ICU Health and Safety Management Roles and Responsibilities

Introduction

This guidance outlines health and safety roles and responsibilities across Imperial College Union. It is intended to help staff understand their legal responsibilities, know when to seek support, and actively contribute to maintaining a safe and lawful working environment.

All staff, particularly managers and supervisors, are expected to understand and meet their health and safety responsibilities. Under UK law, line managers remain accountable for health and safety and cannot delegate that accountability. While day-to-day tasks may be assigned to competent staff, managers remain responsible for ensuring that suitable arrangements are in place, roles are clear, and staff have the authority, time, training, and resources they need.

Imperial College Union expects health and safety to be managed with the same seriousness as financial control and people management. Where a manager is absent, appropriate arrangements must be in place to maintain oversight and continuity. Anyone given health and safety responsibilities must be able to understand the activity, assess the risks involved and take appropriate action.

Following this guidance and the related policy requirements is mandatory. Failure to meet the required standards may result in harm to individuals, breaches of legal duties, internal disciplinary action, regulatory intervention, financial loss and reputational damage to Imperial College Union. All staff are therefore expected to familiarise themselves with this guidance, apply it in practice and demonstrate an ongoing commitment to safe working.

The Trustee Board
The Board of Trustees, the union's governing body, holds ultimate responsibility for health and safety and for ensuring compliance with applicable laws. It provides strategic oversight of all health and safety issues across the union and aims to ensure that effective measures are in place and functioning correctly. To support this process, it reviews the Annual H&S Report. The Finance, Audit and Risk Committee is delegated executive responsibility for developing and implementing health and safety policy.

Finance, Audit and Risk Committee
The Finance, Audit and Risk Committee oversee the effectiveness of the Union's risk management policies and procedures, including health and safety. It regularly reviews reports on risk and health and safety management, acting on behalf of the Trustee Board.

Managing Director (MD)

The Managing Director must:

- Hold day-to-day executive responsibility for health, safety, and welfare on behalf of the Trustee Board.
- Ensure the Union's Health and Safety Policy is implemented effectively so that statutory compliance is maintained.
- Ensure appropriate systems and arrangements are in place for the effective management of health, safety, and welfare across the Union.
- Provide sufficient resources for health and safety management and ensure they are used effectively in proportion to local risks.
- Integrate health and safety into planning, decision-making, and budgeting across the Union.
- Ensure competent persons are appointed to provide health and safety support and advice, and that external competent advice is sought where necessary.
- Ensure the Union complies with current health and safety legislation and associated requirements.
- Delegate responsibilities appropriately through line management and designated role holders, while retaining overall accountability for effective health and safety management.
- Promote a positive health and safety culture throughout the Union.
- Ensure health and safety is a standing consideration at management-level meetings.

Risk Management

- Ensure the Board of Trustees is provided with information on the significant health and safety risks facing the Union.
- Ensure appropriate notification and oversight of any significant accident, incident, or enforcement action.

Fire Safety

- Fulfil the responsibilities assigned to a Head of Department or Division under Imperial College London's Fire Safety Policy, as applicable to ICU.
- Promote a positive fire safety culture across the Union.
- Appoint, in consultation with the College Head of Fire Safety, a competent Fire Safety Coordinator to advise on fire safety matters within ICU.

Accountability

It is essential that the Managing Director understands and effectively discharges these responsibilities. Failure to comply with the Union's Health and Safety Policy, associated procedures, arrangements, and control measures may place people at risk and may result in **disciplinary action**.

Senior Management Team (SMT)

The MD will delegate to the membership of the SMT team the following responsibility:

- Provide strategic leadership and oversight for health and safety across the Union.
- Understand, promote, and support compliance with the Union's Health and Safety Policy, related arrangements, procedures, and statutory requirements.
- Monitor and review the effectiveness of health and safety activities, policies, and procedures to ensure that strategic standards, objectives, and review schedules are met.
- Ensure health and safety is integrated into planning, decision-making, and budgeting, with resources allocated and used effectively in proportion to local risks.
- Stop or suspend any activity where health and safety is being, or is likely to be, compromised.

