**Imperial College Union Health and Safety Committee**

**14th Nov 2018**

|  |  |
| --- | --- |
| **AGENDA ITEM NO.** | Item 09 |
| **TITLE** | Risk Assessment – Facilities |
| **AUTHOR** | Zonya Christian/Jomana Al Ahmad |
| **EXECUTIVE SUMMARY** | Since February 2018, regular site inspections have been carried out in the Union Building by the Admin support coordinator together with the SPI Official  Since September 2018, weekly site inspections have been carried to ensure that the work environment in the Union is checked more regularly.  From Feb 2018 to Oct 2018 15 site inspections have been completed  In the period of July 2017 to August 2018, 804 issues were reported on PlanOn, 708 of these issues were administratively completed (please refer to the Appendix for the detailed report) |
| **PURPOSE** | To note the statistics on facilities risk assessment within the Union |
| **DECISION/ACTION REQUIRED** | N/A |