Trustees were informed Impress should be used on a minimal basis but there will be better processes in place to run it better and reduce its usage.
- iv. GP expressed it is very poor practice and whether Trustees should consider sending a letter of complaint to the audit body.

10. Financial Procedure Changes

JH gave a verbal overview, outlining that the purpose of the paper is to approve financial procedure changes such as payment run processes and Bankline authorisations has been a huge administrative burden for staff and has not worked efficiently enough.

JH explained that the key changes are that the Finance Manager has been set up as an authoriser on Bankline with an upper limit of £25,000. The dual authorisation threshold on Bankline has been changes to £10,000 which decreases the number of weekly authorisations. JH stated that these changes mean the finance team will be less dependent on Senior Managers and Officers as authorisers as most of them will take place within the team.

GP informed Trustees he had previously been asked to make a Chair's decision on these changes and had agreed to them prior to the meeting as they aligned with his requests over the last few years so would like the rest of the committee to confirm they are also happy to proceed with these changes.

- i. A question was asked by KZ if and when in-person activity resumes if there will still be a mechanism for urgent one-off payment requests to be made by CSPs. Trustees were informed that a number of other financial process changes will mean that the number of urgent payment requests will decrease as they are time-consuming but will be allowed in exceptional circumstances.
- ii. SL stated there in the short-term there is unlikely to be a change in student opinion as majority of the issues are around the mailbox and response time. However, the workload of the Officers has been reduced which they are all grateful for.

Sub-committee ratified the Chair's Action and approved changes to our financial procedures and authorisation limits for Bankline payments.

11. Sponsorship Policy

SL gave a verbal update to F&R highlighting that sponsorships are a key part of the income that is generated by CSPs of about £300,000. SL noted there is currently no policy in place overseeing sponsorships as well as F&R having limited insight to sponsorships.

The sponsorship approval process has been owned by the DPFS and given the amount of sponsorship contracts there is clear motive for this workload to be spread across student development and opportunities team as well as the Trustees when required.

SL noted that the policy review date had been set for June so this policy can be approved for the next academic year as per approval from SSB, CSPB and F&R. Currently, there are no limitations on what CSP's can gather from sponsorship but under charity law, we are able to reject policies that are unacceptable for financial risk etc.

- i. A question was asked by KZ whether there is going to be any knowledge transfer because there are always cases where companies have bad relationships with CSP's, and it would be helpful to have a central place where staff can look-up the relationship history with the sponsor in the past. Trustees were informed that as we review sponsorship procedures, this would be considered and implemented there.
- ii. A question was asked by KZ whether there should be an escalation procedure between level one and level two and whether there should be an escalation as opposed to a direct rejection if staff are unsure of what measures to take. Trustees were informed that if a staff member is unsure of the process then that should be escalated to the DPFS who will then make a decision. This is specified in part 4 of the paper.
- iii. A question was asked by GP whether an extended or separate flow chart could be provided to demonstrate how this policy will be a working document, so those staff who use the document can state how useful and effective it is. Trustees were informed this would be challenging as there is no previous data and moving forward the way to gauge usefulness is feedback from students.

Sub-committee approved the process for CSP sponsorships to ensure proper oversight and management.

JH and RU left the meeting.

12. Health and Safety Policies (A-H)

TN noted a list of policies have been developed that need to be newly written or reviewed and nine policies had been brought to F&R. TN added that both he and SL had obtained consultancy support from Sam Bosch the Union Health and Safety consultant.

SR suggested there should be a master policy to avoid inconsistencies in terminology and it must be a working document that is helpful for all staff and students.

SL set a three-year review was set (internally and at F&R) as they will require several modifications due to the newness of the policies and to ensure they are working documents which are serving a purpose.

GP noted his concern is that having a general master copy presents a danger that you lose the detail of each policy. Trustees agreed the contents of the policies and agreed for SL + TN to provide an umbrella policy.

Any Other Business

None.

Finance and Risk 2020-21

Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
3 rd February 2021	9	Audit Update Put together a draft letter of complaint to Crowe's Senior Partners setting out failures.	TF + JH	
3 rd February 2021	12	Health and Safety Policies To bring policies back to F&R for ratification by committee.	SL + TN	
3 rd February 2021	12	Health and Safety Policies Provide an umbrella policy for all H&S documents.	SL + TN	

Imperial College Union

Management Accounts – March 2021

Author(s): Rob Scully (Director of Finance & Resources)

Purpose: To summarise the financial performance of the Union against for the first 8 months of the year, to 31 March 2021, measured against the 'Stage Four Budget' approved by Trustees on 24 February.

Decisions(s): To note the position and narrative.

1. Summary

The management accounts for March 2021 (period 8) are presented against the latest iteration of the budget, which was approved by the Trustee Board in month. Work continues to finalise the 2019/20 accounts and therefore an opening balance sheet is still unavailable, but commentary is provided on key balance sheet components.

Overall, performance in March has been on budget, with a £22.3k operating surplus against a budget of £20.6k. The YTD position is an adverse £11.1k against budget, which arises due to some unexpected costs in January, not picked up in the profiling of the Stage Four Budget into period 6 – the main variances are explained below.

2. Key Variance Analysis

The table below analyses the key variances to budget, both in P8 and YTD.

	Variance P8		Variance YTD	
Income	(£3.3k)	Adverse: - (£6.4k) Furlough income - (£3.4k) Venues contribution Favourable: - £2.1k Retail contribution - £3.7k Marketing sales	(£9.6k)	Adverse: - (£14.6k) Venues contribution - (£1.2k) Other Favourable: - £2.9k Retail
Staff Expenditure	-	Adverse: - (£2k) Outsourced FD	(£5.3k)	Adverse: - (£1.6k) Permanent Staff - (£2k) Outsourced FD
Non-Staff Expenditure	£6.9k	Adverse: - (£2.7k) Training Favourable: - £2.9k Other - £2.6k Cleaning - £2.4k Elections - £1.2k Contingency	£1.8k	Adverse: - (£5.1k) Health & Safety - (£2.7k) Training - (£2.1k) Printing Favourable: - £2.4k Elections - £7.6k Cleaning - £2.4k Contingency

3. Trading

The venues and retail outlets remain closed and the only trading conducted in the period was through the Online Shop which continues to trade well since launching in December (£7.9k sales in P8).

In addition to the venues YTD adverse variance reported in the February accounts, contribution in March is a further £3.4k below budget. This is due to costs being incurred towards the end of the month to prepare for the reopening of FiveSixEight on 12 April – there has been no income forecast for venues for the remainder of the year (a key component of managing the risk when the stage 4 budget was compiled) so this position should improve over the next few months and recover to at least a position in line with forecast.

4. Charity

Overall, charity departments are in line with budget and showing a positive variance in period due general non-staff expenditure below budget and savings materialising from cleaning invoices that are now coming through below accrued levels. The YTD position is marginally favourable, as a result of the in month savings now offsetting previous month overspends.

5. Cash Position

The Union's cash position at the end of period 8 is detailed below:

£	31 Mar 2021	31 July 2020	Increase/ (Decrease)
Cash	3,637,700	776,613	2,861,087
Investments	-	1,534,516	(1,534,516)
	<u>3,637,700</u>	<u>2,311,129</u>	<u>1,326,571</u>

There has been a reduction in cash in the period, due to the timing of the block grant receipts.

This is attributable to both CSPs and the Union, and illustrated below. Whilst this looks like a particularly positive position for the Union, as previously reported this is largely a result of outstanding payroll costs (£934k) to be settled with the College – work is progressing to resolve any outstanding queries holding up invoicing and payment.

£	31 Mar 2021	31 July 2020	Increase/ (Decrease)
CSP Restricted	2,100,329	1,817,296	283,033
Union	1,537,371	493,833	1,043,538
	<u>3,637,700</u>	<u>2,311,129</u>	<u>1,326,571</u>

Imperial College Union
Management Accounts March 2021
Union

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Block Grant	157,101	157,101	(0)	1,256,808	1,256,808	(0)	1,250,433	1,885,213	1,885,213
Other Income	28,319	30,307	(1,988)	326,449	327,675	(1,225)	265,670	322,439	393,459
Retail Contribution	(13,735)	(15,817)	2,082	(86,659)	(89,534)	2,876	125,008	102,849	(165,071)
Venues Contribution	(8,850)	(5,419)	(3,431)	(82,442)	(67,873)	(14,569)	80,203	(34,156)	(94,350)
Income Total	162,835	166,172	(3,337)	1,414,157	1,427,076	(12,919)	1,721,314	2,276,344	2,019,251
Expenditure									
Education & Welfare	(405)	(3,912)	3,507	(19,663)	(24,391)	4,728	(74,631)	(80,860)	(59,240)
Advice & Support	(3,059)	(3,136)	76	(35,342)	(35,394)	52	(32,163)	(51,737)	(47,936)
Student Opportunities & Development	(38,037)	(39,106)	1,069	(363,231)	(361,864)	(1,367)	(203,847)	(589,040)	(521,413)
Minibus Service	(1,972)	(2,143)	171	(18,096)	(18,176)	79	(52,260)	(55,467)	(31,082)
Marketing & Communications	(11,294)	(12,100)	806	(110,328)	(110,975)	647	(173,816)	(169,471)	(163,348)
Leadership & Governance	(46,601)	(46,579)	(21)	(523,907)	(518,063)	(5,844)	(607,865)	(770,529)	(712,088)
Finance	(15,683)	(14,689)	(995)	(107,840)	(106,889)	(950)	(146,706)	(171,491)	(165,644)
Systems	(16,229)	(16,522)	292	(142,483)	(143,139)	655	(134,549)	(242,085)	(221,310)
Central Services	(7,254)	(7,407)	153	(80,310)	(84,153)	3,843	(162,479)	(113,228)	(115,650)
Expenditure Total	(140,535)	(145,592)	5,058	(1,401,200)	(1,403,044)	1,843	(1,588,316)	(2,243,908)	(2,037,711)
Operating Surplus/(Deficit)	22,300	20,579	1,721	12,957	24,032	(11,076)	132,998	32,436	(18,460)
Depreciation	(18,701)	(17,871)	(829)	(156,173)	(154,514)	(1,659)	(177,261)	(243,038)	(226,000)
Restructuring Costs	(1,120)	-	(1,120)	(154,670)	(153,200)	(1,470)	-	(161,860)	(153,200)
Total Surplus/(Deficit)	2,479	2,708	(229)	(297,886)	(283,682)	(14,205)	(44,263)	(372,462)	(397,660)

Imperial College Union
Management Accounts March 2021
 Education & Welfare

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
General									
Grant Receivable	-	-	-	-	-	-	-	-	-
General Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditure									
Staff Costs									
Permanent Staff	-	-	-	(14,861)	(14,861)	-	(65,463)	(58,320)	(40,000)
Temporary Staff	-	-	-	-	-	-	10	(750)	-
Staff Costs Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>(14,861)</u>	<u>(14,861)</u>	<u>-</u>	<u>(65,452)</u>	<u>(59,070)</u>	<u>(40,000)</u>
Operational Costs									
Teaching Awards	-	-	-	(1,936)	(1,936)	-	-	(5,000)	(6,000)
Student Rep Network	-	(250)	250	-	(500)	500	(2,455)	(1,500)	(1,500)
Liberation Groups	(22)	(783)	761	(322)	(1,867)	1,545	2,160	(5,000)	(5,000)
Elections	(125)	(2,500)	2,375	(125)	(2,500)	2,375	(498)	(4,000)	(2,500)
Campaigns	-	(115)	115	(311)	(540)	230	(351)	(2,500)	(1,000)
Consumables	-	-	-	-	-	-	(7)	-	-
Hospitality	-	-	-	-	-	-	(112)	-	-
Printing Costs	-	-	-	-	-	-	(15)	-	-
Publicity	-	-	-	-	-	-	(23)	-	-
Recruitment Cost	-	-	-	-	-	-	(3,519)	-	-
Stationery	-	-	-	-	-	-	(8)	-	-
Subscriptions	(258)	(263)	5	(2,109)	(2,187)	78	-	(3,240)	(3,240)
Telephones	-	-	-	-	-	-	(216)	-	-
Training	-	-	-	-	-	-	(426)	-	-
Travel	-	-	-	-	-	-	(94)	(550)	-
Operational Costs Subtotal	<u>(405)</u>	<u>(3,912)</u>	<u>3,507</u>	<u>(4,802)</u>	<u>(9,530)</u>	<u>4,728</u>	<u>(5,566)</u>	<u>(21,790)</u>	<u>(19,240)</u>
Expenditure Total	<u>(405)</u>	<u>(3,912)</u>	<u>3,507</u>	<u>(19,663)</u>	<u>(24,391)</u>	<u>4,728</u>	<u>(71,018)</u>	<u>(80,860)</u>	<u>(59,240)</u>
Net Surplus/(Deficit)	<u>(405)</u>	<u>(3,912)</u>	<u>3,507</u>	<u>(19,663)</u>	<u>(24,391)</u>	<u>4,728</u>	<u>(71,018)</u>	<u>(80,860)</u>	<u>(59,240)</u>