- Chair and support the Union's Health and Safety Committee, ensuring it is provided with sufficient time, facilities, and resources to operate effectively.
- Keep the Union's Health and Safety Policy and overall health and safety performance under review, and ensure that appropriate improvements are identified and implemented.
- Promote a positive health and safety culture throughout the Union.
- Ensure that those with risk management and risk assessment responsibilities are appropriately trained, competent, and supported.
- Promote a positive fire safety culture across the Union.
- Take disciplinary action when union staff, casual workers, Clubs and Societies breach the Union's Health and Safety Policies, related H&S arrangements and Procedures.

Accountability

It is essential that members of the Senior Management Team understand and effectively discharge these responsibilities. Failure to comply with the Union's Health and Safety Policy, associated procedures, arrangements, and control measures may place people at risk and may result in disciplinary action.

Facilities, Health and Safety Manager (FHSM)

The ICU Facilities, Health and Safety Manager must:

- Maintain and review the Union's Health and Safety Policy and related arrangements and notify the Senior Management Team when revisions are required due to legislative change, changes in circumstances, or routine review.
- Support and monitor compliance with the Union's health and safety policies, arrangements, procedures, and relevant codes of practice across Union staff and Clubs and Societies
- Serve as a member of the ICU Health and Safety Committee.
- Stop or suspend any activity where health and safety are being, or are likely to be, compromised.
- Ensure accidents, incidents, and near misses are appropriately recorded, investigated, analysed, and reported to the relevant committees and boards.
- Provide competent advice and guidance to ICU Managers, Union staff, Trustees, and CSPs on risk assessments, safe systems of work, control measures, and required revisions.
- Carry out inspections and monitoring activities to verify that risk assessment control measures are in place and that activities are being undertaken safely and in accordance with agreed arrangements.
- Support the communication and distribution of health and safety information to Union staff and CSP members.
- Ensure appropriate health and safety induction and role-specific training arrangements are in place in accordance with the Union's health and safety training matrix.
- Provide appropriate oversight and compliance reporting to relevant ICU and Imperial College London health and safety committees and forums.

Fire Safety

- Act as the Union's Fire Safety Coordinator and provide advice on fire safety matters within ICU.
- Promote a positive fire safety culture across the Union.
- Ensure sufficient Fire Wardens are in place to support fire safety monitoring and the implementation of emergency arrangements.
- Act on recommendations arising from Fire Risk Assessments and support their implementation.
- Ensure flammable materials are safely stored, used, and disposed of, with quantities kept to the minimum necessary.

- Identify and escalate fire hazards to the Imperial Head of Fire Safety as appropriate.
- Liaise with the Imperial Head of Fire Safety before introducing any new activity or process that may increase fire risk.
- Ensure appropriate fire awareness training is provided to Union staff and CSPs.

First Aid

- Act as the Union's First Aid Coordinator and organise appropriate first aid provision and first aid training across the Union.

Risk Management

- Oversee and advise on the Union's risk assessment process, ensuring suitable and sufficient risk assessments are in place across all relevant areas of Union activity.
- Provide risk assessment training and support to relevant staff and CSPs.
- Review risk assessments periodically to confirm their adequacy and relevance.
- Monitor reported incidents and trends and recommend revisions to risk assessments and control measures where required.
- Ensure investigations into major accidents or incidents include a review of relevant risk assessments and associated controls.

Accountability

It is essential that the ICU Facilities, Health and Safety Manager understands and effectively discharges these responsibilities. Failure to comply with the Union's Health and Safety Policy, associated procedures, arrangements, and control measures may place people at risk and may result in disciplinary action.

