

# Societies Health and Safety

Success is no accident

# Aims of today

- ☛ To understand your duty of care and legal responsibilities
- ☛ To understand relevant policies and procedures
- ☛ To know what paperwork is required and how to complete it
- ☛ To know what to do in an emergency

# Why do this training?

- ☛ Protects you from personal injury and legal proceedings
  - ☛ society members
  - ☛ the committee
  - ☛ Union/SHU
  - ☛ public
- ☛ Risk to reputation can affect future activities

# Duty of Care

- ☛ Each of us owes a duty of care to people around us not to cause them injury by our **negligent acts or omissions**
- ☛ To fulfil that duty of care you must **behave as a reasonable person would**, but taking into account your
  - ☛ **specific skills**
  - ☛ **knowledge**
  - ☛ **experience**

# Policy


- ☛ All activities to be managed effectively to ensure risks are acceptable
- ☛ Risks should be no greater than what is reasonably expected from that activity
- ☛ Each activity should be managed by appointed/nominated individuals - it should be clear who these people are (make sure they know too!)
  - ☛ Usually society committee or trip leader

# Procedure

- ☛ Risk Assessments!
- ☛ Should be carried out by the appointed person
- ☛ The appropriate control measure should be implemented **BEFORE** the activity takes place
- ☛ Any requirement for first aid should be considered, and arrangements made if necessary

# Risk Assessments

## Step 1 - Look for the hazards



 Only hazards which you could reasonably expect to result in significant harm

 e.g. contact with objects, water related hazards, manual handling hazards, slips, trips and falls




# Risk Assessments

## Step 2 - Identify who may be harmed

 Identify the groups of people who may be affected

-  e.g. persons directly involved, officials, spectators, general public
-  think about groups who are more vulnerable, e.g. disabled persons, inexperienced participants, foreign students

## Step 3 - Evaluate the risks


-  Do the precautions meet legal requirements or recognised standards, represent good practice and reduce the risks as far as possible?
-  Have you provided adequate information and training, systems or procedures?
  -  where risks are not adequately controlled, identify additional precautions

# Risk Assessments

## Step 4 - Record your findings

-  Record the identified hazards, existing controls and any additional precautions

## Step 5 - Review and revision

-  General risk assessment should be reviewed each year, or when any significant changes to the activity occur

# Factors to consider

- ☛ People - are they informed, what is their age, experience, physical ability, language
- ☛ Activity - advanced, technical, physical, complex, timing
- ☛ Equipment - training, age & condition, suitability, electrical, manual handling
- ☛ Location - lighting, size, suitability, travel, availability of first aid, accommodation
- ☛ Environment - outside, weather

# Example

Activity	Hazard associated with the activity	Rating			Control measures to be taken	Rating		
		C	L	R		C	L	R

## Consequences

- 1 - minor injury/illness
- 2 - first aid injury/illness
- 3 - "3-day" injury/illness
- 4 - major injury/illness
- 5 - fatality/disabling injury

## Likelihood

- 1 - very unlikely
- 2 - unlikely
- 3 - likely
- 4 - very likely
- 5 - almost certain

## Risk Rating

Consequence x Likelihood

# Risk Ratings

<b>Risk rating</b>	<b>Action required</b>	
1-5	Slight	No action required
6-9	Minor	No further preventative action required
10-12	Moderate	Efforts should be made to reduce risk. Costs limited
15-20	Substantial	Activity not to be started until risk has been reduced. Considerable resources may be required
25	Intolerable	Activity must not be started until the risk has been significantly reduced

# Reporting Incidents

- 🍳 Report injuries or incidents to facility staff/event organisers
- 🍳 In the event of serious injuries/incidents contact University 24hr security on 0114 225 2000
- 🍳 All accidents/incidents must be reported to a member of the Activities and Development team in the Union - a report form will be completed

# Trips

- 🍳 Trip registration forms and risk assessments must be completed for all trips. All are available on the website.
- 🍳 A list of members in attendance must be given to the security office (the Union will send this to security)

# Transport

- ☛ Road safety is a big safety concern!
- ☛ Coaches - we have a list of approved suppliers, that we know are safe
- ☛ Cars - to use your own car, you must register it with the Union (MOT, insurance certificate, and driving licence. You should notify your insurance company
- ☛ Minibuses - 21 years old, held full UK licence for 2 years, complete a MiDAS assessment (which we can book for you)

# Transport

- 🚗 Think about the security of the vehicle
- 🚗 2 drivers per vehicle
- 🚗 Plan your route and any contingency plans
- 🚗 No alcohol - drinking passengers are a distraction
- 🚗 Do not use a mobile phone whilst driving
- 🚗 Do not exceed the seating capacity of the vehicle

# Social Behaviour

- 🍷 No initiations - "Welcome" events
- 🍷 No-one should be pressured into drinking, or humiliated to gain acceptance
- 🍷 Activities should be fun!
- 🍷 Look out for each other