

**Imperial College Union Health and Safety Committee**

**Date**

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| **AGENDA ITEM NO.** |  |
| **TITLE** | Corrective Action Report – CSP Focus |
| **AUTHOR** | Iain Pullar |
| **EXECUTIVE SUMMARY** | Update on Corrective Action Report, focusing on CSP’s |
| **PURPOSE** | Updating on where we are with the Corrective Action report in regards to CSP’s. The CAR is a Union wide document and this update is specifically related to CSP’s, and the progress we have been making. It has not included the ongoing, but highlighted key information. |
| **DECISION/ACTION REQUIRED** | Update |

CSP Selected Update’s

We have only highlighted the items that are not ongoing in the CAR. SMG are going to highlight the issues that are Union wide and not CSP specific.

Item

2.1.1 – February 18, CSP Charter.

- New CSP Charter is being worked on as a priority within the Activities Team. Will be in place by next Committee meeting, previous charter was in room bookings agreement, new charter will be more thorough.

5.1.1 -August 18, Findings of Risk Assessments have led to the identification of potential critical incidents.

- Not had capacity to look into risk assessments. Three stages of Risk assessments, getting CSP’s to submit, checking that they are good enough, checking what they are doing on them. CSP’s have to submit risk assessments, lack of capacity to deliver checks

6.1.1 and 6.1.3- December 2018, Work with College to to ensure emergency procedures are fit for purpose.

- Procedures in place, but needs refined and reviewed. Especially prevalent after recent events such as Freshers Fair and other trips that highlight gaps in process.

6.1.2 -March 19, To include emergency equipment in budgeting.

- Budgeting for CSP’s has been revamped this year to include a number of different aspects. This includes savings funds for large scale equipment purchases.