Imperial College Union
Management Accounts March 2021
 Advice & Support

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Expenditure									
Staff Costs									
Permanent Staff	(2,942)	(2,942)	-	(34,470)	(34,468)	(2)	(28,917)	(47,187)	(46,236)
Staff Coss Subtotal	(2,942)	(2,942)	-	(34,470)	(34,468)	(2)	(28,917)	(47,187)	(46,236)
Operational Costs									
Affiliation Fees	(41)	(42)	0	(223)	(224)	0	(1,371)	(390)	(390)
Carriage	-	-	-	-	-	-	(11)	-	-
Consumables	-	-	-	-	-	-	(7)	-	-
Hospitality	-	-	-	-	-	-	(25)	-	-
Insurance	(19)	(24)	5	(151)	(162)	11	-	(260)	(260)
Legal & Professional	-	-	-	-	-	-	(570)	-	-
Licences	-	-	-	-	-	-	-	-	-
Printing Costs	-	-	-	-	-	-	(182)	(1,000)	-
Publicity	-	(42)	42	-	(83)	83	(216)	(1,100)	(250)
Research	-	-	-	-	-	-	-	(1,000)	-
Subscriptions	(57)	(86)	29	(398)	(456)	58	(683)	(800)	(800)
Telephones	-	-	-	-	-	-	(181)	-	-
Training	-	-	-	(99)	-	(99)	-	-	-
Operational Costs Subtotal	(117)	(194)	76	(872)	(926)	54	(3,246)	(4,550)	(1,700)
Expenditure Total	(3,059)	(3,136)	76	(35,342)	(35,394)	52	(32,163)	(51,737)	(47,936)
Net Surplus/(Deficit)	(3,059)	(3,136)	76	(35,342)	(35,394)	52	(32,163)	(51,737)	(47,936)

Imperial College Union
Management Accounts March 2021
 Student Opportunities & Development

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Associate Membership Fees	-	124	(124)	258	506	(247)	19,507	16,044	1,000
Life Membership Fees	167	74	93	1,823	1,704	119	3,880	5,457	2,000
Other Fees & Sales	-	-	-	-	-	-	26,930	2,192	-
Income Total	167	198	(31)	2,081	2,210	(128)	50,318	23,693	3,000
Expenditure									
Staff Costs									
Permanent Staff	(19,559)	(19,560)	1	(157,616)	(155,604)	(2,012)	(142,333)	(231,669)	(235,570)
Temporary Staff	-	-	-	189	189	0	(12,393)	(7,500)	189
Staff Costs Subtotal	(19,559)	(19,560)	1	(157,427)	(155,415)	(2,012)	(154,726)	(239,169)	(235,381)
Operational Costs									
Affiliation Fees	(1)	(0)	(1)	(0)	0	(0)	(7,704)	-	(0)
Card Commission	(80)	(451)	371	(1,377)	(2,198)	821	(12,349)	(12,000)	(4,000)
Cleaning	-	-	-	-	-	-	(250)	-	-
Consumables	-	-	-	-	-	-	(1,178)	-	-
CSP Grants	(18,550)	(18,550)	-	(201,402)	(201,401)	(0)	-	(328,602)	(275,602)
Cultural Activities	-	-	-	-	-	-	(5,533)	-	-
Engraving & Signwriting	-	-	-	-	-	-	(2,076)	(1,400)	(1,400)
Entrance Fee Competition	-	(0)	0	(50)	(50)	0	(1,680)	-	(50)
Entrance Fee Conference	-	-	-	-	-	-	(1,611)	-	-
Equipment Hire	-	0	(0)	(33)	(33)	(0)	(3,324)	(400)	(33)
Equipment Purchase	(295)	(81)	(214)	(1,188)	(678)	(510)	(2,797)	-	(1,000)
Fines Expend	-	-	-	50	50	-	(880)	-	50
Goods for Resale	-	-	-	-	-	-	-	-	-
Grants Payable	-	-	-	-	-	-	(500)	(500)	-
Ground Hire	-	-	-	-	-	-	(432)	-	-
Health & Safety	-	-	-	-	-	-	(341)	-	-
Hospitality	-	-	-	-	-	-	(869)	-	-
Instructors	-	-	-	-	-	-	-	-	-
Insurance	-	(325)	325	-	(651)	651	-	(1,952)	(1,952)
Late Taxes	-	-	-	-	-	-	(18)	-	-
Legal & Professional	-	-	-	(650)	-	(650)	(171)	-	-
Maintenance	-	-	-	(427)	(35)	(392)	(138)	-	(35)
Maintenance Contracts	-	-	-	-	-	-	-	-	-
Postage	(13)	-	(13)	(22)	(10)	(13)	(15)	-	(10)
Printing Costs	(11)	-	(11)	(11)	-	(11)	(636)	(2,717)	-
Publicity	-	-	-	-	-	-	(156)	(200)	-
Recruitment Costs	-	-	-	-	-	-	(3,354)	-	-
Referees	-	-	-	-	-	-	-	-	-
Staff Subsistence	-	-	-	-	-	-	(110)	-	-
Staff Training	-	-	-	-	-	-	(153)	-	-
Student Training	-	-	-	-	-	-	(30)	(1,900)	-
Subscriptions	(19)	(20)	1	(401)	(422)	21	(298)	-	(500)
Telephones	-	-	-	-	-	-	(557)	-	-
Travel	-	-	-	-	-	-	(1,258)	(200)	-
Uniforms	-	-	-	-	-	-	(93)	-	-
Other	490	(120)	609	(293)	(1,022)	729	(614)	-	(1,500)
Operational Costs Subtotal	(18,478)	(19,546)	1,068	(205,804)	(206,449)	645	(49,121)	(349,871)	(286,032)
Expenditure Total	(38,037)	(39,106)	1,069	(363,231)	(361,864)	(1,367)	(203,847)	(589,040)	(521,413)
Net Surplus/(Deficit)	(37,870)	(38,908)	1,038	(361,149)	(359,654)	(1,496)	(153,529)	(565,347)	(518,413)

Imperial College Union
Management Accounts March 2021
Minibus Service

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Minibus Sales	310	(0)	310	518	208	310	80,918	50,000	208
Profit on disposal of Fixed Assets	-	-	-	4,052	4,052	-	-	-	12,490
Income Total	310	(0)	310	4,570	4,261	310	80,918	50,000	12,698
Expenditure									
Staff Costs									
Permanent Staff	-	-	-	-	-	-	(11,333)	-	-
Temporary Staff	-	0	(0)	(74)	(74)	(0)	(12,605)	(350)	(74)
Staff Costs Subtotal	-	0	(0)	(74)	(74)	(0)	(23,939)	(350)	(74)
Operational Costs									
Cleaning	-	-	-	-	-	-	-	(600)	-
Consumables	-	-	-	-	-	-	(248)	(372)	-
Equipment Hire	-	-	-	-	-	-	(4,500)	(10,178)	-
Equipment Purchase	-	-	-	-	-	-	(29)	-	-
Fines	-	-	-	(373)	(278)	(95)	(390)	-	(278)
Fuel	-	-	-	(50)	(50)	-	(107)	-	(50)
Insurance	(1,698)	(1,698)	-	(13,584)	(13,584)	-	(13,184)	(20,376)	(20,376)
Introductions	-	-	-	-	-	-	-	(1,417)	-
Legal & Professional	-	-	-	-	-	-	(267)	-	-
Licences	-	(79)	79	(1,196)	(1,186)	(10)	(1,105)	(2,628)	(1,500)
Maintenance	-	-	-	(665)	(665)	-	(8,832)	(10,500)	(5,000)
Maintenance Contracts	(274)	(291)	17	(2,085)	(2,120)	35	(1,952)	(1,692)	(3,285)
Parking	-	(75)	75	-	(150)	150	(1,443)	(1,516)	(450)
Sports Training	-	-	-	-	-	-	-	(5,838)	-
Telephones	-	-	-	-	-	-	(69)	-	-
Travel	-	(0)	0	(69)	(69)	0	4,370	-	(69)
Other	-	-	-	-	-	-	(564)	-	-
Operational Costs Subtotal	(1,972)	(2,143)	171	(18,022)	(18,102)	79	(28,321)	(55,117)	(31,008)
Expenditure Total	(1,972)	(2,143)	171	(18,096)	(18,176)	79	(52,260)	(55,467)	(31,082)
Net Surplus/(Deficit)	(1,662)	(2,143)	481	(13,526)	(13,915)	389	28,658	(5,467)	(18,384)

Imperial College Union
Management Accounts March 2021
Marketing & Communication

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Advertising Sales	9,615	2,381	7,234	37,497	28,477	9,020	58,735	65,000	38,000
Refreshers	-	-	-	-	-	-	-	6,000	-
Freshers Fair	-	2,000	(2,000)	16,660	18,660	(2,000)	39,272	-	18,660
Donations	-	-	-	852	-	852	-	-	-
Other	-	1,583	(1,583)	-	3,167	(3,167)	210	-	9,500
Income Total	9,615	5,964	3,651	55,009	50,303	4,705	98,216	71,000	66,160
Expenditure									
Staff Costs									
Permanent Staff	(10,790)	(11,002)	212	(85,794)	(86,219)	425	(119,890)	(120,081)	(130,228)
Temporary Staff	-	-	-	(198)	(198)	-	(10,185)	(7,500)	(198)
Staff Costs Subtotal	(10,790)	(11,002)	212	(85,992)	(86,417)	425	(130,074)	(127,581)	(130,426)
Operational Costs									
Carriage	-	-	-	-	-	-	(7)	-	-
Cleaning	-	-	-	-	-	-	-	-	-
Consumables	-	-	-	-	-	-	(2,999)	(2,500)	-
Equipment Hire	-	-	-	-	-	-	(7,349)	-	-
Equipment Purchase	-	-	-	-	-	-	(297)	(480)	-
Felix Printing	-	-	-	(4,827)	(4,827)	-	(16,747)	(21,000)	(10,000)
Hospitality	-	-	-	-	-	-	-	-	-
Irrecoverable VAT	-	-	-	-	-	-	(955)	-	-
Late Taxes	-	-	-	-	-	-	(8)	-	-
Licences	(242)	(364)	122	(1,302)	(1,546)	243	(7,341)	(5,300)	(3,000)
Printing Costs	-	-	-	(1,335)	(1,335)	(0)	(4,190)	(1,550)	(1,335)
Publicity	(71)	(79)	8	(604)	(683)	79	(2,132)	(5,920)	(1,000)
Staff Subsistence	-	0	(0)	(16)	(16)	(0)	-	-	(16)
Subscriptions	(161)	(355)	194	(1,515)	(1,890)	375	(1,942)	(4,320)	(3,309)
Systems, Software & Development	(22)	(0)	(22)	(13,078)	(12,311)	(767)	(178)	-	(12,311)
Telephones	-	-	-	-	-	-	(276)	-	-
Training	-	-	-	-	-	-	297	-	-
Travel	-	-	-	-	-	-	-	(500)	-
Uniforms	-	-	-	(451)	(451)	-	-	(320)	(451)
Other	(8)	(300)	292	(1,208)	(1,500)	292	383	-	(1,500)
Operational Costs Subtotal	(504)	(1,098)	593	(24,336)	(24,558)	222	(43,742)	(41,890)	(32,922)
Expenditure Total	(11,294)	(12,100)	806	(110,328)	(110,975)	647	(173,816)	(169,471)	(163,348)
Net Surplus/(Deficit)	(1,679)	(6,136)	4,457	(55,319)	(60,671)	5,353	(75,600)	(98,471)	(97,188)

