Imperial College Union
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Annual Health & Safety Report

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Purpose: To provide a report on Imperial College Union's Health and Safety Management for 2024/2025 and outline planned activities for 2025/26.

Summary: This report overviews Imperial College Union`s Health and Safety management performance in the 2024/2025 academic year, along with key outputs and initiatives.

Introduction.

The Union has continued to make good progress in strengthening its health and safety culture. While things have naturally steadied since the big improvements made in 2024/25, the overall direction remains positive and encouraging. This demonstrates that our commitment to keeping people safe is now an integral part of our daily operations.

We're aware that some staff members might occasionally perceive health and safety processes as restrictive, especially given the wide range of activities and services the Union offers. However, we've managed to strike a healthy balance — keeping safety at the heart of what we do without slowing down our delivery to our members.

Because CSP Committees change every year, there's always a risk that some safety knowledge can be lost during handovers. To help with this, the Activities Team provides annual and refresher training for new committee members, ensuring everyone starts with confidence in their safety responsibilities. As a Union, we need to ensure that this training is consistent and benefits the new committee members.

Our annual ICU Staff Survey results continue to paint a positive picture. In 2025, 82% of staff gave a positive response — just 1% lower than last year — which keeps us 2% above the SU sector benchmark and 15% higher than the wider charity sector. That's a strong indication that our approach to health and safety is practical and resonates with our staff.

It's also great to see that health and safety is now properly embedded within the Senior Management Team (SMT) and fully supported by the Operational Management Group (OMG). This shared sense of ownership is filtering through the wider staff team, helping to build a genuinely positive safety culture across the Union.

As the Union's Facilities, Health and Safety Manager, I know there's always room to do even better — but it's important to recognise how far we've come. The progress over the past few years has been fantastic and worth celebrating. Building a strong safety culture takes time and ongoing effort, but the steps we've taken so far show real progress and commitment from everyone involved.

ICU Business Continuity Plan

The Union has a Business Continuity Plan (BCP) that has been approved by the Trustee Board and reviewed by Imperial College's Head of Risk and Resilience. A tabletop exercise is scheduled for early in the second term to test and validate the ICU BCP, assuring both the Union's Management Team, Imperial and the Trustee Board. This exercise will be facilitated by Imperial College's Head of Risk and Resilience.

Review of H&S Priorities for the 2024/25 Academic Year

Priority	Progress
Implementation of year three of the Union's Health and Safety Strategic Roadmap.	Our 2025 ICU Staff Survey shows continued strength, with 82% positive responses — just 1% down from last year. We remain 2% above the SU sector benchmark and 15% above the wider charity sector, reflecting a practical and well-received approach to health and safety.
Audit on the Union Health and Safety Management.	Started well, made good progress, but had to be stalled due to capacity issues.
Increase the completion rate for the Union's Role-Based H&S Training Matrix to 90%.	Asana has improved the tracking of the Union's Role-Based H&S Training Matrix, with completion rates rising to 71%, although still below the 90% target due to delayed in-person sessions and the addition of new starters.
Ensure that the Union has full access to Imperial's H&S CoreStream risk assessment module.	CoreStream risk assessment templates don't suit the variety of Union and CSP activities, and work is underway to develop a more appropriate version.

Health & Safety Priorities – 2025/26 Academic Year

- Complete and maintain outputs from the ICU H&S Strategic Roadmap.
  Ensure all actions from the roadmap are delivered and regularly monitored to uphold high standards across the Union.
- Audit Union H&S Management using CoreStream and HASMAP
  Use Imperial's CoreStream module alongside the HASMAP standard (developed by USHA for HEIs) to carry out internal audits of health and safety practices.
- Strengthen H&S promotion, communication, and consultation.
  Improve how health and safety is communicated across the Union, and ensure inclusive consultation mechanisms are in place to engage staff and stakeholders effectively.

Imperial College Union Health & Safety Committee.

