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**SOCIETIES & STUDENT ACTIVITIES**

**HEALTH & SAFETY GUIDANCE DOCUMENT**

October 2023

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# PART 1 – PURPOSE & VALUE

## HSU HEALTH AND SAFETY POLICY STATEMENT

Hallam Students' Union ("HSU") recognises its responsibilities for the implementation of health and safety legislation and is committed to ensuring the health, safety, and wellbeing of anyone using and affected by our activities and to providing a safe environment for all those attending our premises and events. HSU strives to provide an environment which is stimulating and safe to use and work in, while supporting all staff and students in the furtherance of good health and safety practice. Health and Safety is the responsibility of everyone and HSU encourages the participation of all students, staff, and their representatives (usually elected officers) in identifying problems and seeking solutions in a timely manner. Staff and the Students’ representative will be consulted and involved in health and safety management within the organisation.

Mark Hewerdine

Director of Resources

## ACTIVITIES - A DEFINITION

Activities as described in this document are any activity organised by a student led group, society, or service affiliated with Hallam Students’ Union and that uses HSU resources. This includes all activities undertaken by active societies, committees, and Give-it-a-Go participants.

## THE POLICY DOCUMENT

The aim of this policy document is to highlight and communicate the objectives of Hallam Students’ Union, regarding the Health, Safety and Welfare of all Students and Staff involved in the activities mentioned above. This policy will identify which personnel hold key responsibilities for student health and safety, and provide information, advice, and guidance on key health and safety areas such as Risk Assessment, Accident Reporting, and Emergency Procedures.

## GENERAL APPROACH TO HEALTH, SAFETY AND WELFARE

Hallam Students’ Union intends to follow best practice wherever possible, which will involve more than simple compliance with minimum legal standards. This is a long term aim and as the targets of best practice continue to move, this will require a constant evolution towards a consistently safe environment in all activities.

## THE MANAGEMENT OF SAFETY IN HSU ACTIVITIES

Hallam Students’ Union believes that the only way to provide safe activities is to ensure that the entire process of safety management operates so that new risks are identified, and minimised, and existing hazards are controlled at every level. This applies to everyone from senior management and Officers through to all staff and committees of societies and finally to all students involved in activities. This means that the management of safety is a core organisational function and that all those involved will have ownership of the system, helping to develop a positive health and safety culture in which risks can be kept at the lowest possible level.

The process of health and safety management employed by Hallam Students’ Union is intended to comply with the guidance issued by the Health and Safety Executive (HSE) and best practice advice from the University Safety and Health Association (USHA), and all relevant National Governing Bodies.

## SAFETY IN ACTIVITIES STATEMENT OF INTENT

In its commitment to safety in student activities Hallam Students’ Union will endeavour to provide the following via its staff, individual societies, committees, and Officers:

1. Undertake Risk Assessments of all activities to identify hazards, assess risks, and implement control measures to reduce these risks to an acceptable level.
2. Provide subsidised funding for the training of Society members, leaders, and organisers etc. to National Governing Body standards, to raise and enhance the level of safety, skill, and awareness within the society.
3. Provide First-Aid Kits for all high-risk societies and other appropriate activities.
4. Provide First-Aid Training (one day course) for at least 1 member of each high-risk society.
5. Provide support where necessary in the selection, acquisition, hire, and maintenance of equipment, including testing, inspection, and appropriate logging of use.
6. Provide compulsory affiliation to any relevant National Governing body (where they exist) and adoption of their ‘Codes of Best Practice’.
7. Provide a system to report, monitor and investigate all accidents, incidents, and near misses to the Students’ Union Director of Resources, Student Communities Manager, and Health and Safety Operational Group.
8. Record and monitor all activities throughout the year to allow the information to be passed on to the new committee members at the official handover period.
9. Provide adequate insurance cover through society membership, and insurance of other activities where appropriate.
10. To ensure the competence of those coaching or otherwise supervising or leading activities.
11. Continue to monitor, review, and modify safety procedures as necessary.