Imperial College Union
Management Accounts March 2021
 Leadership & Governance

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Block Grant	157,101	157,101	(0)	1,256,808	1,256,808	(0)	1,250,433	1,885,213	1,885,213
ADF Transfer	5,385	5,385	-	43,080	43,080	-	-	64,620	64,620
Other	12,401	18,760	(6,359)	187,322	194,358	(7,036)	10,130	93,126	213,118
Income Total	174,887	181,246	(6,359)	1,487,210	1,494,246	(7,036)	1,260,563	2,042,959	2,162,951
Expenditure									
Staff Costs									
Permanent Staff	(41,123)	(41,121)	(2)	(300,795)	(300,794)	(1)	(539,539)	(495,644)	(484,984)
Temporary Staff	-	-	-	-	-	-	(8,351)	-	-
Payroll Contingency	-	-	-	(131,010)	(131,010)	-	-	(153,934)	(131,010)
Outsourced Head of Finance	(5,000)	(3,000)	(2,000)	(40,000)	(38,000)	(2,000)	-	(30,500)	(38,000)
Staff Costs Subtotal	(46,123)	(44,121)	(2,002)	(471,805)	(469,804)	(2,001)	(547,891)	(680,078)	(653,994)
Operational Costs									
Accommodation	63	(0)	63	-	(63)	63	-	-	(63)
Decorations	-	-	-	-	-	-	-	-	-
Depreciation	(18,701)	(17,871)	(829)	(156,173)	(154,514)	(1,659)	(177,261)	(243,038)	(226,000)
Equipment Hire	-	(109)	109	(16,026)	(16,243)	217	-	-	(16,678)
Equipment Purchase	-	0	(0)	(109)	(109)	(0)	(383)	-	(109)
General Contingency	-	(1,200)	1,200	-	(2,400)	2,400	-	(59,192)	(7,200)
Governance Development	-	(167)	167	-	(333)	333	-	(3,000)	(1,000)
Grants Payable	-	-	-	-	-	-	-	-	-
Health & Safety	(500)	-	(500)	(22,162)	(17,000)	(5,162)	-	(13,554)	(17,000)
Hospitality	(40)	(19)	(21)	(127)	(125)	(2)	(1,286)	(1,405)	(200)
Irrecoverable VAT	(0)	-	(0)	(0)	-	(0)	(2,278)	-	-
Legal & Professional	-	-	-	-	-	-	(19,312)	-	-
Maintenance	-	-	-	(345)	(345)	-	-	-	(345)
Licences	-	-	-	-	-	-	-	-	-
OT Induction & Training	-	(518)	518	(1,390)	(2,427)	1,037	(3,857)	(4,500)	(4,500)
Printing Costs	-	-	-	-	-	-	(4,333)	-	-
Publicity	-	-	-	-	-	-	-	-	-
Recruitment Costs	-	-	-	(500)	-	(500)	(16,910)	-	-
Stationery	-	-	-	-	-	-	(44)	-	-
Subscriptions	-	-	-	-	-	-	(1,346)	-	-
Telephones	-	-	-	-	-	-	(1,095)	-	-
Training	-	(446)	446	(5,445)	(3,217)	(2,228)	(13,445)	(7,300)	(5,000)
Travel	-	-	-	-	-	-	(464)	-	-
Trustee Travel	-	-	-	-	-	-	(494)	(1,500)	-
Other	-	-	-	(5,999)	(5,999)	-	5,274	-	(5,999)
Operational Costs Subtotal	(19,179)	(20,330)	1,151	(208,275)	(202,774)	(5,501)	(237,235)	(333,489)	(284,094)
Expenditure Total	(65,302)	(64,451)	(851)	(680,080)	(672,578)	(7,503)	(785,125)	(1,013,567)	(938,088)
Net Surplus/(Deficit)	109,585	116,795	(7,210)	807,130	821,669	(14,539)	475,438	1,029,392	1,224,863

Imperial College Union
Management Accounts March 2021
 Finance

	March 2021			Year to Date (8 months)			Year To Date Last Year	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance		Budget	Forecast
Income									
Interest	-	(0)	0	5,920	5,920	0	23,199	20,000	5,920
Investment Net Income	-	(0)	0	26,359	25,876	483	-	-	25,876
Income Total	-	(0)	0	32,279	31,796	483	23,199	20,000	31,796
Expenditure									
Staff Costs									
Permanent Staff	(9,247)	(9,247)	0	(73,662)	(73,665)	3	(119,201)	(147,442)	(110,654)
Temporary Staff	(4,098)	(4,050)	(48)	(32,578)	(32,482)	(96)	(18,618)	-	(48,682)
Staff Costs Subtotal	(13,345)	(13,297)	(47)	(106,240)	(106,147)	(93)	(137,819)	(147,442)	(159,336)
Operational Costs									
Bad Debts	-	-	-	19,874	19,874	-	70	-	19,874
Bank Charges	(137)	(139)	2	(1,178)	(1,214)	36	(4,100)	(7,243)	(1,769)
Irrecoverable VAT	(1,930)	(884)	(1,046)	(12,173)	(11,463)	(709)	(1,503)	(12,715)	(15,000)
Legal & Professional	(535)	(5)	(530)	(5,502)	(4,978)	(524)	-	-	(5,000)
Licences	(24)	(24)	(0)	(256)	(255)	(0)	(34)	(270)	(351)
Loss on Disposal of Assets	-	-	-	-	-	-	-	-	-
Maintenance Contracts	(119)	(310)	191	(1,546)	(1,929)	383	(1,902)	(2,920)	(3,170)
Postage	-	-	-	-	-	-	-	-	-
Recruitment Cost	-	-	-	-	-	-	(395)	-	-
Subscriptions	-	-	-	(555)	(555)	-	(667)	(536)	(555)
Systems, Software & Development	(28)	(28)	1	(221)	(223)	1	(8)	(365)	(336)
Telephones	-	-	-	-	-	-	(347)	-	-
Other	433	-	433	(44)	-	(44)	-	-	-
Operational Costs Subtotal	(2,339)	(1,391)	(947)	(1,600)	(743)	(857)	(8,886)	(24,049)	(6,308)
Expenditure Total	(15,683)	(14,689)	(995)	(107,840)	(106,889)	(950)	(146,706)	(171,491)	(165,644)
Net Surplus/(Deficit)	(15,683)	(14,689)	(995)	(75,560)	(75,093)	(467)	(123,507)	(151,491)	(133,848)

Imperial College Union
Management Accounts March 2021
Systems

	March 2021			Year to Date (8 months)			Year To Date Last Year	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance		Budget	Forecast
Income									
General									
Goods & Services	441	-	441	2,108	1,667	441	-	-	2,067
General Subtotal	441	-	441	2,108	1,667	441	-	-	2,067
Income Total	441	-	441	2,108	1,667	441	-	-	2,067
Expenditure									
Staff Costs									
Permanent Staff	(15,554)	(15,554)	0	(138,306)	(138,308)	2	(115,736)	(230,251)	(212,610)
Temporary Staff	(15)	(58)	43	(166)	(267)	101	(950)	-	(500)
Staff Costs Subtotal	(15,569)	(15,612)	43	(138,472)	(138,575)	103	(116,686)	(230,251)	(213,110)
Operational Costs									
Equipment Purchase	(323)	(497)	174	(340)	(1,012)	671	(1,238)	-	(3,000)
Irrecoverable VAT	-	-	-	-	-	-	(599)	-	-
Maintenance	-	-	-	(203)	-	(203)	(690)	-	-
Maintenance Contracts	-	(33)	33	(500)	(567)	67	(4,635)	(7,334)	(700)
Recruitment Cost	-	-	-	-	-	-	(7,176)	-	-
Systems, Software & Development	(337)	(379)	42	(2,968)	(2,986)	17	(3,207)	(4,500)	(4,500)
Telephones	-	-	-	-	-	-	(218)	-	-
Training	-	-	-	-	-	-	(99)	-	-
Operational Costs Subtotal	(660)	(909)	249	(4,011)	(4,564)	553	(17,863)	(11,834)	(8,200)
Expenditure Total	(16,229)	(16,522)	292	(142,483)	(143,139)	655	(134,549)	(242,085)	(221,310)
Net Surplus/(Deficit)	(15,788)	(16,522)	733	(140,376)	(141,472)	1,096	(134,549)	(242,085)	(219,244)

Imperial College Union
Management Accounts March 2021
 HR & Central Services

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Profit on Disposal of Assets	-	-	-	-	-	-	(759)	-	-
Other	-	-	-	-	-	-	35	-	-
Income Total	-	-	-	-	-	-	(724)	-	-
Expenditure									
Staff Costs									
Permanent Staff	(3,137)	(3,137)	-	(24,954)	(24,955)	1	(66,684)	(37,503)	(37,503)
Temporary Staff	-	(0)	0	126	126	0	(11,948)	-	126
Staff Costs Subtotal	(3,137)	(3,137)	0	(24,828)	(24,829)	1	(78,631)	(37,503)	(37,377)
Operational Costs									
Cleaning	(148)	(2,709)	2,561	(32,135)	(39,785)	7,649	(49,224)	(48,380)	(50,621)
Engraving & Signwriting	-	-	-	-	-	-	(1,420)	-	-
Equipment Hire	(2,137)	(965)	(1,173)	(16,137)	(14,074)	(2,064)	(13,886)	(17,932)	(17,932)
Equipment Purchase	(674)	-	(674)	(921)	(247)	(674)	(2,268)	-	(247)
Ground Hire	-	-	-	-	-	-	134	-	-
Health & Safety	-	-	-	-	-	-	-	-	-
Hospitality	-	-	-	-	-	-	(341)	-	-
Irrecoverable VAT	-	-	-	-	-	-	(4,085)	-	-
Loss of Disposal of Assets	-	-	-	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-	(3,179)	-	-
Postage	(75)	0	(75)	(311)	(164)	(148)	(234)	(140)	(163)
Recruitment Costs	(495)	-	(495)	(995)	(220)	(775)	275	-	(220)
Stationery	-	-	-	-	-	-	(2,188)	(1,096)	-
Subscriptions	-	-	-	-	-	-	-	-	-
Systems, Software & Development	-	-	-	(160)	-	(160)	(44)	-	-
Telephones	(587)	(596)	9	(4,602)	(4,615)	13	(691)	(6,137)	(7,000)
Training	-	-	-	(50)	(50)	-	(2,780)	-	(50)
Wellbeing	-	-	-	(171)	(171)	-	(3,872)	(2,040)	(2,040)
Other	-	-	-	-	-	-	(44)	-	-
Operational Costs Subtotal	(4,117)	(4,270)	153	(55,483)	(59,325)	3,842	(83,848)	(75,725)	(78,273)
Expenditure Total	(7,254)	(7,407)	153	(80,310)	(84,153)	3,843	(162,479)	(113,228)	(115,650)
Net Surplus/(Deficit)	(7,254)	(7,407)	153	(80,310)	(84,153)	3,843	(163,203)	(113,228)	(115,650)

Imperial College Union
Management Accounts March 2021
Retail

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Sales									
Union Shop	-	-	-	51,501	51,501	-	482,079	386,301	51,501
Shop Extra	-	-	-	-	-	-	364,913	286,250	-
Online	7,895	4,627	3,268	48,657	45,041	3,616	19,094	14,700	63,551
Sales Commission	-	-	-	-	-	-	-	2,500	-
Overage/Shortage	-	-	-	(55)	(55)	-	47	-	(10,800)
Sales Subtotal	7,895	4,627	3,268	100,103	96,487	3,616	866,132	689,751	104,252
Cost of Sales									
Union Shop	-	-	-	(21,771)	(21,771)	0	(232,754)	(185,424)	(21,771)
Shop Extra	-	-	-	(4,321)	(4,321)	-	(224,603)	(177,475)	(4,321)
Online	(3,505)	(2,956)	(549)	(17,845)	(18,175)	331	(7,254)	(7,056)	(30,000)
Carriage	(1,573)	(1,251)	(322)	(10,514)	(10,248)	(267)	(5,167)	(3,675)	(15,252)
Cost of Sales Subtotal	(5,078)	(4,207)	(871)	(54,451)	(54,515)	64	(469,777)	(373,630)	(71,344)
Gross Profit	2,817	420	2,397	45,653	41,973	3,680	396,355	316,120	32,908
	36%	9%	27%	46%	44%	2%	46%	46%	32%
Obsolete Stock									
Sales	-	-	-	120,278	120,278	-	-	-	120,278
Cost of Sales	-	-	-	(120,336)	(120,336)	-	-	-	(120,336)
Obsolete Stock Subtotal	-	-	-	(58)	(58)	-	-	-	(58)
Income Total	2,817	420	2,397	45,595	41,915	3,680	396,355	316,120	32,850
Expenditure									
Staff Costs									
Permanent Staff	(16,238)	(16,237)	(1)	(129,282)	(129,280)	(2)	(196,291)	(191,100)	(194,228)
Temporary Staff	-	-	-	-	-	-	(55,510)	-	-
Staff Costs Subtotal	(16,238)	(16,237)	(1)	(129,282)	(129,280)	(2)	(251,801)	(191,100)	(194,228)
Operational Costs									
Card Commission	-	-	-	(467)	(467)	-	(7,477)	(7,560)	(467)
Carriage	(141)	-	(141)	(206)	(122)	(83)	(3,116)	(2,863)	(122)
Carrier Bags	-	-	-	-	-	-	(23)	-	-
Consumables	27	(0)	27	(281)	(76)	(205)	(1,058)	(3,100)	(76)
Equipment Hire	(100)	-	(100)	(800)	(400)	(400)	(3,507)	(2,000)	(400)
Equipment Purchase	-	-	-	(495)	(495)	-	(543)	-	(495)
Health & Safety	-	-	-	(339)	(325)	(14)	-	-	(325)
Hospitality	-	-	-	-	-	-	35	-	-
Legal & Professional	-	-	-	-	-	-	(132)	-	-
Maintenance	-	-	-	-	-	-	(626)	-	-
Maintenance Contracts	(100)	-	(100)	(100)	-	(100)	-	(4,000)	-
Printing Costs	-	-	-	(57)	(57)	-	(268)	-	(57)
Recruitment Costs	-	-	-	-	-	-	-	-	-
Stationery	-	-	-	-	-	-	(83)	-	-
Stocktaker	-	-	-	24	24	0	(2,285)	(1,050)	(1,500)
Systems, Software & Development	-	-	-	-	-	-	-	-	-
Telephones	-	-	-	-	-	-	(462)	-	-
Travel	-	-	-	-	-	-	(2)	-	-
Other	-	-	-	(250)	(250)	-	-	(1,600)	(250)
Operational Costs Subtotal	(314)	(0)	(314)	(2,971)	(2,169)	(803)	(19,546)	(22,172)	(3,693)
Expenditure Total	(16,552)	(16,237)	(315)	(132,253)	(131,449)	(805)	(271,347)	(213,272)	(197,921)
Net Surplus/(Deficit)	(13,735)	(15,817)	2,082	(86,659)	(89,534)	2,876	125,008	102,849	(165,071)

