Faculty of Medicine

Faculty Education Office

**Health and Safety Policy for Undergraduate courses**

## General Principles

1. The Faculty of Medicine is committed to achieving high standards of health, safety and environmental practice.
2. The Faculty Principal through the Health and Safety Forum expects staff, students, visitors, contractors and other employers who work at the College to share this commitment by complying with College and, where appropriate, external policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.
3. We intend to ensure the health and safety of all persons who may be affected by our activities by:

a. Consulting with and involving our staff and students in matters relating to their own health and safety. Students and staff are represented on Education, Welfare and, for UG Medicine, Directors of Clinical Studies Committees.

b. Providing, managing and maintaining our workplaces and property so that they are, as far as reasonably practicable, safe, and risks to health are controlled. The Head of Learning Resources is responsible for managing central provision of teaching rooms (lecture theatres, seminar rooms, practical laboratories and computer laboratories). In a similar way, academic departments are responsible for departmental seminar rooms and research laboratories and hospital Trusts and General Practices are responsible for all teaching activities on their premises. For College owned space, Facilities Management is responsible for buildings.

c. Providing adequate and appropriate facilities and arrangements for welfare at work, managed by the Faculty Senior Tutor and Senior Tutors in conjunction with the Welfare Committee.

d. Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe, and any risks to health are adequately controlled. The Head of Learning Resources is responsible for equipment used whilst teaching in centrally managed teaching rooms. In a similar way, academic departments are responsible in departmental rooms and research laboratories. External academic institutions, NHS Trusts and General Practices are responsible for equipment in their areas.

e. Identifying hazards and conducting formal risk assessments when required in order to minimise the risk for all activities undertaken by the College. Ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained. Implementing systems of work that are safe and which adequately control risks to health. Where undertaken in other academic institutions, Trust or community placements, the local provider is responsible.

f. Providing the information, instruction, training and supervision at all levels necessary to ensure that staff and students are competent to supervise or undertake their work activities and to make them aware of any related hazards and the measures to be taken to protect against them. In addition, giving adequate information on relevant hazards to any other persons whose health and safety might be affected by the activities of staff and students.

Practical class leaders and project supervisors are responsible for ensuring appropriate risk assessments are undertaken and all safety related information is provided in relevant course guides (printed and/or online). Directors of Clinical Studies are responsible for ensuring students on clinical attachments are appropriately supervised and work within standard NHS safe working practice protocols. For Undergraduate Medicine the Electives Director is responsible for ensuring students undertake appropriate risk assessments when planning and organising their elective placements and for ensuring such assessments are reviewed.

g. Ensuring that Faculty keeps up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance. This is accomplished through the College’s Safety Department (<http://www3.imperial.ac.uk/safety>) and jointly with Trusts.

4. Where there are no existing College policies or guidance, we expect our staff, students and contractors to implement the highest relevant standards, to comply with relevant legislation, and to act in a similar manner when undertaking placements in Trusts, or on GP placements, or at other academic institutions. Where no standards or legislation exist, we will work with our staff, students and contractors to develop systems which comply with best practice in order to eliminate or minimise the risks so far as is reasonably practicable.

5. Undergraduate students are not permitted to undertake lone working in any area except areas designated for private study. Any project work requiring out-of-hours working will be adequately supervised and subject to specific risk assessments by the academic supervisor.

6. We will promote a positive health and safety culture and educate our staff and students in health and safety. This is undertaken by embedding safe working practices in all elements of the undergraduate courses. Wherever possible, information on health and safety egislation and standards applicable to a particular course will be included. In areas of work or research which are highly regulated, staff and students will be expected to attend certain courses as a mandatory requirement.

7. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, students, contractors, visitors or members of the public, or adversely affect the environment.

Issued: 27 July 2012