The Union's Health and Safety Committee is now a well-established part of the Union's business cycle, with regular meetings and active input from a diverse membership. Support from the College Safety Department continues to provide valuable expertise, strengthening overall health and safety management. The committee monitors progress against the Union's Strategic Health and Safety Plan, reviews key safety data, and serves as a vital link with the Imperial Safety Directorate and Property Division.

The H&S Committee membership is as follows:

- Director of Support Services (Chair)
- Director of Membership Services
- Director of Commercial Services
- Deputy President Clubs & Societies
- Facilities, Health & Safety Manager
- Student Activities Manager (Events)
- Student Activities Manager (Operations)
- Head of Commercial Services
- Imperial Beit Facilities Manager
- Imperial College Director of Safety

Imperial Safety

The Union's working relationship with Imperial College's Safety Directorate continues to strengthen, demonstrating shared confidence in the Union's Health and Safety Management System and its practical implementation across Union operations and events.

As agreed with Imperial stakeholders, all large-scale Union events — such as the Summer Ball and Welcome Fair — require an Event Safety Management Plan (ESMP) when using Imperial facilities. Each ESMP outlines how the event will be planned and delivered to ensure the health, safety, and well-being of all participants. Encouragingly, feedback from Imperial stakeholders over the past year has been consistently positive, reflecting ongoing improvements in the Union's approach to event safety management.

A lack of communication with Imperial stakeholders regarding an RAG event was raised as a concern by the Imperial Director of Safety. However, due to the strong working relationship between the Union and Imperial Safety, the issue was resolved promptly, and lessons were learned to prevent recurrence.

The Union's Facilities, Health & Safety Manager represents the Union on the Imperial Health, Safety and Environment Consultative Committee and contributes to various safety-related focus groups, including testing and developing the CoreStream safety management system. The Manager has also been invited to join the Corestream Governance Group. Additionally, they meet regularly with the Imperial Director of Safety, who is an active member of the Union's Health & Safety Committee, ensuring strong alignment and collaboration between both organisations.

CoreStream

Imperial has already begun implementing CoreStream, a platform designed for Risk Management, Risk Assessment, and Compliance Management. The Union is already using the risk management module.

In July 2025, the incident reporting system module, part of the CoreStream platform, went live. This new module aims to streamline the logging and investigation of incidents across the Imperial community. The system is available to all Imperial staff and students. All Union staff and CSP Committees have been informed about the new platform and provided with the CoreStream Incident Management Guide.

It should be noted that, on some occasions, CSP members were not as proactive as required in reporting incidents. However, ongoing efforts by the Activities Team to inform CSP members of their legal obligation to report incidents—through reminders at CSP Board meetings and CSP training—have led to improvements. The Union's Facilities and H&S Manager, in partnership with the Union's Activities team, will continue to monitor how CSP members use the new platform and ensure they remain fully aware of their legal responsibilities regarding incident reporting.

As mentioned above, the risk assessment module within CoreStream is live, and the Union's Facilities and Health & Safety Manager has participated in its initial review and undertaken training on the module.

Currently, the available risk assessment templates are not suitable for the diverse range of CSP activities. Discussions have begun to develop a more suitable template for use by the Union and CSP. In the meantime, the Union will continue to use its existing risk assessment format to ensure CSP activities are appropriately assessed and documented.

Incident Summary – Academic Year 2024/25

No incidents were reportable under RIDDOR during this period.

A total of 16 incidents were recorded, including work-related injuries, near misses, and issues with buildings or equipment. Fortunately, none were serious, and all were promptly addressed with appropriate follow-up actions to prevent recurrence. It's encouraging to see a rise in near-miss and early concern reporting, reflecting increased safety awareness across the Union. Teams — particularly the Union, Imperial Property, and Imperial Community Safety — responded swiftly and collaboratively to maintain safe environments.