# PART 2 – PEOPLE

## ROLE OF THE UNION

Hallam Students’ Union has the initial responsibility for Health and Safety concerns within student activities. This responsibility includes:

* The evolution and implementation of a framework for safe practice
* To maintain accurate risk assessments and other records relating to this framework
* The continuing operation, development and annual review of student activities Health and Safety in line with current best practice
* All legal obligations and to provide Health and Safety advice guidance, support and training to staff, individual societies, committees, and Officers

## SOCIETY COMMITTEES’ RESPONSIBILITIES

Society committees and leaders of activities have an elevated level of responsibility and Duty of Care for all their members and participants (see section on negligence and duty of care on **page 8**).

They must ensure that:

* All advice given in this document is implemented and followed by themselves and all society members/activity participants.
* All participants in their activities hold current memberships or associate memberships to their society and the Students’ Union.
* All reasonable precautions have been taken to ensure the risks associated with their activities are reduced to a minimum level.
* Suitably qualified and competent persons oversee all activities, and the level of activity is suited to the competence of the participants.
* Suitable emergency and first aid arrangements are in place, where needed.
* Information contained in their risk assessments and general health and safety information regarding their activities is passed on to their members and others who may be affected by their activities.
* Control measures identified by their risk assessments are implemented and followed.
* Advice on best practice received from the Students’ Union and any National Governing Body, or relevant authority implemented and followed.
* All trips to off-campus events are registered with the correct documentation (see Trip Registration Guidance.)
* All accidents and incidents are reported to the Student Communities Team and Director of Resources.

Societies must also provide the Student Communities Team with the following safety documents:

* Suitable and Sufficient Risk Assessments for all society activities.
* Equipment inventories or logs.
* Certificates and/or appropriate evidence of certification for coaches, activity leaders and first aiders etc.
* Information on activities run by external organisations.
* Proof of National Governing Body (NGB) affiliation where appropriate.

## ROLE OF ACTIVITY/TRIP LEADERS

The activity/trip leaders are responsible for the planning and managing of the activity in question. This person may be a committee member, paid instructor, or a suitably qualified and/or experienced society member and/or a student staff. Whoever this person is their responsibilities remain the same. Their responsibilities are:

* To check that all reasonable measures are in place to ensure the safety of all participants and anyone who may be affected by the activity.
* To ensure that all society, as well as Students’ Union and National Governing Body, procedures and best practices are followed.
* To make informed decisions on matters affecting Health and Safety and the activity.
* To ensure that all equipment has been checked by a competent person and is fit for use.
* Provide a high standard of leadership and instruction.

Societies should obtain information and maintain records about who is leading their activities/trip on the Trip Registration Form.

## ROLE OF INDIVIDUAL PARTICIPANTS

Individual members/participants are responsible for their own action or inaction while involved in any activities. They must also follow all reasonable instructions from activity/trip leaders. Remember your actions can/may affect other members as well as yourself (see Duty of Care (page 9) within this document).

## REGISTERING INSTRUCTORS

All society instructors (where self-employed or an individual) must be registered with the Students’ Union and must meet the following requirements. They must:

* Have recognised, relevant instructing qualifications.
* Have a current first aid qualification.
* Have their own third-Party Liability insurance.
* Be affiliated to any relevant Governing Body.
* All external instructors and external personnel must complete a Guest Speaker form.

All documentation must be provided to the Student Communities Team at the beginning of the year.

## ACTIVITIES RUN BY EXTERNAL PROVIDERS/ORGANISATIONS

You must inform the organisation that you are working with of your requirements. You should request copies and/or information on:

* National Governing Body affiliation or accreditation.
* The Organisation’s Risk Assessments.
* The Organisation’s Safety Policy.
* Staff/activity leaders’ experience and qualifications.
* Safety equipment i.e., what they provide and what your members need to bring.
* Welfare facilities (washing, toilets, and changing facilities etc.).
* Emergency procedures, including First Aid.
* Public Liability insurance.

The above information should be shared with the Student Communities Team.

