

**Imperial College Union**

**Health and Safety Committee**

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| **AGENDA ITEM NO.** |  |
| **TITLE** | Freshers Fair Health and Safety Report |
| **AUTHOR** | Iain Pullar |
| **EXECUTIVE SUMMARY** | Freshers Fair is the biggest student event the Student Union organises on campus. With such a big event health and safety has to be paramount. There is a number of different health and safety features that we undertook to ensure the safety of our students, staff and visitors on campus. |
| **PURPOSE** | This paper is discussing the success of the Freshers’ Fair especially in relation to health and safety of the event, and what lessons have been learned for next year  Discussion topics   1. Success of the Freshers Fair in regards to health and safety 2. Lessons learned for continual improvement. |
| **DECISION/ACTION REQUIRED** | For discussion |

**Freshers Fair Health and Saftey.**

1. **Introduction**

The Freshers’ Fair happens every year and is integral to the engagement levels of students throughout the year. We had almost 400 societies, and 50+ externals across 17 areas on campus and is one of the biggest events that happen across campus with around 6000 students engaged throughout the day. The scale of the event makes the health and safety of everyone involved paramount to how we host the event.

1. **Before the event.**

We did a number of actions before the event took place to ensure the event was run in safe manner.

**Risk assessments**

We did a number of different risk assessments for the fair. First of all we did an overall risk assessment which included all the activities we were doing across the day. Most of these activities were people giving out information at stalls. We then had groups of risk assessments which included things like the ‘performance group’ and ‘ the martial art group’. We then had specific risk assessments for specific activities such as the forge or the batting cage, where individual activities were risked assessed for the specific events that were not covered by the overall risk assessment.

These risk assessments were given to College before the event to ensure we were thinking of all aspects.

These risk assessments were explained at the briefing and a copy of each individual areas RA were given to the staff leads on the day, so they were aware of what is going on in their area.

**Incident management procedure**

We created a new document this year which was an incident management procedure. We had this in various ways in previous years, but we used the College’s template. This involved serious incidents and how the staff team would manage them.

**Event Plan**

The event plan was made to ensure that all aspects of health and safety was covered and everyone knew what they were doing. This involved things like who to go to first aid, who to contact in case of protesters, what would happen during an incident. At the briefing we talked about the health and safety and explained manual handling. This event plan include hot work permits etc.

**Health and safety officer**

We had an H & S officer on the day of the event whose sole duty was to be responsible for health and safety on the day of the event. They would go around the campus ensuring the risk assessments were adhered to, the space was being used correctly, and ensuring activities were done in a safe matter. We also created a log to highlight incidents when they happened.

All these above points worked well and would recommend implementing them again next year.

1. **Lessons learned.**

After the event we identified a number of lessons learned about the safety of the fair. We identified them in a number of ways, including looking at the log and asking staff who worked the fair for any recommendations on improvements for next year.

**Communications**

While communications were vastly superior to last year, after a lot of work done in the summer, there were still some issues with radio communications particularly in SAF. We also had issues communicating with security on the radios. We were finding it difficult to communicate with security on the different channel.

Action: Next year, ensure company set up radio in order to communicate more effectively with security.

**First aid**

This year we had a first aid incident. The process we agreed with security was that they would take charge of any first aid. The security were delayed by a significant amount of time in responding to the incident. If they incident had been more serious we would need a faster response time.

Action: Investigate whether or not we have St Johns Ambulance on sight during fair next year.

**Trolleys**

This is the second year we have used trolleys to transport the tables to great effect. However, one of the trolleys doors were cabled tide together, causing the tables to fall out when going over a bump.

Action: Do trolley training and ensure staff know to push trolley the right way when going up the ramp.