

Imperial College Union Policy Accident / Incident Policy

Audience:	All Staff
Owner(s):	Leadership Group
Created Date:	December 2020
Review Date:	December 2022

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 Union, as an employer, has legal responsibilities under the *Management of Health and Safety at Work Regulations* to have effective arrangements in place to manage health and safety. These arrangements include the requirement to investigate the immediate and underlying causes of accidents and incidents to ensure that remedial actions are taken and lessons learnt. Accident investigation is therefore an important and integral part of reactive health and safety management and complements other proactive management systems.

In addition to the above, both the Union and the College have a duty under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)* to report certain types of injuries, diseases and dangerous occurrences to the enforcing authorities.

3. Categories of Incidents and Accidents

Level One Categorisation

All incidents will fall into one of these categories.

Work-related injury

- Any accident resulting in physical injury to a person while undertaking any task at work (for staff), or place of study (for students). This includes activities undertaken by volunteers such as CSP, Representation etc

Work-related ill health

- Any condition believed to be caused by work or the workplace. Typical examples would include:

- Any condition caused by repetitive movements or inappropriate working positions.
- Skin conditions resulting from repeated exposures to particular agents such as cleaning products.
- Asthma or respiratory problems that could feasibly be attributable to workplace conditions or activities.

Other injury

- Any other accident at work resulting in injury that cannot be described as work-related e.g. an injury resulting from a person being under the influence of alcohol or drugs.

Near miss

- Any undesired event or condition where no injury, ill health, or damage occurs, but potentially could have.

Medical issue (not work-related)

- Any incident that is not work-related and can be ascribed to a medical condition.

Property damage or other loss

- Where property or equipment is damaged or some other form of loss occurs, but no injuries are sustained.

Sporting incident

- Accidents occurring whilst undertaking sports activities on College premises, e.g. muscle strains, sporting injuries etc.

Level Two Categorisation

Reportable incident

- Incidents which do not cause injury or ill health, but which are reportable to an enforcing authority such as the HSE or DEFRA.

Dangerous occurrence (RIDDOR Schedule 2 only)

- These are Dangerous Occurrences of the type listed under [Schedule 2 of the RIDDOR Regulations](#). They are typically serious incidents including failure of lifting machinery or pressure vessels, explosions, and releases of biological agents.

Fire incident

- Incidents where an actual fire occurs.

Security incident

- Breach or potential breach of security such as theft of controlled materials or unauthorised access into restricted areas.

Environmental incident

- Incidents relating to outside environmental conditions such as release of environmentally damaging materials.

Building/facility-related incident

- Accidents and incidents which involve or affect any building or building-related infrastructure.

Work environment incident

- Any accident relating to an undesirable working condition, such as foul odours, noise, or inappropriate lighting.

Site partner incident

- An incident either in a site partner area, or involving a site partner's personnel or equipment.

4. 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.

5. Arrangements

The Union will ensure that an adequate accident and incident reporting system is in place.

The person suffering the accident or observing the near miss should complete an online report form which will be accessed via the Union's website. Students may report via the online reporting system or via the Union Helpdesk.

In the case of the commercial venue and shop opening, there will be on shift an appropriate duty supervisor who will take the responsibility for ensuring reports are recorded.

In the case of an accident, if the person involved is unable to complete the form themselves, then a supervisor or colleague should do so.

Regular summary reports of accident and incidents report will be reviewed by the operational health and safety committee.

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 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 accident and incident reporting. The Union will sign post students and staff to the online reporting system hosted by the college and will host a link to the guidance document on how to use the system on the Union website. The link to the guidance document is [here](#).