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**EVENTS**

**TRAINING ARTICLES**

THE STUDENT’S UNION

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# CATERING

***Union and College Spaces Food Guidelines***

Union Spaces

* **Food Provision:** Only Union venue food unless permitted by Venues and Activities teams. For enquiries about venues services, please contact [Beit.events@imperial.ac.uk](mailto:Beit.events@imperial.ac.uk)
* **Pre-Packaged Food:** Allowed in other Union spaces if it doesn’t need temperature control. Display allergens.
* **No Student Food Preparation:** Students cannot prepare any food.
* **External Catering:** Not permitted, except pizza with a risk assessment and supplier’s food hygiene certificate.

College Spaces

* **College Catering Only:** Only College Catering food allowed.
* **Pre-Packaged Snacks:** Allowed if they don’t need temperature control. Display allergens.
* **Stalls:** Can sell non-temperature-controlled foods (e.g., baked goods, sweets) with displayed allergens and attached supplier’s food hygiene certificate.
* **No Student Food Preparation:** Students cannot prepare any food.
* **External Catering:** Not permitted. For exceptions, contact[roomsandcatering@imperial.ac.uk](mailto:roomsandcatering@imperial.ac.uk) and submit an External Caterer Notification Form 21 days before the event.
* **Hot Drinks:** Permitted if covered in your risk assessment and prepared with hot water urns available through eActivities.

# ALCOHOL GUIDLINES

College Spaces:

* Alcohol can only be supplied by College Catering.
* Personal provision of alcohol is not allowed.

Union Spaces:

* Alcohol bought from ICU Venues must be consumed within the venue or designated areas like Beit Quad.
* Alcohol from outside ICU Venues is prohibited on Union premises.
* Exceptions require prior approval during the space/activity booking process by the Designated Premises Supervisor (DPS).

External Spaces & Alcohol at Events:

* Events should not be run where the main aim is to encourage excessive drinking e.g. ‘all-you-can-drink' events & drinking games.
* Alcohol may not be consumed as part of a 24hr event.
* Committees have a duty of care to members to consider inclusivity in all events including running events which are non-drinking. Where alcoholic drinks are provided at events, non-alcoholic alternatives must also be provided.
* You may purchase alcohol, e.g. a bottle of wine, as a ‘gift’ for a speaker or guest at an event.
* Licensed external venues may provide a bar at your events. A ‘drinks package’ may be purchased as part of hire e.g. a welcome drink per attendee, limited wine on tables or drinks vouchers.
* You may not purchase alcohol to stock a bar- bar services must be fully provided by a venue or supplier.
* You may not purchase alcohol at events and claim this back as this does not constitute an activity or expense that is core to the fundamental aims & objectives of any CSP within Imperial College Union. This expense does also not equally benefit all members.

# UNDER 18S AND EXTERNAL ATTENDEES:

* If you are delivering teaching sessions for under 18s you will need to cover this in your Risk Assessment, including Welfare controls.
* There should be no 1-1 supervision and parental consent should be sought where under 18s are attending an event.
* DBS checks are not required for this activity. However, participating schools should be informed, and parents should be notified through consent forms.
* For any events with external attendees, sign-ups/attendee registration is compulsory.
* Additionally, for larger events, please ensure you brief attendees on your emergency procedures and fire exits.

EXTERNAL SPEAKERS

Imperial College Union will facilitate events that allow speakers to share their views and experiences while ensuring that differing, challenging, and opposing perspectives are also heard and discussed in a safe environment. This commitment is limited by UK law, which protects individuals and groups from intimidation, discrimination, and incitement to crime.

As of July 2024, the updated Freedom of Speech Code of Practice applies to all ICU staff, students, honorary or life members, visitors, and invited guests. The policy can be found [[here]](https://www.imperialcollegeunion.org/sites/default/files/ICU%20Freedom%20of%20Speech%20Code%20of%20Practice.pdf).

**The Union as a Charity**

As a charity, Imperial College Union has specific duties and responsibilities when hosting external speaker events. In addition to complying with the Union's Code of Practice on Freedom of Speech, the Union's Trustees must ensure that events organised by affiliated student groups do not threaten the charity’s endowments, funds, assets, or reputation.