Areas for Improvement

- Ensuring staff only carry out tasks they're trained for
- Reinforcing fire evacuation procedures for Beit Building users

The increase in reporting shows strong engagement from Union staff and CSPs, with growing ownership of H&S responsibilities. The Facilities, Health and Safety Manager will continue to monitor usage of the CoreStream platform to ensure legal obligations regarding incident reporting are met.

Following feedback from last year's Board of Trustees, this summary covers the 2024/25 academic year. Some incidents may overlap with last year's report. Remedial action narratives have been improved for clarity and context.

Category of definitions

Health & Safety	Unplanned events causing or potentially causing harm or disruption, including: Work/non-work injuries or illnesses (including mental health) Near misses and unsafe conditions (e.g. spills, equipment misuse)
Property Damage	Damage to Union or Imperial property/equipment that may affect safety
Security	Unplanned or intentional acts threatening people, property, or information

Type	Date	Location	Description	Remedial Action
Work-Related Injury	19 08 24	Hyde Park	During the ICU Fun Day at Hyde Park, a staff member wrapped the tug-of-war rope around their wrist. When the opposing team pulled, it yanked their wrist, resulting in two broken fingers, confirmed by an X-ray.	The Facilities and H&S Manager will assess all proposed activities to ensure they suit the diverse staff demographic and capabilities.

Security	12 09 24	SK Beit Quad	An intoxicated individual attempted to enter the Union offices, searching for Prince's Gardens. The person was directed out of the building, and no staff were harmed.	The incident was reported to the SK Security control room.
Work-Related Injury	08 10 24	SK Beit Quad West Basement	A Union staff member was replacing or adjusting a ceiling tile when it fell and struck an Imperial Estates staff member on the head.	A member of the Estates staff sustained minor injuries. The union staff member was reminded not to undertake tasks beyond their competency.
Work-Related Injury	18/10/24	SK Beit Quad, Beit Building 568	A Union staff member setting up for an event in 586 accidentally dropped a table on their foot. First aid and an ice pack were provided. As a precaution, they were reassigned to a seated role for the remainder of the shift.	The Union Duty Manager followed up the next day, and the staff member reported no adverse effects.
Near Miss	12/11/24	SK Beit Quad, Beit Building Level 2	A Union staff member accidentally nudged a box over the balcony while moving boxes on Level 2M. The box fell onto Level 2 below, unoccupied at the time, preventing injuries.	Union member of staff was asked to be extra vigilant.
Near Miss	24/11/24	Ethos Sports Hall.	The Ethos sports hall has three entrances. Before any Archery activity begins, one of the entrances is closed off, blocked with a safety barrier, and marked with clear signage warning of archery in progress and the risk of death. Both Archery Club range managers and Ethos staff confirmed that this setup was in place at the time of the incident. Incident Summary: • An individual removed the safety barrier and entered through the entrance in question during live shooting. • An emergency command was issued immediately, and all shooting ceased. • The individual proceeded into the sports hall storage area before exiting. • Range managers ensured the entrance in question remained secure to prevent further breaches.	The Union met with the Move Head of Sport Operations to review the incident and plan further actions. Since the entrance is a fire exit, it cannot be locked. Additional measures include: • Using extra barriers and signage during Archery activities. • Assigning a club member to monitor the access door. • Holding termly meetings to discuss issues with sports clubs and health & safety. • Updating the Archery Risk Assessment (RA) to include these new precautions. As the identity of the student who allegedly moved the barrier or ignored the sign is unknown, no disciplinary action can be taken.