Imperial College Union
Management Accounts March 2021
Venues

	March 2021			Year to Date (8 months)			Year To Date	Full Year	
	Actual	Forecast	Variance	Actual	Forecast	Variance	Last Year	Budget	Forecast
Income									
Wet Sales									
Core Sales	-	(0)	0	101,428	101,428	0	923,176	117,000	101,428
Welcome Weekends	-	-	-	-	-	-	-	6,000	-
Overage/Shortage	-	-	-	(1,551)	(1,551)	-	439	-	(5,351)
Wet Sales Subtotal	-	(0)	0	99,877	99,877	0	923,615	123,000	96,077
Cost of Sales	(609)	(0)	(609)	(44,030)	(40,784)	(3,246)	(271,579)	(36,900)	(40,784)
Gross Profit	(609)	(0)	(609)	55,847	59,093	(3,246)	652,036	86,100	55,293
	-Infinity	700%	-Infinity	56%	59%	-3%	71%	70%	58%
Dry Sales									
Core Sales	-	-	-	29,168	29,168	-	175,665	32,500	29,168
Welcome Weekends	-	-	-	-	-	-	-	375	-
Overage/Shortage	-	-	-	-	-	-	-	-	-
Dry Sales Subtotal	-	-	-	29,168	29,168	-	175,665	32,875	29,168
Cost of Sales	-	-	-	(13,027)	(9,951)	(3,076)	(77,286)	(13,808)	(9,951)
Gross Profit	-	-	-	16,141	19,217	(3,076)	98,380	19,067	19,217
				55%	66%	-11%	56%	58%	66%
Other Income									
Ticket Income	-	-	-	-	-	-	39,956	1,500	-
Sales Commission	-	-	-	-	-	-	25,000	-	-
Room Hire & Events	-	-	-	-	-	-	161,960	-	-
Other Income Subtotal	-	-	-	-	-	-	226,916	1,500	-
Income Total	(609)	(0)	(609)	71,988	78,310	(6,322)	977,332	106,667	74,510
Expenditure									
Staff Costs									
Permanent Staff	(5,419)	(5,419)	0	(43,070)	(43,071)	1	(273,491)	(64,748)	(64,748)
Temporary Staff	-	-	-	(19,718)	(20,118)	401	(257,148)	(18,267)	(20,118)
Agency Staff	(1,244)	0	(1,244)	(53,289)	(51,405)	(1,884)	(127,813)	(25,187)	(51,405)
Welcome	-	-	-	-	-	-	-	(4,011)	-
Late Taxis	-	-	-	(322)	(322)	-	(6,667)	(1,200)	(322)
Staff Costs Subtotal	(6,663)	(5,419)	(1,244)	(116,398)	(114,916)	(1,482)	(665,119)	(113,413)	(136,593)
Operational Costs									
Accommodation	-	-	-	-	-	-	(178)	-	-
Card Commission	(252)	0	(252)	(2,195)	(1,130)	(1,065)	(6,151)	(3,015)	(1,130)
Carriage	-	-	-	(28)	(28)	-	(101)	-	(28)
Cleaning	-	-	-	(38)	(311)	273	(6,679)	(2,000)	(311)
Consumables	(905)	-	(905)	(10,285)	(9,276)	(1,009)	(23,379)	(3,018)	(9,276)
Crockery and Glasses	-	-	-	-	-	-	(639)	-	-
Decorations	-	-	-	(76)	(76)	-	(1,231)	-	(76)
Disposables	-	-	-	-	-	-	(8,008)	(4,426)	-
Engraving & Signwriting	-	-	-	(12)	(12)	-	-	-	(12)
Entertainment Acts	-	-	-	-	-	-	(19,341)	(1,000)	-
Equipment Hire	(71)	0	(71)	(3,389)	(2,065)	(1,324)	(23,038)	(800)	(2,065)
Equipment Purchase	-	-	-	(1,217)	(1,217)	-	(7,922)	-	(1,217)
Health & Safety	-	-	-	(241)	-	(241)	(300)	-	-
Hospitality	-	-	-	(1)	(1)	-	(609)	-	(1)
Irrecoverable VAT	-	-	-	-	-	-	(9,981)	-	-
Laundry	-	-	-	-	-	-	(367)	-	-
Legal & Professional	-	-	-	-	-	-	(2,481)	-	-
Licences	-	-	-	(3,154)	(2,100)	(1,054)	(5,691)	(2,002)	(2,100)
Maintenance	-	-	-	(103)	-	(103)	(8,936)	(1,167)	-
Maintenance Contracts	(330)	-	(330)	(2,553)	(1,650)	(903)	(990)	(5,299)	(1,650)
Printing Costs	-	-	-	(17)	(17)	-	(573)	(500)	(17)
Publicity	-	-	-	-	-	-	(56)	-	-
Quiz Prizes	-	-	-	(500)	(500)	-	-	(183)	(500)
Recruitment Costs	-	-	-	-	-	-	(1,414)	-	-
Security Staff	-	-	-	(10,431)	(11,196)	765	(82,748)	-	(11,196)
Stationery	-	-	-	-	-	-	(100)	-	-
Stocktaker	-	-	-	-	-	-	(7,427)	-	(1,000)
Subscriptions	(20)	0	(20)	(3,643)	(1,539)	(2,104)	(8,041)	(4,000)	(1,539)
Systems, Software & Development	-	-	-	(25)	(25)	-	(18)	-	(25)
Telephones	-	-	-	-	-	-	(748)	-	-
Training	-	-	-	-	-	-	(503)	-	-
Travel	-	-	-	(17)	(17)	-	(133)	-	(17)
Uniforms	-	-	-	-	-	-	(2,574)	-	-
Other	-	-	-	(106)	(106)	0	(1,656)	-	(106)
Operational Costs Subtotal	(1,578)	0	(1,578)	(38,032)	(31,267)	(6,765)	(232,010)	(27,410)	(32,266)
Expenditure Total	(8,241)	(5,419)	(2,822)	(154,430)	(146,183)	(8,247)	(897,129)	(140,823)	(168,860)
Net Surplus/(Deficit)	(8,850)	(5,419)	(3,431)	(82,442)	(67,873)	(14,569)	80,203	(34,156)	(94,350)

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

Budget 2021/22 Process

Author(s): Rob Scully (Director of Finance & Resources)
Dr Tom Flynn (Managing Director)

Purpose: To summarise the process for setting the budget for 2021/22 whilst significant uncertainty exists.

Decisions(s): To consider and approve the approach to budget setting for 2021/22.

1. Context

The budget process for the current financial year has been significantly different to previous years due to the huge level of uncertainty related to Covid-19 and the financial situation of the Union. Whilst 2021/22 is expected to be more like a 'normal' year, there is still a significant amount of uncertainty regarding a potential Covid-19 third wave and associated restrictions.

This paper describes the principles and general approach to setting the budget for 2021/22 in a flexible way in order to minimise risk and maximise our ability to respond to opportunities.

2. Fundamental Budget Principles

In setting a budget in an uncertain environment, it is important that we identify and agree the principles that will guide not just the initial budget setting, but also the budget revisions throughout the year as the position unfolds and we gain more certainty around our financial opportunities (particularly our enterprise activities).

The following have been identified as key principles:

- Prudence – we need to set an initial budget that is based on conservative assumptions. If performance is better than expected this will be much easier to deal with than underperformance.
- Regular Review – we know that our ability to forecast future scenarios has been greatly reduced during the pandemic, and this continues. We will continue to review and revise the budget regularly, as we have in 20/21
- Control – with such uncertainty, decisions may need to be made quickly throughout the year, which is more possible where budgetary control is more centralised. Setting an initial budget will be more 'top down' than usual, with the majority of discussions and decisions taken by the Leadership Group, but more consultative decisions would be made for future iterations as the position becomes clearer

3. Assumptions

The budget must be set based on assumptions, which will be adjusted based on new information as it becomes available. A draft set of assumptions for the initial budget is below:

- Income from venues and retail at 50% of 18/19 levels
- Income from advertising and media sales at 20/21 levels
- Contribution from venues and retail based on 18/19 gross margins, all known fixed costs and variable staffing costs as a prudent percentage of income
- No furlough scheme will be available

- Current non-commercial staffing structure retained for the full year, assume no additional recruitment or vacancy savings
- Staff costs to increase by 2.5% (College assumption)
- Non-staff costs will be rolled forward from 20/21 but reviewed for known changes
- No capital expenditure/investment

4. Timeline

The table below is an indicative timeline for the setting setting and revision throughout the year. It is important that we retain flexibility to respond to significant changes such as national restrictions and therefore this timetable may change throughout the year.

Budget Iteration	Date	Description
Baseline budget	May 2021	A high-level, top-down budget for a reasonable worst case scenario, owned by Leadership. It will feel similar to 20/21 with a priority of survival.
Initial 'Back to Basics' budget	May-July 2021	This budget will respond to the discussion around a new financial model and funding settlement with the College: if additional funding is secured this will be incorporated with additional investment/cost as proposed; if no additional funding is secured the baseline budget will be reviewed and reprioritised to ensure that resources are best allocated to support the 'back to basics' strategy in this context.
Assumptions review (stage 2 budget)	September 2021	In September, we will have much more information around the potential for a third wave/restrictions, as well as what the College plans are for teaching and their expectations for halls occupancy etc. At this stage, we will need to focus on our assumptions for commercial and in-person activities prior to the start of term.
Q1 performance review (stage 3 budget)	November 2021	This review will consider the actual performance of Q1, including the first few weeks of term. It will help validate (or otherwise) the assumptions reviewed at stage 2 and give and inform plans for term 2. The final audited position for 20/21 will also be known at this point.
Q2 performance review (stage 4 budget)	Feb 2022	This review will consider the actual performance of the whole of term 1 and start of term 2. By this time, there should be more certainty around the numbers of students on campus and what they are able to do for the rest of the year.
Year end outturn (stage 5 budget)	May 2022	This review will hopefully be light touch, taking in to account the performance in terms 1 and 2 and forecasting the year end outturn position.

Key Leadership Group meetings identified for discussion and approval upto stage 2 are: 18 May, 25 May, 13 August, 7 September.

5. Indicative Baseline Budget

Under the assumptions an indicative, high level budget has been put together which suggests a breakeven position. Further detailed work will be undertaken before this is proposed for approval.

6. Recommendation

The Finance & Risk Subcommittee is asked to approve this approach and agree to the below timetable for the initial budget:

- 9 June 2021 – F&R review initial budget for recommendation to the Board of Trustees
- 23 June 2021 – Board of Trustees approve the initial budget

**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

Imperial College Union Policy Risk Assessment Policy & Key Principles

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

The purpose of this policy is to enable Imperial College Union to meet its duty of care to students and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of activities, as far as is reasonably practicable. The aim is to protect the health, safety and wellbeing of students, staff, visitors and others affected by our operations.

This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the College has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'.

Imperial College Union must take a proactive approach to managing risk and thereby reduce the likelihood that staff, students and others will be harmed through negligence and lack of foresight or proper planning.

Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for the following:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. Students should report hazards to the Union helpdesk or a member of Union staff.

If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the relevant Union Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.