## NEW MEMBERS AND NOVICES

The highest level of Duty of Care is owed to novices or new members. These individuals will often have low levels of hazard perception and will be unskilled at reducing risk for your activities. This may present additional danger to other members as well as themselves.

It is considered best practice to treat all new members as novices until their competence level has been established. It is vital that all new members are informed of the risks and subsequent control measures for your activities.

Some activities will need to be organised for the benefit of novices, so that levels of ability and confidence can be established. On such occasions, societies should ensure that:

* There are as many qualified and experienced members as possible in attendance.
* Adequate First- Aid provision is made, in line with any National Governing Body standards.
* Environments that present fewer hazards are used and activities are kept simple.
* All relevant safety information has been passed on to the participants.

## INITIATION/INDUCTION CEREMONIES AND COERCIVE BEHAVIOUR

All societies and other student groups are reminded that initiation or induction ceremonies and all other forms of coercive behaviour are banned by both the Students’ Union and University. These groups are also reminded of the potential dangers of initiation or induction ceremonies and that organising, promoting, or encouraging participation in any dangerous initiation or coercive behaviour may constitute a breach of the societies or an individual’s duty of care (see below guidance on duty of care), and a breach of many various Student Union and/or University policies, which could lead to disciplinary action.

## NEGLIGENCE AND DUTY OF CARE

* Each society member owes a duty of care to act reasonably to all other members and anybody they may meet during their activities. If they do not act reasonably in terms of endangering the safety of other people, those affected could exercise the right to pursue legal action.
* Every individual must ensure that they act reasonably in terms of their behaviour when on an activity/trip.
* No definition of reasonable behaviour can be given as it depends on the individual circumstances at the time. However, the application of common sense, empathy, and context-based decision making regarding personal behaviour can be broadly understood to be reasonable. It is unreasonable to, for example but not exhaustively, treat others poorly, neglect or ignore others, and behave in discriminatory or unkind ways
* It is important to note that everybody must have due regard for the safety of others as well as themselves when engaged in an activity.

WILL BEING A LEADER OF A SOCIETY OR OTHER ACTIVITY AFFECT MY ORDINARY DUTY OF CARE?

It may do. As a group leader you have accepted the responsibility of leading others. You owe them a duty of ensuring that they are not exposed to foreseeable risk of injury as far as you reasonably can.

It should be noted that on any outing where a group leader has not been appointed, the most experienced and/or qualified person there ought reasonably to intervene and at least advise if a foreseeable risk of injury arises.

WILL BEING A COMMITTEE MEMBER AFFECT MY DUTY OF CARE?

It may well do. If you accept a position, you are likely to agree to carry out certain functions which may affect the safety of others, both inside and outside the society. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury which exists or arises.

For example, if you agree to be the Equipment Officer you must make reasonable and regular inspections of the equipment to see that it is safe.

# PART 3 – PRACTICES

## CATEGORISING SOCIETIES

Hallam SU place every society into one of three risk level categories based on the nature of their activity and the level of risk involved. These three categories are:

1. High Risk

2. Medium Risk

3. Low Risk

The risk categories are under constant review, and it is possible for some Clubs/Societies to move within the risk rating system depending on their performed activities.

## HIGH RISK SOCIETIES

High-risk societies have the highest potential risk of any society and as such they are required to have the strictest safety policies and to provide the highest level of proof that they are managing the safety of their members. The usual or regular activities for these societies will require more staff support and resources than other groups.

High Risk societies as of July 2022 (updated yearly).

* Cheer and Dance
* Hallam Union Pole
* Hallam Odyssey
* Surf
* Airsoft
* Karting
* Formula
* Fellwalking and Mountaineering

## HIGH RISK COMMITTEE SAFETY RESPONSIBILITIES

As the highest risk category these societies will be required to have the strictest safety policies and will also be required to provide the highest level of proof, that they are managing the safety of their members. The society must complete all the below, as a minimum:

All society paperwork, including the Annual Risk Assessment

Attend all mandatory training sessions, including the Risk Assessment Training.

Submit all relevant paperwork including a risk assessment for one-off higher risk activities throughout the year, trip registration forms etc.

