



## Imperial College Union Health & Safety Committee

17<sup>th</sup> February 2020

<b>AGENDA ITEM NO.</b>	9
<b>TITLE</b>	Summer Ball update
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<b>EXECUTIVE SUMMARY</b>	This paper details progress and awareness of plans to mitigate risks for the Summer Ball 2020. There is an overview and a breakdown into categories for the committee's oversight.
<b>PURPOSE</b>	To update on the Summer Ball 2020's H&S overview
<b>DECISION/ACTION REQUIRED</b>	This paper is for reporting purposes and no decisions are required on its content.

## Overview

Imperial College Union, under the project management of the Deputy President (Finance & Services), intends to deliver a successful Summer Ball on Saturday 20<sup>th</sup> June 2020. It is expected to be on time, above budget and, most importantly, as safe as possible with the resources available.

The required documents from DramSoc and external caterers have been received and are being reviewed. I am aware of the security and crowd control being of vital importance, and will be meeting the Fire Officer in the coming weeks to get approval for capacity, layouts, evacuation plans and recommendations for crowd control management.

In the absence of an E&C manager, I am undertaking necessary training to ensure the project is managed safely and up to standard.

With fourth months to go until the event, this paper details progress and awareness of plans to mitigate risks.

## Health and Safety details

Having reflected on the recommendations from the Health and Safety consultants that were used during the Summer Ball 2018, and how Summer Ball ran operationally in 2019, some key aspects are being considered.

## Security and crowd control management

In 2018, crowd control, particularly at the front entrance to the ball, was highlighted as a possible weak point. In 2019, a wristband collection two days prior to the ball was organised to mitigate against this. This created operational difficulty in terms of set up (Metric was booked out, which inhibited set-up) and misunderstanding around wristband collection on the night.

This year, we are returning to on-the-night collection, with 6+ staff volunteers (who are aware and agreed it is a volunteering position - this avoids the issues around TOIL) working from open to last entry. There will be an increase in initiatives to get people to arrive earlier, as well as strong marketing to promote the student acts that perform from open, as well as the timeline for the whole event, so guests are aware when they should arrive.

DPFS will meet with the Fire Officer to discuss room layouts and expectations (decided on January 27<sup>th</sup>) in February and confirm capacity. A basic analysis of crowd behaviour and the risks involved will be utilised to aid incident planning and evacuation procedures.

Based on feedback from last year, the budget for security has increased from £5.5k to £7k to allow better support and crowd control.

A risk management plan will highlight the risks which are reasonably foreseeable and mitigate them to an acceptable standard. Specifically we will be looking at:

- Surge points – how will they be controlled to slow students down.
- Signage – this should be repeated and as simple as possible in terms of messaging.
- Sticking points – how will they be controlled to move students easily.
- Exit and entry points – how they will be controlled for all of the above.

## DramSoc

DramSoc are responsible for most of the technical aspects around the Summer Ball, as they dress the space, and set up stages, lighting and sound in all entertainment rooms. As before, any contractor or student society that is setting up / taking down equipment will be required to submit full risk assessments and method statements prior to work being approved. To support DramSoc more, in order to reduce the pressure/stress and consistently be aware of progress, four key DramSoc representatives sit on the Summer Ball Committee and have assisted in creating the budget to ensure the expectations are realistic and that they receive the necessary support from the Union. Being involved significantly further in advance (since November 2019) than before has also helped with their own internal organisation. The necessary H&S documents from DramSoc are currently being collated and should be complete by H&S committee in February 2020.

Unlike last year, plans to provide resources to ease pressure and intensity of ICU volunteer shifts have explicitly been included in the budget and will not be cut, reducing dependency on ICU staff to help with the operational aspects of the Ball.

## TOIL and volunteers

To decrease TOIL accrued by Imperial College Union staff at the ball, the sabbatical officers are to fulfil the main task of scanning student tickets at the entrance. It will be open to other staff that wish to volunteer in support of the student event, but in the knowledge that it is a volunteering position. This should have a direct and positive effect on staff wellbeing and engagement, as well as being a more cost-effective option overall.

There will also be more reliance on student volunteer at this year's event, and a greater focus on their wellbeing as this has been severely neglected in the past. Rotas will be designed to alleviate stress points as much as possible and incorporate breaks. Throughout the week, setting up the Ball, there is a food and drink budget included that reasonably supports the student volunteers, as well as on the night. There is also an uber provision to ensure those who work in to the early hours of the morning during set up can get home quickly and safely. DPFS is looking into College providing rooms in South Kensington for these volunteers. There will be feedback sessions run in the weeks after the Ball to continuously improve our practices. Without volunteers, we will be in vulnerable position in regards to operationally running the ball.

## Terrorism

To liaise closely with college security and our external SIA provider to mitigate any risks around external attacks on the night of the Ball. DPFS is taking the ACT Operational training (previously known as the project ARGUS counter-terrorism training) on February 25<sup>th</sup>, delivered by the City of London Police, as taken by the last Events & Conferences Manager. The Deputy President (Clubs & Societies) and Head of Student Experience (two key Union volunteers) will also join in February to expand the overall knowledge of the team and ensure effective and practical steps are put in place to mitigate risks in this area. It will be put forward to other key volunteers too, with training also offered in March.

## Risk Assessments

DramSoc have provided all their updated risk assessments and method statements. The caterers have also provided their H&S documentation, which is being overviewed by the Operations Manager.

## E&C Manager

The last E&C Manager left in October 2019. As such, this knowledge and experience is missing. To account for this as the effective event manager and project lead, DPFS has/will undergo the following training:

- Safety Leadership Training (training complete on 16/12/19)
- Fire Safety and Awareness Training (passed on 08/01/2020)
- PRINCE2 Foundation (2015) (online - in progress)
- Risk Assessment Foundation Training (RAFT) (online – in progress)
- ACT Operational Course (training on 25/02/20)
- CIEH Foundation Certificate in Occupational Health and Safety (training on 27/04/20)
- Emergency First Aid at Work + AED Training Course (training on 01/06/20)

## Crisis Management Plan

Utilising the College's form, with support from Nick Holmes who is the Event Organiser for Graduation, the CMP will be updated and adapted for the Ball, along with the specific hazards the event contains. As recommended, DPFS will liaise with Julia Cotton whilst the crisis management plan is being formulated and, as per last year, the crisis management plan will then be reviewed and tested using a tabletop approach to see if the model works for the event. Once the procedures are decided, a full communications plan will be incorporated alongside the crisis management plan.