Operational Managers

The Unions Operational Managers must:

- Understand, comply with, and implement ICU's Health and Safety Policy and all related health and safety procedures, arrangements, and risk control measures.
- Take reasonable responsibility for their own health and safety and for the health and safety of others who may be affected by activities under their management.
- Ensure suitable and sufficient risk assessments are in place for hazardous activities, items, and areas within their service, and that all identified control measures are communicated, implemented, monitored, and followed.
- Ensure staff receive appropriate induction, training, information, instruction, and supervision to enable them to work safely and fulfil their responsibilities.
- Stop or suspend any activity where health and safety are being, or are likely to be, compromised.
- Ensure accidents, incidents, near misses, unsafe conditions, work-related ill health, and health and safety non-compliances are reported promptly through the appropriate management route and via Imperial CoreStream.
- Ensure incidents are investigated in accordance with ICU procedures, where required, and that appropriate corrective and preventive actions are implemented.
- Promote a positive health and safety culture by communicating health and safety information effectively, including health and safety as a standing item in team discussions where appropriate, and reinforcing safe working practices.
- Participate in mandatory and role-specific health and safety training and engage fully with relevant health and safety processes.

- Integrate health and safety into planning, decision-making, and budgeting, ensuring that appropriate resources are allocated in proportion to local risks.
- Ensure suitable arrangements are in place for emergency response, first aid, and the reporting and management of accidents, incidents, and non-compliances.
- Liaise with the ICU Facilities and Health and Safety Manager, as appropriate, for advice, support, and guidance on health and safety matters.
- Taking disciplinary action when union staff, casual workers, Clubs and Societies breach the Union's Health and Safety Policies, related H&S arrangements and Procedures.

Accountability

Operational Managers must understand and properly carry out these responsibilities. Non-compliance with the Union's Health and Safety Policy, procedures, arrangements, or control measures can endanger people and lead to disciplinary action.

ICU Employees

ICU Employees must:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Understand, comply with, and implement ICU's Health and Safety Policy and all related health and safety procedures, arrangements, and risk control measures.
- Cooperate fully with the Union in the implementation of health and safety policies, procedures, and control measures.
- Follow all relevant Union and College health and safety policies, local rules, warning signs, instructions, and training.
- Ensure their work activities and working area do not create unnecessary or uncontrolled risks to themselves or others.
- Comply with risk assessment control measures and report any shortcomings, defects, or failures in those control measures to their line manager.
- Not undertake any task unless they have received the necessary information, instruction, authorisation, and training to carry it out safely.
- Raise concerns with their line manager if they do not feel competent to carry out a task safely.
- Attend required induction and health and safety training, including completion of mandatory training within required timescales.
- Report accidents, incidents, near misses, unsafe circumstances, defective controls, and work-related ill health promptly to their line manager and through the appropriate reporting system, including Imperial CoreStream where applicable.
- Not misuse, interfere with, or damage any equipment, device, or system provided for health, safety, or welfare purposes.

Accountability

Employees must understand and properly carry out these responsibilities. Non-compliance with the Union's Health and Safety Policy, procedures, arrangements, instructions, or control measures can pose risks and lead to disciplinary action.

Imperial College Union; Clubs and Societies

CSP leaders and members must:

- Understand, comply with, and implement the Union's Health and Safety Policy and all related health and safety arrangements, procedures, instructions, and training requirements exclusively.
- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Cooperate fully with the Union in the implementation of health and safety requirements for CSP activities.
- Ensure effective arrangements are in place within their club, society, or project for applying the Union's health and safety policies and procedures.
- Ensure suitable and sufficient risk assessments are completed for all relevant activities.
- Ensure all trips and tours are individually risk assessed and submitted with the required Trip and Tour proposal form.
- Ensure participants are informed of relevant risks associated with activities and of the control measures in place to manage those risks.
- Ensure activities are carried out in accordance with approved risk assessments, control measures, and Union requirements.
- Report accidents, incidents, and near misses arising from CSP activities through the appropriate Union reporting processes.

Accountability

Failure to comply with the Union's Health and Safety Policy, associated arrangements, procedures, instructions, and control measures may place people at risk and may result in disciplinary action.

Health and Safety Line Management Structure