Elect a full committee, including appointment of a Safety Officer.

Ensure the training and competency of persons supervising the activity. If there are no suitably competent persons appointed, then the society may not be able to take non-experienced members for certain activities.

Ensure adequate supervision arrangements for less experienced and inexperienced society members.

Ensure adequate first aid arrangements within the society and/or at the host venue.

Equipment examination, inspection, testing, storage, and issue arrangements. You will need to be able to demonstrate that the equipment owned by or used by the Society is safe to use, is inspected regularly, is properly maintained, and is kept in a safe manner. For example: climbing ropes must be regularly inspected by a competent person and each rope and harness must be uniquely identified and records kept of the examination, conditions, repairs/alterations, and usage (especially involvement in fall incidents).

Show availability of any specific means of communications that are required due to the nature of the activity, such as flares, loud hailers, radios, whistle codes etc.

Advise on any personal equipment/clothing that members will be required to have before taking part in the activity e.g., boots, warm clothing, waterproofs, etc.

Health provisions that are required prior to engaging in the activity (e.g., any medical condition which may prevent some people from taking part). If there are requirements, then they will need to specify how they are to be tested and monitored.

Have emergency procedures put in place for the eventuality of an incident occurring.

The documentation must be stored in a society folder, kept up to date, and signed by all committee members with the most recent copy shared with the Student Groups team

There are some societies in this category (high risk) that are not responsible for the actual activities and simply act as agents for a provider organisation. In these cases, only those risks not controlled by the providing organisation are applicable i.e., transport to and from the host venue. All society members should be made aware of the external organisation’s policy and procedures.

## AFFILIATION WITH NATIONAL GOVERNING BODIES

All societies must be affiliated with their appropriate National Governing Body (NGB) where this exists. The society must fully adopt the NGB codes of best practice and safety procedures. Regular contact must be kept with any NGB to monitor any changes to the above. Affiliation with an NGB or other Professional Association may also include some form of additional insurance cover for your members and instructors etc.

## EQUAL OPPORTUNITIES

All organised student activity groups within the Students’ Union must promote a welcoming and inclusive atmosphere for all members and potential members.

It is the responsibility of each group’s committee to ensure that all activities, communications, meetings, social events, and publications (and more) are fully in line with the Students’ Union Equal Opportunities Policy, which can be found here. It is also the responsibility of each group’s committee to ensure activities are available to everyone wherever possible, and that reasonable adjustments are made to cater for persons with alternative access needs. The committee should seek advice from the Students’ Union as to the nature of any reasonable adjustments and their likely impact.

Society committees must attend mandatory training at the beginning of each academic year, during which equal opportunities within student activities will be covered.

## RISK ASSESSMENTS

Risk Assessment forms are available to all societies on the committee portal. It is compulsory to fill these forms in and assessments should also be carried out when significant change takes place, e.g., when visiting a location for the first time. Committees must provide the information from their Risk Assessments to all society members, and copies of all assessments to the Student Communities Team.

## SAFETY MEETINGS

The Student Communities Team is available for individual meetings with any society who has any concerns regarding the health, safety, and welfare of their members, or with their current and future procedures.

# PART 4 - PROCEDURES

## EQUIPMENT AND MACHINERY INVENTORIES

All equipment and machinery purchased by the Students’ Union or individual societies must be selected for the activity in mind, with all new equipment meeting the quality standards and carrying the CE mark. Each society is responsible for the purchase of correct and suitable equipment and its subsequent maintenance, inspection, safe use, and storage, alongside the reporting of any problems to the Student Communities Team. Societies must maintain accurate inventories of their equipment, and the Students’ Union will undertake audits on a range of equipment each year. All equipment must only be used for its intended purpose and in line with any manufacturer’s instructions and guidance. Full instruction and training should be given to all members before they are allowed to use any existing or new equipment/machinery. Societies must also appropriately dispose of and replace any safety equipment that has exceeded the manufacturer’s recommendations on life expectancy.

