

**Imperial College Union**

**Health and Safety Committee**

5 June 2019

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| **AGENDA ITEM NO.** |  |
| **TITLE** | CPS training evaluation report |
| **AUTHOR** | Emelie Helsen- Interim Head of Student Experience |
| **EXECUTIVE SUMMARY** | Update on 18/19 training for CSPsUpdate on approach for 19/20  |
| **PURPOSE** | Inform H&S committee of training and support offered to CSP officers  |
| **DECISION/ACTION REQUIRED** | No Action required  |

18/19 training for CSP officers

Training for CSP officers occurs in various ways. Firstly, the three positions of president, treasurer and secretary are highly encouraged to attend Officer Academy (even though we are unable to provide spaces for all around 1000 of these officers), so there is a gap in assurance for those who do not attend. Therefore, further follow up sessions in the next 6 weeks post Officer Academy took place. The total of officers attending sessions through these two delivery modes was 126.

Student Activities address many health and safety aspects in the ‘Trips and Tours’ training session. Anyone going on a trip or tour is expected to attend training, however our numbers indicate that this year. 10 sessions have been hosted this year on the topics of ‘Safety and Risk Management’ and ‘Trips and Tours’, which 96 students attended.

Additionally, Student Activities train students as part of their minibus testing- this year, 107 amount of students have taken an individual minibus test.

Student Activities also put on a number of sessions of first aid training for clubs and societies members. 26 students have been trained so far this year, with further capacity of 52 people in total taking up this type of training during this academic year.

The training hub hosts information on different aspects of H&S, hosted on different sites

<https://eactivities.union.ic.ac.uk/training/health-and-safety>

<https://eactivities.union.ic.ac.uk/training/events-trips-tours>

<https://eactivities.union.ic.ac.uk/training/facilities-and-spaces>

These sites include quizzes on health and safety.

CSPs are not allowed access to their financial accounts or any funding until they have submitted a risk assessment on line. As of now we have 81% of CSPs risk assessments submitted. It is hard to gage how students have interacted with the open access information, as analytics on page views could give a distorted number, i.e. re-accessing information and non-CSP officers and non-students are able to view any information.

The Drama Society do a number of training sessions internally with their members on aspects such as manual handling and climbing ladders. To get numbers, it would be best to ask them.

Plans and recommendations for 19/20 CSP officer support, information, and training

* Officer Academy in June and September 2019: flipped classroom approach and redesign of Officer Academy led by Kristie Thacker with support from Paulina Kristiansson
* 2019/2020 will see further development of training/ support model on how to best support CSP officers that does not always involve face to face time.
* There will be a Summer update of training hub and imperialunion.org website information including H&S and risk to be made clearer to our officers
* Iain Pullar is creating a CSP officer charter for CSP Officer accountability, which will include high accountability of H&S procedures and timelines.
* CSP Risk assessments percentage should be high from the start of the year, which the charter will include.
* 19/20 will also see some adaptations for sports H&S because the Sportshub is being launched.
* An initial H&S Student Activities mapping day with relevant OTs and staff is taking place 30th May which will lead to a plan of priorities to focus on for the next 3 years. More time resource has been allocated in the 19/20 plan to focus on H&S. Previous H&S documentation and information from 2017 will be considered in this process as well.
* There is an aim for student staff increase to support the SE directorate for 2019/2020 in training CSP officers, updating our information in student-friendly language, provide systems support.
* Once the new SALUS website and app is launched, CSP officers will receive communication and guidance on using this.