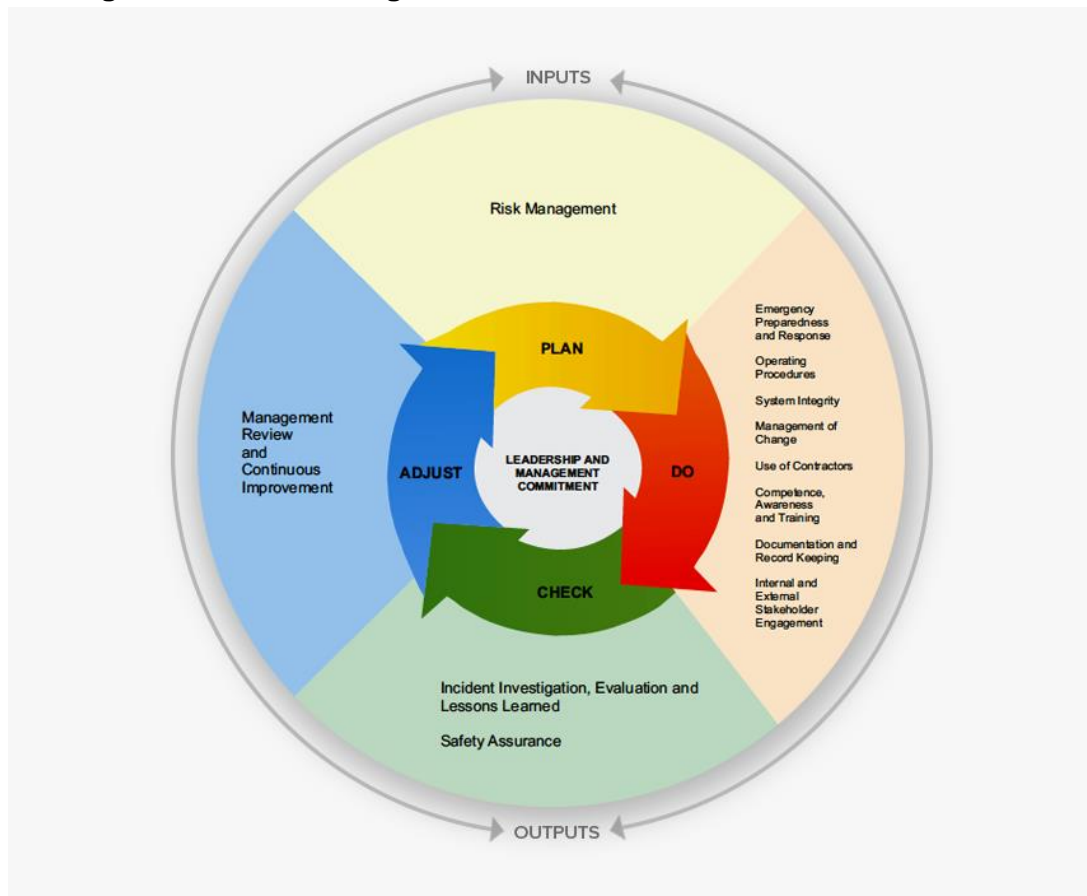
- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Hazard and Risk profiling

Senior Managers will need to keep an up-to-date profile of the hazards and risks for their area of responsibility, which is used to inform the content of the local arrangements to manage these risks. The risk profile is a product of the findings of all the risk assessments carried out to manage the risks from identified hazards. This relationship is shown in the diagram below as part of the Plan, Do, Check, Adjust cycle of safety management.

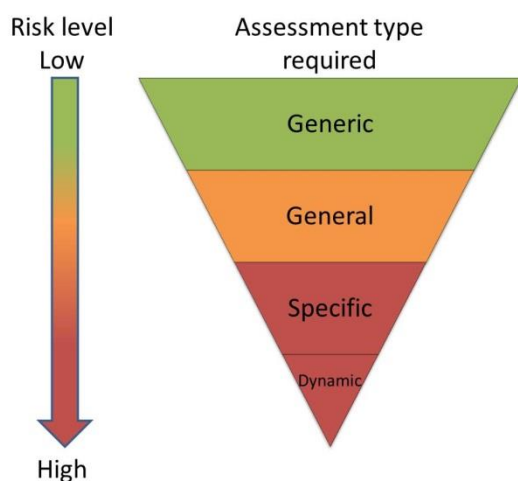
Diagram 1: Risk Profiling



5. Assessment types

An assessment of risk of the appropriate type must be carried out depending upon the nature of the activity and the level of risk, as shown in the diagram below. Only one assessment type is needed for any given activity i.e. specific assessments can be used to satisfy the need for a general one:

Diagram 2: Assessment types



Generic assessment

An assessment of risk undertaken for any work activity, irrespective of scale or complexity, where there are no legislative requirements to assess specific risks.

Specific assessment

For activities where there are legislative requirements for work with specific hazards e.g. COSHH, etc., or the activity is outside the parameters of a generic/general assessment and an aspect of control needs changing, e.g. when scaling up a chemical reaction, attending a conference in a country not covered by the generic assessment.

Dynamic assessment

When circumstances dictate that the risks in a work activity must be addressed immediately and there is a need to work differently from the way identified in the existing assessment of risk. This is particularly applicable in emergency situations and the assessment should be undertaken from a place of safety. The dynamic assessment findings do not have to be recorded immediately but used to update the existing assessment or formalized in a new assessment as necessary. Dynamic assessment must not be used 'on the job' as a substitute for other assessment types.

Justification of the Assessment of Risk

For the avoidance of doubt the assessment findings should state clearly the scope and range of activities included,

6. Identifying hazards

It is a requirement that all hazards are identified and the associated risk of harm determined and controlled from design and procurement, throughout use and disposal. This concept applies equally to all work activity, whether it is designing a new building or to individual tasks. However, the scale and scope of the assessment should be proportionate to the risks involved.

7. Arrangements - Controlling the risk of harm

Imperial College Union has to have appropriate and effective arrangements in place for the effective planning, organisation, control, monitoring and review of identified risks and their control.

These arrangements form the health and safety management system identified in the continuous improvement cycle shown in Diagram 1 above. The four stages of the management cycle are described below.

Plan

Adequate thought at the planning stage of any work e.g. building proposal, funding application etc. will serve as a preliminary assessment of risk and aid the identification of major requirements: e.g. suitable facilities, equipment needed, training etc

Do

As work proceeds the controls and processes identified in the planning stages must be implemented. The assessment of risk for specific activities should be used to devise and define safe ways of working.

Check

Once work commences checks are required to ensure people are working in the way specified, that controls are being used properly and are effective and if not, ensure corrective action is identified.

Adjust

Where the monitoring activity highlights the need for change this should be incorporated by revising the current practice to implement the change.

8. Hierarchy of control measures

The following hierarchy of control is a system for controlling risks in the workplace. The hierarchy of control is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection.

1	Elimination	Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2	Substitution	Replace the material or process with a less hazardous one.
3	Engineering controls	For example, use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use local exhaust ventilation to control risks from chemicals or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect a number of people over individual measures.
4	Administrative Controls	These are about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5	Personal protective clothes and equipment (PPE)	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

9. Recording the assessment findings

Just as there are different types of risk assessment, so there are different ways of recording the findings from an assessment. For the majority of purposes, the Imperial College risk assessment template and associated guidance can be used to record the findings.

Documenting the findings should be functional and concise, with an emphasis on effectiveness rather than paperwork. The focus should be on actually controlling risks rather than implementing the recording system.

Therefore, alternative templates or recording methods, e.g. incorporation into a Standard Operating Procedure, may be used provided they address the same points.

All risk assessments are to be stored in an accessible place.

10. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy;

11. Training

All new members of staff are given an induction into the Imperial College Union's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.

All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

Imperial College Union provides professional training courses for staff, e.g. First Aid at Work. All staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

Line Managers and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff.

Risk assessments should be used to identify further staff training needs to enable them to work safely.

Imperial College Union Policy Safeguarding Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

Imperial College Union is committed to providing a safe and secure environment for all members and visitors but in particular for children and vulnerable adults including those with mental health difficulties.

This policy sets out arrangements for securing the safety and wellbeing of children and vulnerable adults on Union premises or who engage in activities that are controlled by the Union. It sets out the steps that the Union will take to ensure that concerns about a child's or vulnerable adult's wellbeing or risk of harm or abuse to them arising from activities connected with the College can be addressed quickly and appropriately.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work

and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for the following:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.

- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

ICU expects all its staff and members to act in an exemplary manner towards children and vulnerable adults and to ensure that their behaviour does not lead to concerns about their integrity and moral standing or to allegations of harm or abuse.

The following guidance is not intended to present an exhaustive list but sets out general expectations of behaviour in terms of what ICU would regard as appropriate behaviour:

- Treat children and vulnerable adults fairly, equally and respectfully and should not show favouritism or disfavour;
- Be sensitive to the child or vulnerable adult's appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behaviour from others;
- Report allegations or suspicions of harm or abuse of children or vulnerable adults;
- Work, where possible, in an open environment with children and vulnerable adults so that others can clearly observe and hear you;
- Be aware that physical contact and speaking, acting or jesting in certain ways with a child or vulnerable adult may be misinterpreted;
- Avoid physical contact with a child or vulnerable adult unless it is reasonably necessary for health and safety or their wellbeing;
- Respect the right to privacy of a child or vulnerable adult and do not enter any private room occupied by of a child or vulnerable adult alone unless necessitated by an emergency;
- Avoid unaccompanied journeys in a vehicle with a child or vulnerable adult.

All staff are required to notify the Managing Director if they are the subject of an investigation by the police or other safeguarding agency into an allegation of abuse of a child or vulnerable adult. Disciplinary action may be taken against staff failing to disclose this information.

All staff are required to notify the Managing Director if they receive a police caution or conviction for a criminal offence. Disciplinary action may be taken against staff failing to disclose this information.

Members of staff with responsibility for activities at ICU or run by ICU which involve children or vulnerable adults must ensure that they conduct a risk assessment of the activities involved and take appropriate steps to protect the welfare of the children or vulnerable adults involved.

Members of staff with responsibility for activities at ICU or run by ICU which involve children or vulnerable adults must ensure that appropriate training, information and support is provided and available to members of ICU clubs and societies. All clubs and societies delivering activities with children or vulnerable adults must complete safeguarding training.

Members of staff with responsibility for activities at ICU or run by ICU which involve children or vulnerable adults must confirm with the Head of Student Experience that ICU has appropriate insurances in place to indemnify the proposed activity.

It is a criminal offence for any person in a position of trust to engage in sexual activity with someone who is subject to this trust and is under the age of 18 years. ICU would also consider this to be a disciplinary issue.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Arrangements

The Union has specific legal responsibilities to ensure that children and vulnerable adults are safeguarded against the risk of harm and abuse.

The Union recognises that abuse or harm or the risk of abuse or harm to a child or vulnerable adult may take many different forms and that individuals may have different perceptions of what constitutes harm or abuse. The Union regards harm or abuse as including any physical, sexual or emotional abuse or neglect, bullying, harassment or intimidation.

It is not the responsibility of the Union to investigate harm or abuse. However, it has a duty of care to act if there is cause for concern, to protect the welfare of children and vulnerable adults, and to notify the appropriate agencies about any concerns so that they can investigate.

Recruitment and Employment of Staff

It is illegal for an organisation to knowingly allow a person barred by the Disclosure and Barring Service (DBS) to work in regulated activity. The Union will therefore:

- Require applicants for employment to declare any unspent criminal convictions on application forms for employment.
- Require persons appointed to regulated or controlled posts to undertake standard or enhanced DBS checks or, if they are from overseas, will seek a 'Certificate of Good Character' from their country of origin.
- Exercise its legal right to require existing employees occupying regulated posts or undertaking regulated work to reveal their full criminal history, including any spent convictions and/or undertake standard or enhanced DBS checks. ICU may exercise this right as an annual requirement for certain roles.

The Union recognises the need to take a proportionate approach to personal and DBS disclosures and will treat all such information in the strictest confidence. The Union will not discriminate unfairly on the basis of such information.

Interview panels will ensure that a fair and measured discussion of any offences takes place either at the interview or is subsequently arranged. Guidance on the conduct of this discussion should be sought from the Managing Director. Guidance should also be sought from College HR prior to any offer of employment being made.

If a subsequent DBS check shows a conviction or caution or contains other information in relation to a potential or existing employee then the relevant line manager, senior manager and the Managing Director will decide whether this is sufficiently serious to constitute an impediment to their employment by the Union.

In making such a decision the Union will take account of factors such as the nature of the conviction or information, time elapsed and whether this indicates a pattern of behaviour that may place children or vulnerable adults at risk. The line manager will retain a confidential written record of this decision.

If the relevant line manager, senior manager and the Managing Director conclude that a DBS check includes convictions or other information that indicates that children or vulnerable adults might be put at risk, the Union Safeguarding Panel will be convened. This will meet with the individual concerned, reach a conclusion on the evidence and will recommend a course of action.

The Union safeguarding panel will consist of; The Managing Director, a Senior Manager, The Deputy President Welfare and an appointed external trustee.

If the Union dismisses or removes someone from regulated activity (or would have done had they not already left its employment) because they have abused or harmed children or vulnerable adults then the Union has a legal responsibility to report the person concerned to the DBS. This responsibility will normally be undertaken by the relevant line manager in consultation with the Managing Director.

Reporting Suspicions, Allegations Or Actual Incidents

The welfare of a child or vulnerable adult must be paramount. Members of staff have a duty to report suspicions, allegations or actual incidents, regardless of whether the information has been disclosed in confidence to them or if they remain unsure of their suspicions. Staff who fail to discharge this responsibility may be liable to disciplinary action.

Staff must not attempt to deal with a suspicion, allegation or actual incident themselves but must report it through the channels outlined below. All suspicions and allegations will be taken seriously and will be responded to swiftly and appropriately.

As far as possible, the confidentiality of all individuals involved in any allegation, investigation or resulting disciplinary proceedings will be respected by the Union. However, there may be circumstances in which it is necessary for the Union to share information with parties such as social services, the police and the parents, guardians or carers of the child or vulnerable adult concerned.