Societies must maintain accurate inventories of their equipment, especially personal protective equipment (PPE). All new equipment must be added to the inventory as soon as possible, with any equipment that is disposed of being removed. All equipment should have its own unique identifying mark or number and be inspected/tested regularly by a competent person who has been identified as responsible for this task (this is in addition to pre- user checks that should be performed on all equipment).

Equipment inventories must have the following features:

* Information on the equipment’s purchase and disposal dates.
* Records of each piece of equipment’s identifying mark or number, and a full description of the equipment.
* Dates of all inspection/testing and information on any defects found or actions taken.
* Details of the storage area and conditions.

## USE OF PORTABLE ELECTRICAL APPLIANCES

Any electrical equipment owned by a society and used in the Students’ Union building must undergo a portable electrical appliance safety test. This includes equipment currently used and new equipment before its first use. This test is to ensure that the Students’ Union follows Health and Safety as well as Electricity and Fire Regulations. Equipment that is owned and kept by the Students’ Union will automatically undergo testing.

Each society that uses their own electrical equipment in the Students’ Union building must therefore arrange for their equipment to be checked and a visual inspection for obvious faults to be undertaken when bringing it onto the premises. This will require the society to produce a register of such equipment and dates of tests etc. Any equipment purchased within the last year does not require the above. Any equipment found or being used in the Students’ Union without test records will be decommissioned and removed.

## ACCIDENT/ INCIDENT AND NEAR MISS REPORTING

All accidents, incidents, and near misses must be registered on the Accident/Incident/Near Miss form available from the Students’ Union website situated on the committee portal. The completed form should be forwarded to the Student Communities Team as soon as possible after the incident, with follow-up reports being used in the event of further information becoming available.

The reporting of these occurrences will allow the Students’ Union to investigate accidents and trends with the aim of improving controls and further reducing risk.

The Students’ Union also has a legal obligation to report accidents and near misses of a certain nature to the Health and Safety Executive. Occasionally some of the data from these forms will need to be provided to external bodies, all data is covered by the Data Protection Act and is regarded as privileged data within the meaning of the Act.

## FIRST AID

Societies that participate in high-risk activities must be able to provide First-Aid for their members in the event of an accident. This should come in three parts:

* The provision of qualified First Aiders at all activities, including training sessions.
* The provision of First-Aid equipment that is suitable and adequate. This should also be available at all activities as above.
* After care i.e., arrangement to ensure that any injured members are accompanied to hospital or home etc., and that their personal belongings are looked after. Accident forms are completed and handed in.

Some societies will carry out their activities at host venues where this First-Aid provision is already in place. However, it is the responsibility of the societies to ensure that this is the case and that all members are informed of the host venue’s procedures. In this case the incident must be reported to the host venue following their procedures, as well as being reported to HSU via an Incident Report Form.

## EMERGENCY PROCEDURES

High risk societies will need to have specific arrangements and procedures in place to deal with emergencies. These should include:

* An assessment of the hazards that affect their group, plus suitable responses.
* Procedures for the treatment and evacuation of any casualties.
* Arrangements for contacting of Emergency Services.
* Arrangements for contacting the Students’ Union or University.

Some societies may also need to arrange for emergency procedure drills to be practiced from time to time.

In the case of any emergencies, follow the below procedure where relevant:

* Contact the nearest first aider or official who will treat or stabilise the casualty
* Ensure the immediate safety of all members of your group
* On campus: Call SHU 24 hour security on 0114 225 2000 and ask them to call the Emergency Services
* Off campus: Contact the Emergency Services by telephoning 999 or 112
* In office hours inform the Students' Union of what's happening on 0114 225 4111, for evenings, weekends and holidays contact SHU 24 Hour Security on 0114 225 2000
* Await further instruction and support from the Emergency Services, Students' Union and/or University. Do not comment to the press if approached, and keep all information off social media in case of sensitive incidents
* All accidents, incidents and near-misses must be reported to the Students' Union within 24 hours

## TRIP REGISTRATION

Only authorised society committee members will be allowed to organise and book trips and only registered members of the society should be involved in any trips/activities.