Other Injury	12/02/25	SK Beit Quad,	A group of students who had been inline skating returned to Beit Quad and sat on the benches outside the Union building. One student, still wearing inline skates, tripped over some equipment on the floor and hit their head on the bench, suffering a head injury. Another student alerted SK Security Control via Safezone and reported the incident. Two Imperial security officers/first aiders were dispatched and found the student bleeding heavily from the head and showing signs of shock. First aid was administered, and the student's head was bandaged. The student was advised to go to the Accident and Emergency department immediately. He ordered an Uber and went to Chelsea and Westminster Hospital with two friends.	A member of the Imperial Community Safety and Security Team submitted the SALUS report, and two team members provided first aid. The Union was not directly involved in the incident, but the location was outside the Union's Beit Building and so is recorded in the category 'Other injury' rather than 'Work related injury'. Note: It was positive that the students used the Safezone App to report the incident.
Near Miss	12/02/25	SK Beit Quad, West Basement	Union Art Club President has raised a serious concern regarding the lack of ventilation in the art room (Beit Quad West Basement). The windows are welded shut, and no extraction system is in place. Solvents have been removed and locked away to mitigate risks, but as all members have card access, the room cannot always be supervised. On Wednesday, the 17th, at approx. At 16:30, during a scheduled meeting, the room was found to be filled with noxious fumes resembling burnt plastic, likely from a prior member's activity. Given the lack of ventilation, anyone inside with the door closed would have been at serious health risk. This remains a significant and urgent concern requiring immediate attention.	The Facilities and H&S Manager reported the lack of ventilation in the Art Room to Estates on 1 November 2024. The window welds were removed to improve air circulation, allowing them to open for natural ventilation. This was completed on 19/02/25. The Art Club President was emailed an apology for the delay. The Facilities and H&S Manager will store all solvents and flammable materials properly.

Other Injury	27/02/25	SK Beit Quad	568 DM was informed that a student had vomited in the third-floor female toilets. Upon entering the cubicle, a male student was found unconscious on the toilet, covered in vomit. SK Security was asked to call an ambulance, while Union security stayed with the student. The ambulance arrived 30 minutes later. The student occasionally woke up to drink water but immediately vomited it back up. The student's ID card details were recorded. His friends had been searching for him for an hour. He had gotten too drunk before a play and was instructed by a friend to wait on the third floor while they went to get him water. When the friend returned, the student had disappeared into the female toilets. Paramedics arrived and took the student to Chelsea and Westminster Hospital, with one friend accompanying him in the ambulance.	The Venues Manager emailed the student involved in the incident to check their well-being. The first email received no response. In a follow-up email, the student replied stating: *"Hi ***.* *Many thanks for your email. I am doing much better now; I feel very good. Thank you for any help on the Union Team's side, I appreciate it very much. I can assure you that in the future such an incident will not happen."*
Near Miss	03/03/25	SK Beit Quad Biet Building Metric Toilets	The ceiling in the men's toilets (space reference: WG42) was damaged during a Union event, with several ceiling tiles and grids pulled down. Who caused the damage is unclear. The area was made safe, and the toilets were closed to all users.	The toilet lobby has no CCTV coverage. Event Security staff check the toilets every 30 minutes during events, making it unlikely to identify the culprit. The Union will cover the repair costs for the ceiling damage.
Near Miss	09/03/25	Chirk Wrexham Wales	Caving Society was assigned the minibus DXB***. During the journey, a warning appeared: "Engine will not restart after 300 miles without an AdBlue refill." Additional AdBlue was added, but the warning persisted. While stopping for food before troubleshooting, the engine failed to restart. The RAC was called, with an estimated wait time of 3-6 hours. The Union arranged train travel for freshers, leaving three members with the vehicle. The RAC arrived,	• The Transport Assistant confirmed no engine lights were on during pre-hire checks. • DXB*** has been removed from the booking system. • The CSP followed the correct procedures as outlined in the minibus guide. • The Student Activities Manager had a meeting with the Caving group after the incident to share the service information.

