

**Imperial College Union**

**Health and Safety Committee**

5 June 2019

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| **AGENDA ITEM NO.** |  |
| **TITLE** | H&S considerations for Welcome 2019 |
| **AUTHOR** | Emelie Helsen- Interim Head of Student Experience |
| **EXECUTIVE SUMMARY** | Update on changes from 2018 Fair  Update on general approach of Welcome with H&S and Risk in mind |
| **PURPOSE** | Inform H&S committee of approaches concerning H&S and Risk for Welcome |
| **DECISION/ACTION REQUIRED** | No Action required |

## General

## We are in the midst of planning Welcome 2019, for which we have taken a project approach this year. Welcome has been divided up into streams which each have a lead (Commercial Events, Fair, First weekend, Member engagement events, Outreach and awareness, income/ comms and volunteering). Each stream has participants from across the Union for knowledge, expertise and sharing the workload. Streams get support from the Interim Head of Student Experience and Yani King, the projects coordinator. A part of each lead’s remit is to consider any H&S implications for the areas they are coordinating. As we progress closer to Welcome, this will become more apparent in their project plans, and where necessary, specific risk assessments and H&S considerations will be needed.

## Welcome Fair

## The largest event that is deemed to have most H&S and risk considerations is the Welcome Fair, taking place on 1st October 2019 across South Kensington Campus. The lead for the Welcome fair stream is Jess Harrison, who has extensive large event planning experience and knowledge.

## Actions undertaken by Jess and/or Emelie so far are

## A fair walk around to consider H&S implications

## Read docs and information from previous years to incorporate into this year’s plan

* Booked all necessary locations on campus

As we progress over the Summer, more actions will be taken and a debriefing of Welcome and the Fair will be shared with this committee after October.

So far, H&S considerations have led us to changes such as:

- adopting a similar approach as summer ball plans for personal and public safety as this is a large event

- adapting the fair lay out further to college H&S advice on location of certain stalls, clashes with lectures, flow, and overcrowding

- hiring smaller tables and paying for the fair set up rather than our staff doing so, resulting in reduced physical harm, reduced exhaustion on a long day, and improved staff wellbeing.

- a different first aid approach due to lack of responsiveness from College staff last year

- an adapted approach to staff and CSP briefings with a bigger focus on H&S and subsequent higher accountability from staff towards stall holders