It is essential that the Students’ Union knows about all trips, events, meetings (and more) that a high-risk society has planned. This is to ensure that all risks are assessed, and controls introduced.

Established good practice requires the committee to let people know where you are going and inform them of what activities you will be involved in when you get there. In the event of an accident, the information that the Students’ Union requires from you will be of benefit to everyone involved. All societies are required to complete a Trip Registration Form, found here, this has all the necessary instructions attached.

Clubs and societies who fail to follow the above procedures may not have their trips authorised or have their trips cancelled by the Students’ Union. If a society does not notify the Student Communities team of an upcoming event or trip, Hallam Students’ Union will not recognise it as official society activity and will not hold any responsibility.

## GUIDANCE OF SAFE USE OF PRIVATE VEHICLES OR HIRING VEHICLES

This guidance has been complied so that any society hiring or driving on behalf of the Hallam Students’ Union has the information they need. All hire vehicles should be booked using the recommended suppliers (details of this can be found on the Committee Portal).

Societies may, at times, use private vehicles during their activities. When using private vehicles, the society must ensure that:

* + - The vehicle has all the necessary insurance, tax, mot, and service certificates and is road worthy.
    - A copy of the front and back of your photo card licence, alongside a copy of an up-to-date MOT certificate and insurance document must be forwarded to the Student Communities Team.
    - The relevant insurance company has been informed and is happy for the vehicle to be used for your Society activities.
    - Only licenced drivers who are insured to use that vehicle are allowed to drive.
    - Trip Registration Forms are still submitted to the Student Communities Team for all trips.

# PART 5 - PROTECTION

## TRAINING

Increasing the awareness, competency, and skills of your society members and instructors is an important step towards reducing risk within your activities.

Basic training in Health and Safety and First Aid may be provided or organised by the Students’ Union if you speak to the Student Communities Team about your individual society’s needs.

Training relevant to your activities such as, safety awareness, competency, and skill development is often provided through National Governing Bodies. Again, speak to the Student Communities Team, who may be able to organise such training at a reduced rate.

All societies should understand that there are not unlimited funds within the Students’ Union for this type of training and that they themselves should endeavour to provide funding towards safety training within their society where possible.

## INSURANCE

The Students’ Union has arranged with Endsleigh Insurance for the students in designated societies to be covered for insurance purposes with their comprehensive policy.

The Students’ Union has taken these steps to provide cover for any unfortunate accidents that may occur during your society activities. It must be noted, however, that only bona-fide claims will be considered, and you have not contributed to the accident by your own inappropriate action.

The insurance cover is limited to all the specific requirements of the policy. You do not automatically have cover under these policies. If you are doing something outside the remit or usual activities of your Society, you must contact the Director of Resources, Mark Hewerdine with the details.

## INSPECTION AUDIT AND REVIEW

The Student Communities Team will carry out regular inspections, audits and reviews of the Health and Safety arrangements within each society. This will involve attending training sessions and meetings and periodically carrying out risk assessments to establish if current control measures are adequate. Reviews of all safety documents (safety policies & risk assessments etc.) submitted by societies will also be reviewed, and recommendations for improvement will be provided, where necessary.

# APPENDICES

1. **GUIDANCE FOR ORGANISING SOCIAL EVENTS.**
2. **GUIDANCE FOR ORGANISING HIGH RISK SOCIETY EVENTS.**

**APPENDIX 1**

**GUIDANCE FOR ORGANISING SOCIAL/REGULAR EVENTS**

Committees and members of societies, who are organising social events, have a duty of care to run a safe event and to eliminate or control any foreseeable risks to their members.

How much does your society have to do? In short, your society must do what is reasonable and within your remit. This will largely depend on the type of event and the location or venue being used. Using well established, reputable venues for your society social events should reduce the amount that you need to do.

For example: if your Society is organising a social event and has given its members a meeting place and start and finish times, then it is the responsibility of the individuals to get to and from the venue. Safety inside the venue is the responsibility of the venue.