			reset the system, and advised a garage visit due to multiple warnings. CSP returned to the Union at 1 AM	• This incident was also noted in termly Minibus Forum.
Property Damage or Other Loss/Near Miss	16/03/25	Birmingham	At approximately 20:00, an Imperial student driving the Union's minibus clipped another vehicle on Taunton Road, Birmingham. The other vehicle was parked on double yellow lines without hazard lights in a poorly lit area. • Minibus: No damage • Other vehicle: Minor chip to wing mirror • Actions: Details were exchanged; no injuries reported • Outcome: Students continued their journey	The owner of the other vehicle contacted the Imperial student, and they would not be taking any further action. ***Further Actions Undertaken*** All Imperial students authorised to drive the Union's minibuses have been reminded that, in the event of an accident, only the minibus registration number and the Union's insurance details should be exchanged with other parties.
Work-Related Injury	19/05/25	Beit Building	While a member of the Union bar staff was cleaning glasses at 568 Bar, they noticed a chipped champagne glass. As it was removed, the glass slipped, shattered, and a shard entered their left eye. Another staff member assisted in flushing the eye and contacted the manager, who advised you to see a doctor. The doctor found minor scratches and prescribed antibiotic drops. You felt no pain and returned to work later that day without issues.	All Union bar staff were reminded that eye washes are available in the First Aid kits.
Incident/ Near Miss	28/05/25	Beit Building	At 21:25, a fire alarm was triggered by the breaking of a glass/call point in a 568-bar, activating the fire alarm. The building was evacuated by 21:35 without significant issues. However, it is worth noting that student groups in Union Dining Hall (UDH) and the Snooker Room did not evacuate when the alarm sounded and had to be asked by the Duty Manager to leave. Imperial Security and the Community Safety Team authorised customers to re-enter the building at	The users of the Union Dining Hall could not be identified, as they were using the space without a room booking. Additionally, the users of the snooker room had already left by the time staff returned to identify them.

			approximately 21:40, and the Union's Duty Manager and venue security supervised a safe re-entry.	
Incident/ Near Miss	29/05/25	Beit Building	At approximately 15:10, the fire alarm was activated, and the building was fully evacuated by 15:15. The Union's fire wardens assisted with the evacuation, which proceeded smoothly and without incident. Note: Imperial Security and the Community Safety Team did not attend the fire alarm activation as required. Steam from a tea urn, which was unfortunately placed directly beneath a fire alarm sensor, caused the activation.	A fault in the FA system configuration that prevented notification to Imperial Security and the Community Safety Teams/Control Room was identified and resolved.
Incident	08/06/25	Beit Building	The fire alarm was activated at 14:30. The Union's fire wardens assisted with the evacuation, which proceeded smoothly and without incident. Imperial Security and the Community Safety Team attended, investigated, and, after confirming there was no fire, users were allowed to re-enter the building at 14:45	It was identified that the FA was activated on level 2M; however, further investigations by Imperial Property failed to determine the cause of the activation.

Health and Safety Strategic Roadmap.

The Union has developed a Health and Safety Strategic Roadmap, which the Trustee Board approved. This plan sets out a multi-year approach to help the Union achieve best-practice health and safety management across all its activities. Work is already underway to deliver the roadmap, focusing on key objectives that aim to strengthen safety culture, improve processes, and ensure ongoing compliance.

An update on progress since the last Annual Health & Safety Report is outlined below.

Goal	Objectives	Outputs	Progress RAG
Leadership and Commitment Over the next three to five years, our approach to managing health and safety will be more proactive, from the organisation's top downwards.	Confident management of H&S will confirm to staff, students, ICL, and others who engage with us that H&S is a top priority and a vital component, resulting in a positive H&S culture.	Imperial College Union Health and Safety Policy is revised, implemented, and aligned with ICL Health and Safety Policy.	**Completed** Live on the ICU website.
		All Imperial College Union staff's health and safety roles and responsibilities are more clearly defined.	**Completed** All Union staff are fully aware of their legal obligations, roles, and responsibilities in implementing the Union's Health and Safety (H&S) Management Plan.
		All revised ICU H&S policies now have defined roles and responsibilities for all ICU staff.	**Completed** Live on the ICU website.
		All leaders and managers commit more fully to and are accountable for managing H&S.	**Stalled** Progressing well; however, continued effort is needed to fully embed this cultural change across the organisation.
		Improved trust and confidence in the ICU delivering H&S Management	**Complete** The annual ICU staff survey results, which are a testament to our collective effort, provide a positive message about the delivery of ICU H&S Management. In 2024, the Union achieved a positive response rate of 83%, marking a significant increase compared to the previous year (+10%) and 2022 (+20%). Our 2025 ICU Staff Survey shows continued strength, with 82% positive responses — just 1% down from last year. We

