**PAPER J**

|  |  |
| --- | --- |
| **AGENDA ITEM NO.** |  |
| **TITLE** | Report from Imperial College Union |
| **AUTHOR** | Fifi Henry (Deputy President (Finance & Services)) |
| **EXECUTIVE SUMMARY** |  |
| **PURPOSE** | To update on progress and note reported incidents. |
| **DECISION/ACTION REQUIRED** | None required. |

**Health & Safety Update**

## Incidents

###

|  |  |  |
| --- | --- | --- |
|  | Nov-19 - Jan 20 | Nov 18- Jan 19 |
| Environmental Incident |  | 2 |
| Fire Incident |  | 1 |
| Medical Issue (NOT work related) | 2 |  |
| Near Miss | 2 | 5 |
| Other Injury | 3 | 1 |
| Sporting Incident |  | 1 |
| Property Damage or Other Loss | 1 |  |
| Work Related Ill Health |  | 1 |
| Work Related Injury | 3 | 7 |
|  |  |  |
|  | 11 | 18 |

The number of incidents reported during the year to January 2020 was 60. 11 incidents were reported during the last quarter while 18 were reported during the same period a year earlier.

TN: CAVING

## Food Safety & Hygiene

To outline the current progress within the SU with regards to health and safety based on the reports given by Maria Grigsby and Karl Bott in November when the kitchens were closed. I will touch briefly on all the areas outlined by Maria and Karl as areas for concern and where we are currently at with rectifying these issues.

1. Food safety management system (HACCP paperwork)

HACCP paperwork has now been updated, all areas of responsibility reassigned and resigned by all team members. Karl Bott has also assisted in the redevelopment of the due diligence paperwork which is now implemented in the kitchen. New labelling has also been purchased for the kitchen which has freezing and defrosting date areas to ensure this process is followed alongside increased checks on delivery items. A new cleaning schedule has also been implemented which has more detail on chemicals to be used and PPE for each activity with a breakdown of daily tasks and weekly tasks. We have also re worked the allergen matrix to be more robust so each menu item has its own allergen sheet which is a breakdown of the ingredients in the dish so customers can make an informed choice of what to select based on their allergy requirements.

Cross contamination was also a key issue, new fryers have been purchased with 4 individual wells to allow for a fryer for each Gluten free chips, vegetarian, meat and fish this gives further confidence in our ability to produce menu items to suit a variety of dietary needs. The Vac-pac machine has also been removed from the UDH kitchen as they only had 1 unit and in order to control cross contamination you need one for raw and one for ready to eat. Lots of training of the staff to control this has also been carried out so they understand the gravitas of their actions and the need to control what we use for what to provide confidence around dietary requirements.

1. Structural Changes

Structurally we have made some massive changes to the kitchen spaces, most notably the cladding in 568 has all been pulled down and replaced with stainless steel which is easily wipeable and less prone to scorching. The electrics have all been rewired and all daisy chaining of extension leads both behind the bars and in the kitchens has been resolved. The doors have all been fire assessed also and had the pest proofing brushes renewed plus fire alarm door holds on doors previously being held open by door wedges. The kitchens have undergone complete deep cleaning including all duct systems this will now be on a 6-monthly cycle. We have purchased 2 new fryers and a new pass to replace the kit which failed the PAT testing, the pass is in place we are adding some additional power sockets to facilitate the increased output of the new fryers but this is underway.

Storage continues to be an issue for the union and is being slowly rectified through waste amnesties and slow re-organisation but this is a much larger task than I think has been anticipated and will be an ongoing challenge that the union needs to address.

1. Training, Chemical Compliance and Pest Control

Training has been a key issue for the Union lack of training across many different fields has caused some of the problems we are facing now. We have invested in more food safety/ health and safety level 2 licenses, redone all the risk assessments and retrained staff on them and also are in the process of putting more people through fire marshal training. We now track training on all staff members through a training matrix for level 1, risk assessments, licence training and allergens so all staff are up to date at all times and new staff are added and trained.

Chemical training and maintenance agreements have now been entered into with Diversey these will be piggy backed with the college moving forward so we share training dates and regular call outs. Diversey are working with estates to upgrade all the connections of chemicals and dosing machines across the kitchens and bars, this will be slow progress as we have let this lapse for so long but it is being resolved.

Pest Control continues to be an issue, Rentokil are now coming in on a weekly basis to spray for cockroaches and to check all kitchens and bar areas for signs of additional activity although our activity level is now low. The biggest risk to the union is now that the pests are being controlled with us they are moving into the residences next door and the minute we stop receiving the level of service from Rentokil we are they will be back no matter how clean we are as they are just being managed not eradicated completely. The staff are receiving training sessions from Rentokil on recognising pest activity and how to manage it effectively. We also conduct daily pest checks in all areas which are signed off by a manager.

## Flooring refurbishment in Union Dining Hall (UDH), Activity Space 1 and 2, and the Union Gym

The Union Dining Hall and Activity Spaces 1 & 2 floors were repaired over the festive break. Defective strips were replaced, the floor was then sanded and a finishing vanish coat applied. While the finished floor is an improvement and goes some way to address the Health and Safety concerns previously highlighted, further consideration must be given to the longer term use of the existing floors for student recreational activities as the floors are considered “general use” and may not be fit for purpose.

## Summer Ball

DPFS: approach is?

## Health & Safety Management/Policy

MM: Writing a JD for a Level 4 Safety Manager position.

A draft Union H&S Policy was presented at the Union’s November 2019 meeting. It was decided that the work on the policy would be paused while consideration was given to address the recommendations from the various audits and inspection reports.

In light of various reports, the policy will need to be reviewed again by the Committee to ensure it is fit for purpose before being approved.