Information may also need to be disclosed if there is a public interest imperative. The Union cannot therefore guarantee that the confidentiality of any disclosures can be maintained in all circumstances.

In the event of any suspicion, allegation or apparent abuse committed by a member of Union staff, the matter should be reported to the most Senior Member of staff on duty at that time. Outside normal working hours, reports should be made referring to Union emergency reporting procedure.

On being notified of any suspicion, allegation or apparent abuse involving Union staff, the Managing Director (or their alternate) shall:

- Take such steps they consider necessary to ensure the safety of the child or vulnerable adult in question and any other child or vulnerable adult who might be at risk;
- Liaise with the person who reported the original concern and ensure that a report of the incident(s) is completed;
- Consult with the relevant line manager if deemed appropriate or advice is required;
- Report the matter to the local social services;
- Notify the College Director of Student Services or, in their absence, their designated alternate.

If the Managing Director is the subject of the suspicion, allegation or the claim of apparent abuse then this must be reported to the Chair of the Finance and Risk Committee.

Any notification of suspicion, allegation or evidence of abuse or harm may result in the Managing Director or their nominee taking the decision to suspend the member of staff concerned under the ICU/College "Disciplinary Procedure" whilst investigations proceed. Suspension in this context is not a disciplinary measure and implies no assumption of guilt.

The Union may refer a member of staff to the relevant professional body if there are concerns over their suitability to practice and/or remain on the professional register or equivalent. The Managing Director will normally make this referral on behalf of the Union.

Staff with concerns about a child or a vulnerable adult with whom they come into contact with on an external visit should follow the procedure in place at the organisation they are visiting. If, for whatever reasons, the member of staff feels that this is inappropriate then they must refer their concerns to their line manager who will contact the appropriate agency.

There may be instances when a member of staff receives information in the course of their normal duties about allegations of abuse towards a child or vulnerable adult that are unconnected with the activities of the Union or the use of its premises. In such instances, staff must exercise a duty of care and should either encourage the informant to report the matter to the appropriate agencies or, if they remain concerned, make a report themselves.

If, for whatever reasons, a member of staff in receipt of an allegation feels that it is inappropriate for them to make the report then they must refer their concerns to their line manager who will contact the appropriate agency.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy;

6. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Staff Training

All Union employees are required to undertake essential training related to their role as part of their induction.

All supervisors and line managers will be provided with additional training to undertake their role effectively.

Student Volunteers

Student volunteers will be provided with relevant health and safety training to ensure their activity is safe and that they are aware of their responsibility with regards to safeguarding.

Imperial College Union Policy Slips, Trips & Falls Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

Imperial College Union commits to reviewing this policy at least every 3 years, or as and when necessary, with approval for the policy to take place at the Board of Trustees.

2. Introduction

The Health and Safety at Work Act (1974) requires employers to evaluate and control risks, to which employees and others may be exposed. This includes potential risks from hazards present in the physical environment that may cause a person to slip, trip or fall.

This policy will outline how that requirement is met and managed within Imperial College Union.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Union.

Departmental Heads and Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (IOSH, NEBOSH) to ensure areas/ teams are managed safely.

Departmental Heads and Line Managers are responsible for:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.

- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Union's Disciplinary Procedure.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance

oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Arrangements

Assessing the slip resistance of flooring

When specifying new flooring the Union will follow the relevant College guidance and information contained in CIRIA publication 'Safer surfaces to walk on'.

Housekeeping

The following actions will be undertaken to help prevent falls due to slips and trips:

- cleaning all spills immediately
- marking spills and wet areas with Union signage
- mopping or sweeping debris from floors
- removing obstacles from walkways and always keeping walkways free of clutter
- securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat
- always closing file cabinet or storage drawers
- covering cables that cross walkways
- keeping working areas and walkways well lit
- replacing used light bulbs and faulty switches

Flooring

The Union will ensure appropriate risk assessments will be undertaken for flooring. The Union will communicate to users appropriate controls to reduce the risk of hazards related to flooring use.

If necessary, the Union will undertake the following action in conjunction with the College to reduce the risk of flooring use:

- Changing or modifying walking surfaces.
- Recoating or replacing floors.
- Provide information related on appropriate footwear for activities in certain spaces overseen by the Union.
- Provide information to individuals to reduce their risk of tripping in certain spaces overseen by the Union..

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy;

6. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all

Union staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Staff Training

All Union employees are required to undertake essential training related to their role as part of their induction.

All supervisors and line managers will be provided with additional training to undertake their role effectively.

Building Safety Inductions

All persons entering Union space are given access to basic safety information which will be available from the Union Helpdesk and in Union spaces.

Student Volunteers

Student volunteers will be provided with relevant health and safety training to ensure their activity is safe and that they are aware of their responsibility with regards to slips, trips and floors.

Imperial College Union Policy Workplace Temperature Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

The purpose of this policy is to ensure that ICU adheres to the [Workplace \(Health, Safety and Welfare\) Regulations](#) 1992. The regulations state employers must maintain a reasonable temperature for its employees, but it does not specify a maximum temperature.

Minimum Temperatures

The Union adopts the minimum safe working temperatures recommended by the Health and Safety Executive (HSE) of 13°C for a workplace where there is physical activity and 16°C for a sedentary workplace.

Maximum Temperatures

Despite the difficulties associated with hot working environments, there is no legal maximum safe working temperature. The only requirement is that workplace temperatures in buildings should be reasonable. This condition appears in the Workplace Regulations 1992.

In the absence of a legal ruling, the Union adopts the Trades Union Congress (TUC) recommended maximum safe working temperatures. These are 27°C for manual workers, and 30°C for sedentary workers.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for the following:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. Students should report hazards to the Union helpdesk or a member of Union staff.

If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the relevant Union Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.

- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Arrangements

Controlling High Temperatures

In workspaces, the Union will aim to keep the maximum temperature below 30°C. This will be done through the following measures.

- Suitable ventilation and shades. Suitable ventilation can take the form of air conditioning, open windows and fans. Air conditioning will be regularly serviced and maintained.
- A sensible dress code.
- Regular breaks for cooling drinks.
- If applicable, management arranges for workers to rotate to jobs whenever possible.

Controlling Low Temperatures

In an office or shop, the Union will maintain the minimum safe working temperature by using heaters.

For outdoor manual workers, the Union will supply adequate warm clothing. Manual workers should also have frequent hot drinks.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy.

6. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all Union staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Staff Training

All Union employees are required to undertake essential training related to their role as part of their induction.

All supervisors and line managers will be provided with additional training to undertake their role effectively.

Building Safety Inductions

All persons entering Union space are given access to basic safety information which will be available from the Union Helpdesk and in Union spaces.

Safety induction

Building safety inductions are needed for all Union staff, so that they have access to basic safety information and are provided with an overview of the Union's arrangements for workplace temperature.

Imperial College Union Policy Control of Substances Hazardous to Health Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

COSHH stands for 'Control of Substances Hazardous to Health' and under the Control of Substances Hazardous to Health Regulations 2002, employers need to either prevent or reduce their workers' exposure to substances that are hazardous to their health.

Chemicals are used throughout the Union, all chemicals must be handled with care. Some cause immediate problems such as burns to the skin, others long term injuries due to inhalation, skin absorption or ingestion.

Only chemicals that have been agreed with the relevant manager and College health & safety advice must be sought prior to any use. This ensures a limited number of chemicals and that are also the lowest risk.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for the following:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.

- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. Students should report hazards to the Union helpdesk or a member of Union staff.

If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the relevant Union Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.

- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Arrangements

Risk Assessment

A risk assessment must be completed before any use of hazardous chemicals.

Standard Operating Procedures

A standard operating procedure for regular use of hazardous chemicals should be completed and signed off by the relevant Union and College authority. Staff and students must have read and subsequently follow procedure before any authorised use of hazardous substances.

Storage

All hazardous substances must be kept in secure storage. Access to the storage will be restricted to those who have completed relevant training. The Union will keep a record of all storage locations and authorised people.

Personal Protective Equipment (PPE)

The following (PPE) should be provided for use with hazardous chemicals

- Gloves/Gauntlets - are long gloves which protect arms when cleaning ovens or submerging arms in water for a long period of time, the standard required is EN374.
- Goggles - to protect eyes from chemical splashes or aerosols, standard EN166.
- Face mask - to protect the face and breathe from chemical splashes or aerosols, standard EN143.
- The correct Rubber apron EN467.
- Safety shoes - fully enclosed safety shoes are required as detailed in the COSHH assessment/risk assessment (hazardous chemicals).

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;

- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy;

6. Training

Health and safety legislation require employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all Union staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Staff Training

All Union employees are required to undertake essential training related to their role as part of their induction this will include relevant training related to the safe handling of hazardous substances.

COSHH Training should be completed with all users of hazardous chemicals on a 6-monthly basis.

Student Volunteers

Student volunteers will be provided with relevant health and safety training to ensure their activity is safe and that they are aware of their responsibility with the use and storage of any hazardous substances.

Building Safety Inductions

All persons entering Union space are given access to basic safety information which will be available from the Union Helpdesk and in Union spaces.

Imperial College Union Policy Body Spillage Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

This policy describes good practice for clearing up body fluids – vomit, faeces and blood. It covers the key points that must be followed to help reduce exposure to an acceptable level.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (CIEH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for the following:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. Students should report hazards to the Union helpdesk or a member of Union staff.

If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the relevant Union Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Arrangements

Equipment and Procedures

The Union will store equipment in an appropriate location. The Union will provide the following control equipment:

- Provide dedicated cleaning equipment.
- Chlorine-releasing disinfectant is suitable, e.g. hypochlorite solution.
- Provide closable containers and bags, labelled 'Clinical waste'.
- Provide buckets with disinfectant and long-handled brushes for personal decontamination at the exit point.

The following control procedures are to be followed:

- Ensure a good standard of general ventilation.
- Scrape up residues into a closable container, for safe disposal.
- Bag up contaminated material that needs laundry or disposal, e.g. clothing.
- Wash surfaces clean with detergent before disinfecting.
- Heavily fouled soft furnishings may need bagging for disposal as clinical waste.

First aid

The Union will provide and maintain a suitable quality of First Aid equipment. The equipment should include the following in order to sufficiently respond to body spillages:

- Sterile wipes and clean water to cleanse wounds.
- Sterile adhesive waterproof dressings.

Personal protective equipment (PPE)

The Union will undertake risk assessments for its services and if required will provide personal protective equipment. When handling the cleaning of body spillages, the following protective equipment should be provided:

- Eye protection – a full-face visor.
- Disposable coveralls with a hood.
- Disposable plastic apron.
- Waterproof disposable overshoes.
- Provide waterproof, abrasion-resistant gloves, e.g. nitrile.
- Ensure that all cuts and abrasions are covered with a waterproof dressing before work begins.

Cleaning and housekeeping

The process for cleaning any spillage should involve the following

- Assume that everything that might be contacted by body fluids is contaminated.
- Clean and disinfect the area after the task.
- Use the 'buddy' system to decontaminate PPE and work clothing – minimise the spread of contamination.
- Change out of work clothing before exiting the area.
- Provide bags labelled 'Clinical waste – Biohazard' for all contaminated PPE.
- Disinfect or sterilise reusable work equipment.
- Ensure that waste from the cleaning of body fluids is disposed of safely according to local rules and regulations.
- Ensure that you undertake personal decontamination and skin care by thoroughly washing after the task.

Health surveillance

Following the cleaning process steps should be taken to monitor any negative impact to staff who undertook the task. This should include:

- Conduct skin checks for dermatitis.
- Keep good records of gastric upsets – monitor that personal hygiene is adequate.
- Where appropriate, make available effective vaccines for those workers at risk of repeated exposure to body fluids.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy;

6. Training

Health and safety legislation require employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all Union staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Staff Training

All Union employees are required to undertake essential training related to their role as part of their induction.

All supervisors and line managers will be provided with additional training to undertake their role effectively.

Building Safety Inductions

All persons entering Union space are given access to basic safety information which will be available from the Union Helpdesk and in Union spaces.

Student Volunteers

Student volunteers will be provided with relevant health and safety training to ensure their activity is safe and that they are aware of their responsibility with regards to body spillage.

Imperial College Union Policy Noise Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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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. Introduction

Exposure to loud noise can cause permanent damage to your hearing. It may be temporary but it can often be permanent. It can take the form of hearing loss but can also result in sensations of permanent noise or ringing in the ears, known as 'tinnitus', which can prove even more distressing.

Employers have a legal duty to reduce the risk of hearing damage to their employees and there are actions which must be taken if noise exceeds certain defined limits.

What Are These Limits?

They are based around the concept of 'Action Levels' - the level at which action must be taken to reduce the harmful effects to those who would be exposed to the noise.

The first action level is set at 85dB (decibels) averaged over an 8-hour day. At this level, an employer must provide information and training to employees on the health implications associated with noise. They must also make hearing protection equipment available.

