

**Imperial College Union**  
**Finance, Audit and Risk Sub-Committee / 22 June 2022**

**Health and Safety Policy and Arrangements**

Author(s): Tom Newman (Director of Membership Services)  
Sital Gandesha (Facilities, Health and Safety Manager)

Purpose: To update the Union's Health and Safety Policy and Arrangements

**1. Context**

The Union Health and Safety Policy underwent extensive work in June 2020, led by Interim Managing Director Graham Atkinson. This resulted in a number of immediate actions that remedied health and safety concerns in the organisation. The policy was written with a view that once the organisation is in a more stable phase post pandemic then further review should be undertaken. The Union is now in the position to undertake this review as well as implement the policy fully to ensure compliance and good practice. The Union Health and Safety Policy and Arrangements should now be reviewed annually.

**2. Changes**

There are several changes to the policy summarised below:

- i. Roles and responsibilities have been amended to reflect the Union's staffing structure in June 2022. This includes the introduction of the Facilities, Health and Safety Manager, and the removal of the Head of Commercial Services and Facilities post.
- ii. ICU line managers and staff have been added to the role and responsibilities section of the policy. This will help better articulate expectations for all employees to help foster a positive culture of health and safety.
- iii. In Appendix One minor updates have been made to the locations for health and safety law posters and first aid boxes, and the responsible party for near miss reports, RIDDOR reports and maintaining list of first aiders has been updated to the Facilities, Health and Safety Manager.
- iv. In Appendix Two an updated list of health and safety policies and procedures has been provided.