			remain 2% above the SU sector benchmark and 15% above the wider charity sector, reflecting a practical and well-received approach to health and safety.
Engagement Activity: listen and consult with all staff and others affected by our activities.	We must design and build suitable consultative forums to widen access, inclusivity, and transparency where all stakeholders feel confident in addressing H&S issues.	Ensure improved health & safety promotion, communication, and inclusive consultation mechanisms exist.	Stalled
		~~All CSPs identified with high-risk activities will have a committee member dedicated to H&S.~~	**Removed**
Training and Competence A successful H&S management system requires competent, well-trained people at every level to ensure that they have the correct skills and confidence in the delivery of H&S.	Hence, design and implement an H&S training matrix for ICU staff; ICU will work with ICL to deliver the most suitable, fit-for-purpose H&S training for our staff, CSP leaders and others, and, where appropriate, investigate external H&S training partners for delivery.	H&S Training Matrix is in place.	Completed FH&SM to closely monitor staff feedback.
		Appropriate, fit-for-purpose H&S training opportunities are easily accessible to all staff to support sufficient competency levels.	Completed.
		All staff support a positive, proactive, sustainable safety culture.	Completed.
Roles and Responsibilities. For ICU staff and CSP leaders to fully engage with the delivery of H&S Management, they must first understand entirely their H&S contractual	Improve our communication and educate existing staff and CSP committee members on H&S contractual and CPS membership obligations.	All CSP Boards have H&S as a standard agenda item and submit H&S reports to the ICU H&S Committee.	Completed.
	Fostered by our Managers and CSP Committee Members, who clearly	CSP's Committee Members are fully aware of their duty of care and the	On-Going

obligations, roles and responsibilities, and duty of care for the users of our services.	understand their roles and responsibilities and accept full ownership and accountability for Health and Safety matters.	roles and responsibilities of Health and Safety (H&S) to its membership.	

ICU Health and Safety Training.

As highlighted in the Health and Safety Strategic Roadmap, a successful H&S management system relies on having competent, well-trained personnel at every level — with the skills and confidence to fulfil health and safety responsibilities.

Since the Union began using Asana to track role-based H&S matrix training, it has proven an effective tool for monitoring progress. Staff are responsible for updating their own records, which has improved visibility and accountability. It is encouraging to see the overall completion rate rise to 78%, although it remains just below the 80% target. The shortfall is mainly due to staff waiting for in-person sessions to resume in the new term and the onboarding of new starters.

Imperial Essentials — the mandatory training for all Imperial staff — has a strong completion rate among Union staff at 92.9%, significantly above the wider Imperial average of 71.6%. This demonstrates a strong commitment to meeting expectations.

The Union's Commercial departments provide appropriate training to venue and bar student staff, with approximately 120 staff members trained in Health & Safety Roles and Responsibilities, Manual Handling, and Control of Substances Hazardous to Health (COSHH). All Commercial team members also receive appropriate First Aid and Fire Warden training.

The Union Activities team continues to deliver training to Clubs, Societies, and Projects (CSPs). During the last academic year, 568 CSP members completed CSP Essentials Training (online), and a further 244 members participated in in-person training sessions. Health and safety content covered topics such as How to Undertake Risk Assessments and Health & Safety Responsibilities for High-Risk CSPs.