**Considerations:**

* Are all participants registered members of your society? This will give them insurance cover during your activities.
* Do you need to fill out a Trip Registration Form?
* Who is running the event, and what is their competence or experience in organising these types of events?
* Make sure that any venues and/or activities are appropriate and do not put people at risk.
* How are people getting to the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe transportation of members is your responsibility.
* Have designated drivers submitted the correct driving licence and insurance details?
* Make members aware of the arrangements for the event and try to stick to these arrangements and any timetable. Set definite start and finish times.
* Ensure members have made arrangements to get home safely, if you are not providing transport e.g., using public transport or taxis, etc.
* If people are walking to a venue(s) how safe is the route? At night use well-lit routes if possible.
* If appropriate, set up a 'buddy' system so people look after each other during the event or when travelling.
* Ask yourself: what else is going on at the event and has this been organised safely?
* Adults who choose to drink alcohol are assuming the normal risks of doing this. However, no one should be forced or encouraged to drink to excess.
* have you considered this in your planning and delivery of the event, do members have the chance to give feedback/make accessibility requests when registering for the event?

Plan your event well in advance; this could include a visit to the venue, so you are happy with the arrangements. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these. **This is a risk assessment.** The Student Communities Team can help with this and any other individual arrangements necessary.

**APPENDIX 2**

**GUIDANCE FOR ORGANISING HIGH RISK ACTIVITIES/TRIPS**

Committees and members of High-Risk Societies who are organising events have a duty of care to run safe events and to eliminate or control any foreseeable risks to their members.

How much do you have to do? In short, your society needs to do is what is reasonable and within your remit. This will largely depend on the activity and location or venue. Be clear about what your society has undertaken to do, as any host venue being used also has a duty to ensure that your society members are safe and their facilities and equipment etc. are safe and well maintained. Using well established, reputable venues for your society activities could reduce the amount that you need to do.

If you are in doubt about who is responsible for what, ask!

Adults who choose to take part in this type of activity are assuming the normal risks of doing so. You should make all members aware of the inherent risks associated with your activities and eliminate or control the preventable risks.

**Safety considerations:**

* Have you checked that all your participants are registered members of the society, as will give them some insurance cover during your activities.
* Is there an agreed person in charge of the trip/activity, and what is their experience of such activity/trip? Are your members aware of who is in charge?
* Is your trip registered with the Students’ Union and have you filled out the necessary paperwork, including a Trip Registration Form?
* Have you obtained guidance from your Governing Body and is this guidance being followed?
* Does your society have normal operating procedures (NOP’s), and are these written down? Do all members have a copy, understand, and comply with them?
* Are instructors in attendance and are they suitably qualified with liability insurance?
* Is there a recommended ratio of instructors/coaches to participants in your activities, and is this being met?
* What are the transport arrangements to and from the activity?
* Do designated drivers have the correct driving licence, insurance, and MOT documents, and have they shared copies of these with the Students’ Union.
* Is all equipment checked for safety i.e., safety helmets, ropes, climbing equipment, footwear, lights etc.?
* Is there a minimum equipment list and how will you ensure all members of the party have this equipment? Does your equipment list include emergency equipment?
* Is there an emergency procedure in place? Can you contact the emergency services if needed? Has a copy of your route/trip itinerary been left with anyone?
* Has adequate first aid cover been provided?
* Are arrangements in place to accompany any injured persons to hospital i.e., who goes with them and who is responsible for their personal items?
* Are arrangements in place for the reporting of all accidents and incidents?
* Is there a system for obtaining a daily weather forecast and reviewing weather conditions to determine what daily activity can be safely undertaken?
* Are there any weather or environment-based risks associated with your activity, such as heat stroke, hyperthermia, sunburn?
* What protective and preventative measures can you take to mediate these risks?
* Are toilet and wash/shower facilities provided or available nearby?
* **WHO, WITHIN YOUR SOCIETY HAS THE RESPONSIBILITY TO CHECK ALL OF THE ABOVE?**

Plan your event well in advance; this could include a visit to the location or venue, to ensure that you are happy with the arrangements. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these. **This is a risk assessment**. The Student Communities Team can help with this and any other individual arrangements necessary.