The second action level is set at 90dB. Above this level, an employer must do all that is reasonably practicable to reduce noise levels, using whatever control measures are available. Until effective controls can be implemented, use of hearing protection is mandatory. Each affected area must be declared a mandatory noise zone with appropriate Safety Signs put up and there must be regular health surveillance.

An example of this is:

- A normal conversation can register between 50dB and 60dB
- A busy high street might register between 78dB and 85dB
- A chainsaw can register between 115dB and 120dB

Noise Risk Assessment

The first step is to carry out a noise Risk Assessment if there is reason to believe that noise may exceed the first action level. A rough indication of when this level has been reached is when people have difficulty conducting a conversation at a range of about 2 metres apart. All findings must be properly documented, including the actual exposure calculations where they exceed the first action level. Then an action plan must be produced and the information made available to those who could be exposed to the risks.

Noise Protection

Once the noise level exceeds the first action level, an employer must provide hearing protection if an employee requests it. Should the noise exceed the second level, then an employer has to provide hearing protection whether or not it has been requested. They must also do all that is reasonably practical to ensure that employees use it properly and if employees refuse to comply, disciplinary action can be taken.

Various types of hearing protection are available, depending on the environment in which the noise is occurring. However, some basic requirements must be met namely:

- It must be at least effective enough to reduce noise exposure below the second action level
- It must be compatible with any other kind of personal protection which may be in use
- It must be suitable for the circumstances and environment in which it is going to be used

How Dangerous Can Noise be?

Apart from the risk of hearing damage, whether temporary or permanent, there are other risks associated with excess noise in the workplace. It interferes with communication in general and makes it more difficult to hear warning signals and alarms. Noise can also be a distraction, particularly sudden loud sounds which can startle people who are working around potentially dangerous machinery. Moreover, noise is often cited in stress complaints.

Prevention First

It is important to emphasise that Personal Protection Equipment (PPE) should only ever be considered as a last resort. Firstly, employers should seek to eliminate or reduce the intensity of the noise by engineering measures and/or reduce the amount of time that employees are exposed to it. Noise can present a real hazard in the workplace and its effects may take some time to become evident, but when they do, it is often too late to do anything about it.

As an important health and safety issue, noise is a prime example of 'Prevention being better than Cure'.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Students' Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (IOSH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Union's Disciplinary Procedure.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Students' Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.

- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Arrangements

Bars & Venues

Our venues and bars are clearly the areas where noise checks are most required. Whenever we have music playing in our venues and bars, the bar manager (or staff member responsible) should check the noise levels on a regular basis, which will be dictated by the risk assessment for the space. The relevant staff member should at all times be able to access a master control for the volume and should turn the control down to ensure high levels of volume are not sustained for extended periods of time. All staff working in our bars & venues should always be able to access free hearing protection.

Clubs, Societies & Projects

Where some of our CSPs may be in charge of high volume music that is likely to surpass the first action level, the relevant responsible person (either the President of the society, or whoever is responsible for the event) should be trained as stated by this policy. They should provide a risk assessment which includes the relevant information as stated earlier in this policy. The person responsible should always be able to access a master control for the volume, if a relevant member of Union staff who has been appropriately trained asks for the CSP to turn down the volume due to valid concerns, then the CSP must either ensure the staff member has access to the master control or turn down the volume as requested by the staff member. The society are also responsible for ensuring all students working the event, always have access to free hearing protection.

General Arrangements

At any time where either staff, or students, will be exposed to volumes above the first action level, the relevant member of staff in charge of the space, has provided a risk assessment and provides free hearing protection as required.

5. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy.

6. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Training enables staff to acquire the skills and knowledge that, with experience, make them competent in the health and safety aspects of their work. The College has a general duty to provide information, instruction and training and to provide a safe place of work under Section 2 of the Health and Safety at Work Act 1974.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 also specifies a duty to ensure adequate health and safety training on recruitment, on being exposed to new risks because of a change of responsibilities, or because of the introduction of new equipment, new technology or changed systems of work.

The quality of the sessions is maintained through the use of in-house expertise and the use of outside consultants where appropriate. Certain courses lead to nationally recognised certification, for example, on successful completion of the National Examination Board in Occupational Safety and Health Certificate.

Courses in the programme can also be tailored to meet the requirements of individual departments. Some courses are repeated throughout the year to enable as many people as possible to take part. External participants are welcomed on most courses; fees are indicated in the programme.

7. Safety induction

Building safety inductions are needed for all persons entering College premises, so that they have access to basic safety information

Imperial College Union Policy Portable Electrical Appliance Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

Portable electrical appliances must be regularly inspected and tested by competent persons to ensure that they can continue to be used safely.

The planned inspection and testing will include:

- Visual Inspection for signs of damage or deterioration; and
- Electrical tests, i.e.
 - an earth continuity test; and
 - relevant Insulation tests.

The test results will be recorded to allow for future comparison, for written identification of defects to be remedied and to provide information for an assessment of risk.

Where the College allows staff to use their own appliances, e.g. mobile phone chargers, radios, they must be included in the inspection and testing arrangements. If they are found to

fail in any way, they must be removed from the premises and repaired at the owner's expense. The use of personal electric heaters is not permitted.

3. Responsibilities

Board of Trustees

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Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

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In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Definitions

A Portable Electrical Appliance is any electrical equipment capable of being carried and, in general, connected to the mains supply by a flexible lead and a plug. The definition includes appliances with their own power sources, e.g. "intrinsically safe" equipment used in potentially explosive environments and equipment designed to operate at 110 volts. The definition does not include equipment that is "hard" wired, e.g., heavy equipment supplied by a fixed, armoured, power cables, which is tested using other regimes.

Class I appliances rely on earthing of the conductive case and one layer of insulation covering its live internal parts for protection against electric shock.

Class II appliances are "double insulated", ie they rely on two layers of insulation between live internal parts and the user for protection against electric shock.

Competent Person is a person who is employed or contracted by the College who has received suitable and sufficient training in Portable Electrical Appliance Inspection and Testing (see Section Training)

5. Schedule of Inspection and Testing

Visual Inspection

Since over 80% of electrical faults are discovered by visual inspection, this is the most important element of Inspection and Testing.

The following schedule is recommended.

Component Common Fault

Plug

Common Faults: Cracked casing, bent pins, Incorrectly rated fuse; Incorrectly connected wires; Loose connections; Loose cable clamp

Mains Lead

Cuts, fraying, brittle Kinked, coiled Taped joints; Overloaded (overheated); Male connector (if fitted), non-standard (IEC 320, BS4491, CEE22); Not secured by grommet/clamp on appliance

Appliance

Damage/faulty operation of off/on switch; Damage to casing Loose parts; Missing screws; Evidence of overheating; Evidence of moisture; Missing double insulation mark on insulating casing (where appropriate); Accessible fuse holders: damage or removal of carrier permits live part to be touched; Exposed output connections have marked voltage rating >50V

Electrical Testing

A commercially available **Portable Appliance Tester (PAT)** is required for electrical testing of robust appliances. Some PATs have a facility for testing 110 V equipment. A PAT **must not be used** on sensitive electronic equipment such as computers, as permanent damage may be caused by the high-test voltages and currents.

The following schedule is recommended, carried out in the order as written:

Class I Appliances Earth Continuity / Bonding Test

This test is for checking the earth lead continuity and earth connection (or bonding) to the metal casing of an appliance. A voltage is established between the appliance's mains supply earth pin and its case. There are usually two tests available: (I) 4 A / 300 mW for light duty supply cables (up to 6 A); and (II) 25 A / 300 mW for heavy duty supply cables. The resistance between the earthed case and the earth pin on the mains plug must not be more than 300mW.

Insulation test

This test checks the integrity of the appliance's insulation. For Class 1 appliances the test voltage is applied between the appliance's mains supply plug P (phase) and N (neutral) pins connected together, and the E (earth) pin which is held at earth potential. The insulation resistance must withstand a high voltage (500V dc / 2 MW) for five seconds.

Earth Leakage test

This test shows the level of leakage current in the appliance by monitoring the difference in currents flowing in the phase and neutral connections; any difference must be flowing to earth. This provides a useful way of predicting approach of appliance breakdown since the level of leakage current is a guide to the condition of insulation. Since many appliances are designed with earth leakage, this test is not mandatory; faults are indicated in the Insulation Test described above.

Flash test

This test shows the response of the insulation to ac voltage (indicating problems due to excessive capacitive current) and gives an early warning of insulation problems. There is normally a choice of two flash tests; low and high voltage. Since the high voltage test may stress the insulation and cause degradation, it is recommended that the low voltage flash test only is used.

Operation VA test (optional)

This test indicates that the appliance is in good working order and not drawing excessive current.

Class II Appliances

Test as for Class I Appliances, except with the omission of the Earth Continuity / Bonding Test.

Sensitive Electronic Equipment

Earth Continuity / Bonding Test ONLY.

Do NOT use a PAT device.

Using a multimeter able to read to 300mW, the resistance between the earth pin and exposed metal (not signal sockets) should be less than 300mW.

Three phase equipment

The inspection and testing of three phase equipment is a specialist task which must be carried out by a member of staff qualified under 'Part P' or under a service contract.

6. Frequency of Inspection and Testing

There is no statutory frequency of inspection and testing. The frequency should reflect the risk of the appliance causing damage or injury. This increases with amount of appliance use and the harshness of its working environment. The following is recommended as a minimum standard:

Visual Inspection

On initial use and after moving the appliance and regularly during its lifetime.

Visual Inspection and Portable Appliance Testing

Risk level examples of when to check

High risk - Heavy use / Outside use, e.g. tools and equipment used outside or in a way such that their power leads may be subject to mechanical damage or will get wet – **every 6 months**

Medium risk - frequently moved and used (used inside in dry, benign environments), e.g. hand held appliances, kettles, laboratory stirrers, heating mantles - **every 12 months**

Low risk - infrequently moved but regularly used, e.g. desk lamps analytical instruments, vacuum pumps, heaters - **every 24 months**

Very low risk - stationary equipment, normally double insulated, power leads have no likelihood of stress, mechanical damage (e.g. personal computers, power leads only every 5 years)

7. Recording of Inspection and Testing Results

When new electrical appliances are purchased it is a good idea to label them with a date of purchase. No PAT test is required initially but the date of the first PAT test, based on risk, can be easily determined from reading the label.

A dated test label indicating PASS or FAIL and its identification (eg inventory number) must be affixed to the appliance (and to the plug, if the lead is detachable).

The inspection and test results must be kept in written form: on record cards, sheets or in a book. Computers may aid record keeping.

The Clerk of Works should keep the results centrally, as the Enforcing Authorities (eg the Health and Safety Executive) may wish to inspect them.

8. Monitoring of Inspection and Testing Results

Results should be recorded centrally, i.e.

- number of appliances tested; and
- test result (pass or fail),

This will provide important information on the number and condition of appliances held.

9. Remedial Action

If inspection and testing show the appliance is faulty, it is **unsafe** and it **must be taken out of service until remedial action is taken**.

Unless remedial action is immediate a “DO NOT USE” label must be attached to the appliance and plug.

10. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy.

11. Training

Inspection and Testing must be carried out by Competent Persons i.e. a member of staff who has received suitable and sufficient training.

The decision as to whether an individual is competent to undertake a particular task is left to the Clerk of Works. It is necessary to weigh up the job's skill content against the individual's attributes, taking into account his or her:

- electrical knowledge;
- electrical experience;
- understanding of the system/equipment to be worked on;
- understanding of the hazards which could arise; and
- the ability to recognise at any time whether it is safe to continue to work.

Both formal theoretical training and practical “on the job” training, using the test equipment, are normally necessary. The former can be arranged with a training provider.

Imperial College Union Policy Pyrotechnics Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

Many shows and events can be enhanced through the use of pyrotechnics (sometimes called indoor fireworks), providing a “wow” factor at the right moment, or that powerful sound of gunshots during a stage drama. Pyrotechnic stage displays are primarily used to enhance a particular scene, song, or announcement, or to draw the audience’s attention to or from a part of the stage.

The Health and Safety Executive (HSE) states that there are limits to the amount of pyrotechnics that can be stored at one time without the requirement of a license. This table can be found [here](#). Storage of pyrotechnics should be kept in their original packaging due to their compliance with the United Nations standards.

Hazards caused by pyrotechnics:

- premature firing due to mobile phone or other types of electromagnetic transmitting equipment, eg radios;
- premature firing caused by extreme weather such as electrical storms;

- flash or radiated heat;
- high noise levels;
- blast effects – this effect can be worsened in water or in confined spaces;
- projectiles and other debris;
- unplanned spread of fire;
- release of toxic by-products;
- clearing of misfires;
- unstable equipment or substances caused by unsuitable transportation, storage and handling;
- flash-over from high-tension electrical lines caused by airborne ionised particles following the firing.

