

**Imperial College Union  
Finance & Risk Subcommittee**

03 February 2021  
2 – 4pm / Microsoft Teams

**Standing Items**

	<b>Item</b>	<b>Author</b>	<b>Reference</b>	<b>Action</b>	<b>Page</b>
1	Introductions	GP		To note	
2	Apologies	VA		To note	
3	Minutes	GP		To approve	3
4	Matters Arising	GP		To consider	7
5	Conflicts of Interest	GP		To consider	
6	Confidential Business	GP		To consider	

**Substantive Items**

7	December Management Accounts	JH / TF	FR/20-21/05	To consider	8
8	CSP Grant Reallocation	RU / JH	FR/20-21/06	To approve	25
9	Reforecast Update	JH	Verbal	To consider	
10	Financial Procedures Changes	JH	FR/20-21/07	To approve	28
11	Sponsorship Policy	SL	FR/20-21/08	To approve	30
12	Health & Safety Policies [Group One]	TN / SL	FR/20-21/09	To approve	37
12a	Fire Safety Policy & Evacuation Procedure	TN / SL	FR/20-21/10	To approve	41
12b	First Aid at Work Policy & Procedure	TN / SL	FR/20-21/11	To approve	47
12c	Display Screen Equipment Policy and Procedure	TN / SL	FR/20-21/12	To approve	50
12d	Accident/Incident Investigation and Reporting Procedure	TN / SL	FR/20-21/13	To approve	58
12e	Manual Handling Policy	TN / SL	FR/20-21/14	To approve	64
12f	Working at Height Policy	TN / SL	FR/20-21/15	To approve	70
12g	Lone Working Policy	TN / SL	FR/20-21/16	To approve	74
12h	Remote Working Policy	TN / SL	FR/20-21/17	To approve	79

Items marked with an \* have been identified as confidential to Board.

**Author Key**

GP Graham Parker  
AS Abhijay Sood  
TF Tom Flynn  
JH Jayne Hufford

SL Sam Lee  
TN Tom Newman  
RU Ross Unwin

**Next Meeting Dates:**

10 March 2021

09 June 2021