

Health and Safety Procedures for St George's Students' Union Clubs and Societies

Everyone has a responsibility for safety!

Members of SGSU clubs and societies have a responsibility to take all reasonable precautions to ensure the health and safety of members taking part in events or activities. When you are planning activities or events, check with the [student activities and events coordinator](#) before you go ahead to ensure that your event/activity complies with the SU's Health and Safety Policy.

Setting up a safety framework

The SU holds a society briefing session at the beginning of the academic year where a member of the University's Safety, Health & Environment Department presents a session covering health and safety considerations for activities and events. At least one member of the club or society committee should attend this briefing session and disseminate the information to other members of the club or society.

All clubs and societies should nominate one person to be responsible for health and safety, ensuring that the club/society is acting within the SU's policies and procedures in order to ensure that everyone stays safe.

All sports clubs should affiliate to their national governing body. They are able to provide advice and safety guidelines which can be incorporated into your activities.

All equipment should be regularly checked for damage and wear and tear. Details of the checks should be recorded indicating any issues that may affect the safe use of the equipment and that it has been correctly stored, serviced and tested at regular intervals. Damaged or faulty equipment should not be used and the sports officers and the student activities and events coordinator should be notified as soon as possible to enable repair or replacement of the equipment. Records of equipment checks should be sent to the student activities and events coordinator once completed.

The club or society should have a written Code of Practice and each member should have a copy. Capability assessments should be made for each member of a club which requires a certain skill to achieve in the activity i.e. climbing/abseiling. Records should be kept up-to-date by the club secretary.

Sports involving water should include an assessment of member's swimming and survival capabilities and should be recorded in the member's details list.

All sports clubs should inform the sports officers when members are at match or away on trips. The club secretary should ensure that he/she has emergency contact numbers for the SU president and student activities and events coordinator, as well as details of the local A&E department in case of emergencies.

At the start of the academic year each club and society should complete a risk assessment for their core activity if there is potential for injury to members. The risk assessment will only need to be repeated if there is a significant change to the core activity. All copies of risk assessments should be sent to Michelle Campbell:

mcampbel@sgul.ac.uk

All members of clubs and societies should be aware of how to get help in an emergency both on and off-site. Details of first aid provision at external locations as well as the nearest A & E department should be noted by the club secretary and all members should be aware of this information. All clubs and societies should have copies of incident and accident report forms which should be forwarded to the SU Office once completed.

All clubs and societies should keep up to date records of members which detail any medical conditions which may affect their involvement in activities.

Risk assessments

Risk assessment is the process of recognising hazards and analysing what risks they pose to individuals. The extent of the risk will depend on:

- (a) the likelihood of that harm occurring;
- (b) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- (c) the population which might be affected by the hazard, i.e. the number of people who might be exposed.”

Guide to assessing and analysing risks and hazards in your activities, following the HSE “Five Steps to Risk Assessment”.

Risk assessment doesn't have to be complicated – what's important is that you concentrate on significant hazards which could result in serious harm or affect a number of people.

When carrying out a risk assessment, you need to:

Stage 1: ***Identify all of your different activities***

(Training, competitions, matches/games, transport, performances, rehearsals, meetings)

Stage 2: ***Identify the risks – what are the hazards, who might be harmed and how?***

(e.g. injuries to players during matches, students tripping over wires on the stage) *You should also consider possible hazards to members of the public and audience members*

Stage 3: ***What precautions and risk control systems do you currently have in place?***

Adequate warm up and training, warning signs, safety equipment, maintained and undamaged equipment, best practice and your own standards.

Stage 4: ***What level of risk do the hazards have?***

“High, medium, low” or use a numerical system 1-4

Stage 5: ***Record your findings***

It is helpful to record:

- details of the person carrying out the risk assessment
- the date and time of the assessment
- details of the location, people, equipment and activity being assessed
- hazards identified and the risk level

- existing control measures and how well they work
- date for review

Stage 6: ***Review your findings***

Risk assessments should be reviewed when there is a significant change such as committee changes, introduction of a new activity or the activity is moved to a new location.

Codes of Practice

Codes of Practice (CoP) are a statement of the safety standards, precautions and systems that you have chosen and developed for your club or society. Like a risk assessment these will be based on the legal requirements, best practice from national governing bodies and union standards for the activities you have chosen to organise. Codes of Practice are important because they:

- Provide continuity between committees;
- State the legal requirements for a particular activity;
- Provide information for new committees and members;
- Can be given to new members as part of the induction process or as a refresher;
- Set acceptable standards for the whole club to follow;
- Make activities safer if followed;
- Demonstrate that acceptable precautions were taken and provide a defence against claims of negligence.

A typical CoP will include the following sections:

- Dissemination of basic safety information
- Induction of new members
- Provision of suitable training and coaching/ leadership
- Pre-activity checks, safety briefings and setting up
- Activity rules and guidance
- Equipment provided by the society
- Incident and accident reporting procedures
- Emergency procedures

Transport

Your club or society may have access to the SU minibuses, all drivers must fulfil the eligibility criteria and are required to take a minibus test. Please contact the student activities and events coordinator for full details of the regulations regarding minibus use and to arrange to take the minibus test.

Qualification to Drive

To qualify to be eligible to drive the minibuses the driver must fulfil the following criteria:

- Be a registered student of SGUL;
- Hold a Full UK Driving Licence that is valid, has no motoring offence penalty points held against it and shows that the driver has been driving for a period of not less than 2 years;

- Have completed a competency test approved by the University's nominated insurers;
- Drivers must be aged a minimum of 21 years old at the time they take their competency test;
- Drivers must have completed an induction for the use of the minibus and have read, agreed and signed both the guidelines and hire form before use.

Drivers of the minibus have the ultimate responsibility for the welfare and supervision of passengers and the security and safety of the minibus. The duty of care for the passengers lies with the driver.

Accident and emergency procedures

Even if you do take all the necessary precautions, accidents may still happen. Whether you are organising an activity on or off campus, you should ensure you follow the SU's policy concerning accidents.

If you are involved in or are witness to an accident then follow these instructions:

1. Ensure the safety of yourself, the group and the casualty if possible. However do not expose yourself to any additional risk, and become an injured party yourself;

2. Treat the casualty as best as you can if required;

3. Call the Emergency Services, if necessary. They will need to know:

◆ Who you are and where you are calling from

◆ Where the casualty is located

◆ What injuries has the casualty sustained

◆ How these injuries were sustained

◆ Name, age and sex of the casualty

4. Contact the Students' Union emergency contacts and inform them of the incident if necessary;

5. Fill in an accident report form and ensure that it is forwarded to the student activities and events coordinator as soon as possible.