**Risk Management**

When processing external speaker requests, we must evaluate any potential risks associated with the speaker’s participation and collaborate on mitigating them. We will make every reasonable effort to facilitate the attendance of external speakers at campus events and support students in this process. To ensure sufficient time for risk assessment and event support, all external speaker requests must be submitted at least 6 weeks before the event.

When approving a speaker, we must consider the following risks:

* Impact on student wellbeing, health, and safety.
* Reputational risks to you, Imperial College, ICU, and our CSPs (Clubs, Societies, and Projects).
* The speaker's history and any prior media attention.
* Potentially controversial subject matter.
* The reputation and possible motivations of any sponsor or partner agency.
* Compliance with UK laws, including those related to discrimination, incitement, and intimidation.
* Ensuring we are not perceived as providing a platform for illegal activities.
* Alignment with our charitable objectives and the benefit to students.
* The potential for the speaker's presence to lead to a breach of the peace.
* The risk of violating the Union’s Free Speech Code of Practice or restricting the legal free speech rights of students, staff, or the public on campus.

**Escalation Process**

If a speaker is considered high risk, staff may escalate the matter to a manager or senior manager within the Union and consult with relevant College staff. They will decide if and how the event should proceed. We may enforce conditions for the event before granting approval, but we will do what we can to allow it to take place.

**Remember:** You must obtain approval from the Union for all external speakers. Do not publicise your event or its speakers until approval is granted. Failure to comply with this requirement may result in disciplinary action, including the cancellation or postponement of your event.

STEWARDS:

* Any event with 100+ attendees must have stewards. These are student volunteers (committee or members) who can act as points of contact for attendees and take responsibility for crowd control.
* You should have stewards even if security is employed.
* Stewards should be sober for the duration of the event and easily identifiable.

# ACCESSIBILITY & INCLUSIVITY

Imperial has one of the highest rates of self-declared disability in the UK, making it essential to create inclusive and accessible events for all students. Catering to Imperial’s diverse population requires careful planning to ensure everyone can fully engage and benefit from the experience.

**Understanding Neurodiversity:**

* Neurodiversity includes unique neurological traits and conditions like autism, ADHD, and dyslexia. Recognising these differences helps create an inclusive environment.
* Use an Equality Impact Assessment to make events more accessible.
* Publicise your event’s accessibility to raise awareness.

**Venue and Location:**

* Choose accessible venues with quiet spaces, sensory-friendly areas, and clear signage.
* Ensure appropriate lighting, acoustics, seating, and bathroom facilities.
* Inform attendees about wheelchair accessibility and who to contact for further adjustments.

**Online Accessibility:**

* Provide closed captioning, transcripts, and accessible slides for online events.
* Ensure compatibility with screen readers and options to adjust text size and contrast.
* Offer recorded content for those unable to attend in real-time.

**Communication and Instructions:**

* Give clear, concise instructions in visual and written forms. Using plain language and avoid slang/jargon.
* Arrange designated seating for students with disabilities and recognise the significance of sunflower lanyards or badges.
* Offer flexible schedules for longer events and include regular breaks to reduce sensory fatigue. Allow attendees to step out or take breaks as needed.

**Diversity in Presenters and Content:**

* Include diverse presenters and/or speakers, including neurodivergent individuals. Diverse perspectives enrich the content and show commitment to inclusivity.

# CONTRACTS

* Contracts should not be signed by student groups under any circumstances.
* All contracts for events should be attached to the event proposal and will be signed by the relevant members of staff once sufficient reviews have been completed.
* If you need to email any contracts to us, please use the address [activities@imperial.ac.uk](mailto:activities@imperial.ac.uk) and quote your related event proposal ID. We will add it to your submission for you.
* Contracts must be reviewed and signed before related finances are approved, and this cannot be short notice.

# SUPPLIERS

You may choose to contract suppliers to provide services for your event. All suppliers should be noted on your event proposal for approval. Please see some essential requirements for suppliers:

**Caterers:**

* Public Liability Insurance
* Food Hygiene Certificate
* Risk Assessment & Method Statement
* Contract (if applicable, to be signed by the Union)

**AV Services:**

* Public Liability Insurance
* Room Plan (if applicable)
* Contract (if applicable)
* Risk Assessment & Method Statement
* Completed College Induction (if applicable, completed by supplier)
* Completed Permit to Work (if applicable, submitted by supplier through college portal)

**Photographers/Videographers:**

* Public Liability Insurance
* Contract (if applicable)

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