In the event of accidental or unauthorised firing, the following must be followed:

- Stage 1 – Ensure everyone (including yourself) has moved away (to a minimum of 5m)
- Stage 2 – Leave it alone
 - Pyrotechnics are self-sustaining and cannot be extinguished. Any attempts to extinguish a pyrotechnic puts a person close to it in significant danger
 - You may not know what the pyrotechnic will do next, for example it may explode
- Stage 3 – Let it burn out
 - Let the pyrotechnic burn to completion. Only then should you deal with it.
- Stage 4 – Dealing with the used pyrotechnic
 - Only now should you attempt to contain it
 - Be careful as the pyrotechnic is likely to still be hot and burning internally
 - Use suitable PPE to place the spent case into a bucket of water

Safely disposing of damaged or unused pyrotechnics should be done in line with the Guidance for the Safe Management of the Disposal of Explosives (CBI publication) which can be found [here](#).

Pyrotechnics Risk Assessment

Before any pyrotechnics are to be used or setup, a Risk Assessment should be carried out to ensure safe practice and use. The risk assessment should ensure the following is covered:

- risk management – ensuring risks are minimised, or removed entirely, where possible;
- communication – including a briefing to all staff/ students involved, and the process for communicating issues or problems arising during usage;
- materials – ensuring appropriate procurement, safe transportation and adherence to specific legislation on handling pyrotechnics;
- cueing – a detailed, clear and unambiguous system for cueing an effect, ensuring the pyrotechnician has clear line of sight to the pyrotechnics before firing;
- rehearsal and execution – how the pyrotechnics should be safely rehearsed and managed;
- emergency procedures;
- misfires;
- appropriate disposal of unused, damaged, or spent pyrotechnics;
- other control measures, as necessary.

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work

and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

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- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
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- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.

- The Health and Safety induction of new staff, volunteers and students and ensuring that information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Union's Disciplinary Procedure.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

- To maintain and review the measures necessary to ensure the Health and Safety of Union employees, students and others engaged in legitimate activities on its premises.
- To set and review H&S performance and objectives to improve H&S management and maintain a positive H&S culture.
- To monitor the management processes employed within the Students' Union to mitigate risk, notably the implementation and annual review of risk assessments.
- To monitor and review H&S related incidents, implement investigations and complete corrective action (where appropriate and necessary) in a timely manner not to exceed 6 months.
- To monitor and review the H&S audit and inspection process, both internal and external, and implement recommendations where appropriate.
- To monitor and review the adequacy and implementation of H&S related training, awareness and competency standards.
- To enable complaints and reports from employees to be investigated, remedial action to be implemented, and response provided.
- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance

oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

4. Definitions

Pyrotechnic(s) are articles containing explosive substances or an explosive mixture of substances designed to produce heat, light, sound, gas or smoke or a combination of such effects through self-sustained exothermic chemical reactions.

Pyrotechnic Substance means an explosive substance of a kind designed to produce an effect by heat, light, sound, gas or smoke, or a combination of any of these, as a result of non-detonative, self-sustaining, exothermic chemical reactions.

Competent Person is a person who has received suitable and sufficient training and experience in the safe setup and use of pyrotechnics.

5. Arrangements

All events or activities where pyrotechnics will be setup or used, should be accompanied by an appropriate risk assessment (as detailed above), and must be authorised by the Leadership Team Lead to ensure people involved are Competent Persons, and the usage and setup is in line with HSE guidance.

Where firing of pyrotechnics is likely to cause an external disturbance (i.e. causing smoke to appear outside of the building), the College Security team should be given appropriate notice beforehand to ensure safe handling if an issue is reported.

If the setup or usage of pyrotechnics is deemed to be unsafe by either a Competent Person, the Leadership Team Lead, or other trained professional (i.e. Security Team), then the use must cease immediately and shall only be allowed to resume if deemed appropriate again.

6. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy.

7. Training

All setup or firing of pyrotechnics should be carried out by Competent Persons i.e. a member of staff or student who has received suitable and sufficient training.

The decision as to whether an individual is competent to undertake the setup and firing of pyrotechnics is left to the Leadership Team Lead. It is necessary to weigh up the job's skill content against the individual's attributes, taking into account their:

- theoretical training;
- relevant experience;

- understanding of the risks and hazards which could arise;
- understanding of the work being undertaken;
- the ability to recognise at any time whether it is safe to continue to work.

Both formal theoretical training and practical experience and normally necessary. The former can be arranged with a training provider.

8. Safety induction

Building safety inductions are needed for all persons entering College premises, so that they have access to basic safety information

Imperial College Union Policy Working in Confined Spaces Policy

Audience: All Staff
Owner(s): Leadership Group
Created Date: April 2021
Review Date: April 2024
Date Approved:
Approving body:

1. Policy statement

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.

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.

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.

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.

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.

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. Introduction

A confined space is one which is both enclosed, or largely enclosed, and which also has a reasonably foreseeable risk to workers of fire, explosion, loss of consciousness, asphyxiation or drowning.

It may be small and restrictive for the worker or it could be far larger such as a grain storage silo with hundreds of cubic metre capacity.

What are the hazards?

Working in a confined space is dangerous because of the risks from noxious fumes, reduced oxygen levels, or a risk of fire. Other dangers may include flooding/drowning or asphyxiation from some other source such as dust, grain or other contaminant.

What do I have to do?

Wherever possible, you should avoid carrying out tasks in confined spaces. Where this is not possible, you must assess the risks of the particular confined space and plan how you will control those risks. For example:

- if a confined space has noxious fumes, you should consider how these can be ventilated or removed
- if there is a risk of liquids or gases flooding in, you should establish whether the valves can be locked shut
- if someone is going into a confined space and there is not enough oxygen to breathe properly, you must provide breathing apparatus or ventilate the space to increase oxygen levels before entering

You should have emergency arrangements where necessary. If someone is working in a confined space, think about the following:

- How will you know they are okay and haven't been overcome by fumes?
- How will you get them out if they are overcome? (It is not enough to rely on the emergency services.)

Dos and Don'ts of working in confined spaces

Do...

- be aware of the risks that may occur within a confined space
- make sure the person doing the work is capable and trained in both the work and the use of any emergency equipment

Don't...

- work in confined spaces unless it's essential to do so
- ignore the risks – just because a confined space is safe one day doesn't mean it will always be
- let others enter a confined space until you are sure it's safe to do so

3. Responsibilities

Board of Trustees

The Health and Safety at Work Act 1974 places a statutory duty on organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of its employees at work and other people who may be affected by their activities, e.g., membership, volunteers, members of the public.

The Board of Trustees, as the governing body of the Union, has overall and final responsibility for Health and Safety matters within the Union and for ensuring that Health and Safety legislation is complied with.

The Managing Director

The Managing Director has delegated responsibility for the implementation, monitoring and review of the Health and Safety Policy and associated policies. As required by the 'Management of Health and Safety at Work Regulations 1993' the Managing Director is named as the 'competent person' who will ensure compliance with Health and Safety. In particular the MD is responsible for:

- The setting of Health and Safety standards and objectives.
- The allocation of the necessary financial resources.
- Identifying and allocating Health and Safety responsibilities to Senior Managers / Departmental Heads.

Leadership Team Lead

The Managing Director will delegate to a membership of the leadership team the following responsibility:

- Ensuring general risk assessments are undertaken and made available to all employees.
- Monitoring and reviewing the effectiveness of Health and Safety activities and the Union's Health and Safety Policy and associated policies and procedures, and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
- Ensuring accidents are investigated and reported to the Board of Trustees.
- Putting in place arrangements to monitor the maintenance of the premises and equipment.
- Chairing the Students' Union's Operational Health and Safety Committee and ensuring it has the time, facilities and resources to carry out its business effectively.
- Keeping under review this Health and Safety Policy and the Health and Safety performance of the Students' Union.

Line Managers

Health and Safety is a delegated line management responsibility requiring managers to undertake operational Health and Safety duties identified in this Policy and individual policies and procedures associated with Health and Safety. All Departmental Heads will be trained in relevant Health & Safety courses (i.e., Risk Assessment, COSHH) and where appropriate (IOSH, NEBOSH) to ensure areas/ teams are managed safely.

Line Managers are responsible for:

- Ensuring that departmental activities are conducted in accordance with Union policy, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls are implemented.
- Ensuring that employees receive sufficient information, training and supervision on Health and Safety matters.
- Producing safe systems of work and the means for complying with this Policy and other individual policies and procedures associated with Health and Safety.
- Where necessary, organising supervision to control the working environment and the maintenance of safe standards.
- Investigating accidents, or near misses, to establish causes and prevent recurrence.
- The Health and Safety induction of new staff, volunteers and students and ensuring that
- information, instruction and training are provided to meet individually identified needs.
- Identifying and monitoring the adequacy of the specific Health and Safety responsibilities of staff and students.
- Reviewing the above arrangements at regular intervals, making adjustments as necessary.

4. Individual Members of Staff, Volunteers, Students and Visitors

Individual members of staff, students and visitors have a legal duty to co-operate and comply at all times with the Health and Safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported using the Unions incident reporting system as a matter of priority.

Individual members of staff and students have a duty to take reasonable care for the Health and Safety of themselves and for other persons whom their actions or omissions may affect. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. Serious breaches of the Health and Safety

Policy (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Union's Disciplinary Procedure.

Individuals must take responsibility for being aware of fire hazards, knowing the location of fire exits, the assembly point and the fire drill instructions. All new employees to the organisation will be inducted in Fire Safety and the Evacuation Procedure immediately upon commencing employment.

Health and Safety matters may also be raised by any employee at 1-2-1 meetings, team meetings and at Town Hall meetings, which occur regularly.

Operational Health and Safety Committee

The Operational Health and Safety Committee will meet at least once per term, although additional meetings may be called by the Managing Director, Officer Trustees, or the Board of Trustees should the need arise. Membership of the committee will be determined by the Managing Director.

The Committee will have the following terms of reference:

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- To submit an annual report to the Board of Trustees summarizing the committee's output and effectiveness.

In addition to the Operational Health and Safety Committee, the Board of Trustees may from time to time determine the need for a sub group of the Board to take on specific governance oversight of the Union's Health and Safety activity to ensure sufficient scrutiny and consideration is given to this area of work.

5. Arrangements

Where working in a confined space must be undergone, a risk assessment should be carried out prior to work starting. A supervisor should be recognised in the relevant risk assessment, and based on the work being undertaken, the supervisor may be required to remain present whilst the work is completed.

The following should be assessed in the risk assessment, if they apply:

- Relevant isolations – where works on mechanical or electronic equipment is being undertaken the relevant isolations should be completed. Where gas, fumes or vapours may enter the confined space, the relevant pipework should be isolated. In all cases, a check should be made to ensure isolation is effective.
- Relevant cleaning – Cleaning may be necessary to ensure fumes do not develop from residues while work is being completed.

- Entrance clearance – Checks should be done to ensure that the worker (including all necessary equipment) has enough clearance to enter and leave the space effectively.
- Provision of ventilation – You may be able to increase the number of openings and, therefore, improve ventilation. Mechanical ventilation may be needed to make sure there is an adequate supply of fresh air.
- Emergency Arrangements – Effective emergency arrangements should be included, and should cover the necessary equipment, training and practice drills.
- Communication – An adequate communications system is needed to ensure communication between workers inside and outside the confined space, and to summon help in an emergency.
- Permit to Work – Where required, a permit to work should be approved by the College before work is undertaken.

The risk assessment for the work being undertaken, should be approved by the line manager of the person undergoing the work.

6. Review

The Policy Owner is responsible for conducting a comprehensive review of their policies at a minimum of every 3 years or as required to stay current with applicable laws and/or Imperial College Policies.

The purpose of the review is to determine:

- if the policy is still necessary and accurate;
- if the policy should be combined with another policy or if it should be rescinded;
- if the policy is up to date with current laws and regulations and Imperial College policies;
- if changes are required to improve the effectiveness or clarity of the policy.

7. Training

Health and safety legislation requires employers to provide adequate health and safety training. The College provides a comprehensive training programme that is available to all staff and postgraduate students, mostly without charge. Undergraduate training is dealt with in departments.

Training enables staff to acquire the skills and knowledge that, with experience, make them competent in the health and safety aspects of their work. The College has a general duty to provide information, instruction and training and to provide a safe place of work under Section 2 of the Health and Safety at Work Act 1974.

Regulation 13 of the Management of Health and Safety at Work Regulations 1999 also specifies a duty to ensure adequate health and safety training on recruitment, on being exposed to new risks because of a change of responsibilities, or because of the introduction of new equipment, new technology or changed systems of work.

The quality of the sessions is maintained through the use of in-house expertise and the use of outside consultants where appropriate. Certain courses lead to nationally recognised certification, for example, on successful completion of the National Examination Board Occupational Safety and Health Certificate.

Courses in the programme can also be tailored to meet the requirements of individual departments. Some courses are repeated throughout the year to enable as many people as possible to take part. External participants are welcomed on most courses; fees are indicated in the programme.

Safety induction

Building safety inductions are needed for all persons entering College premises, so that they have access to basic safety information.