

Running Activities Safely

Club & Society Committee Training

In this module we're going to cover...

- Understanding health and safety
 - UCL's health and safety policy
 - Our approach to club and society health and safety
 - Your role and responsibilities
 - The role of activity leaders
- Risk assessments
 - Why we risk assess and what is a risk assessment?
 - How to identify control measures
 - Core & Additional Risk Assessments
 - Incident reporting
- Managing risk in practice
 - How to run safe trips
 - Insurance
 - Safeguarding under 18s
 - First aid
- Other important responsibilities
 - Data protection
 - Responsible drinking
 - Initiations

Understanding Health & Safety...

In this section we'll cover:

- UCL's health and safety policy
- Our approach to club and society health and safety
- Your role and responsibilities
- The role of activity leaders

Health & Safety at UCL

- [UCL's Health and Safety Policy Statement can be viewed online](#) – it highlights the College's overall approach to ensuring the safety of all students, staff and visitors.
- All Union activity, including club and society activity should align with UCL's approach.
- It's important to remember that health and safety is everyone's responsibility. In this training we'll equip you with the knowledge to keep yourselves and others safe.

In this training, we'll explain how you can:

- Keep your members **safe**.
- Ensure you are following **legal requirements** and **best practice**.
- Understand your **responsibilities** and the Union's **expectations**.
- Clearly identify **your role** in ensuring your group runs activities safely, in line with **UCL policy**.
- **Risk assess** your core and additional activities.

Your Role & Responsibilities

- The **president** is ultimately responsible for the health and safety of all activities carried out by your club or society.
- Presidents should take responsibility for **developing** and **updating** risk assessments, and lead by example in ensuring all policies are followed.
- However, they can **delegate** responsibilities for specific events, projects or trips to a designated **activity leader**.
- We don't expect the president to be at every event or activity, but it is their responsibility to **ensure that they have designated and trained an activity leader** who is aware of the relevant risk management systems.

For example, if a group is planning to go on an overseas tour, the president could appoint the 'Tour Secretary' as the activity leader for this specific activity.

The Activity Leader

- The activity leader is a key position with delegated responsibility to ensure the health and safety of specific activities. That's why its so important that they:
 - Read and understand your club/society **risk assessment**.
 - Are **present throughout** the activity they are responsible for.
 - Ensure **control measures** for their area of club/society activity are being **followed**.
 - **Report any incidents** that take place and advise the president of any concerns.
- They should ensure all individuals involved in the activity know:
 - **What** they will be doing, **where** and **when** they are going.
 - What **equipment** they will need.
 - What is **expected** of them.

Any club/society member or registered coach/instructor can be an activity leader – it's up to the president to decide who would work best.

For example your social secretary could be a great activity leader for a formal dinner but your football coach would be more appropriate to be activity leader for regular training sessions.

Risk Assessments...

In this section we'll cover:

- Why do we risk assess and what is a risk assessment
- How to identify control measures
- Core risk assessments and additional risk assessments
- How to write your risk assessment
- Reporting incidents

Why do we risk assess?

- It's a legal requirement.
 - In order to control risks and meet our insurance criteria.
 - To react to changing demands and circumstances.
 - E.g. complying with social distancing.
 - To sustain a positive health and safety culture.
 - To ensure your activities can happen safely.
- Health and safety is not about managing paperwork, it's about preventing **harm**.
 - That's why you need to understand the specific **hazards** associated with your activity and have a clear **plan** for the controls you will put in place to **minimise** the risks.
 - One of the main ways we do this is through Risk Assessment.
 - This isn't just a piece of paper, it's a living, **evolving document** which we expect all committee members and activity leaders to be **familiar** with and everyone to **adhere to**.

If we aren't certain that a club or society understands their specific risk areas and is implementing effective controls to mitigate those risks, then we cannot allow any activity to take place.

The Aspects of a Risk Assessment

A risk assessment is a way of...

- **Identifying hazards:** What can go wrong? You can find a full list of hazards on the 'hazards tab' in the standard core risk assessment template.
- **Identifying who/what may be harmed:** This could be something physical like a person getting hurt or a piece of equipment being damaged, but it could also be reputational.
- **Identifying controls:** You can identify actions required to prevent harm.
- **Identifying appropriate action to take if an incident does occur:** Risk will never be fully eliminated, but we need to have a plan about how to respond if incidents do happen.
- **Taking ownership of managing the risks associated with your activity:** You can allocate activity leaders to each relevant activity.
- **Communicating risks to your members:** You'll be able to ensure all members know the steps they need to take to keep themselves and others safe.

Control Measures

A control measure is a specific planned action designed to either reduce the likelihood of an incident occurring or reduce the severity of that incident.

Reducing likelihood:

- Safety briefing for all participants
- Ensuring capacity of spaces is not exceeded
- Coach and instructor supervision
- Different skill levels catered for with beginner, intermediate and advanced sessions

Reducing severity:

- Wearing PPE
- First aider on site during activity
- First aid kit available
- All participants reminded of local emergency contact numbers

Not a control measure:

- Phoning 999
- Administering first aid
- Taking injured individuals to hospital
- Reporting incident on riskNET
- Updating risk assessment

It's important to make a distinction between control measures planned before an activity and actions taken in reaction to an incident.

Core & Additional Risk Assessments

- There are two types of club and society risk assessments that you need to be aware of:

Core Risk Assessment

- Your core risk assessment should cover all of the activity your club/society delivers on a regular basis (i.e. anything listed in your constitution as core activity).
- This could be regular training, rehearsals, workshops, language lessons, competitions etc.
- In short, the 'core' activities your club or society exists to run, should be covered in your 'core' risk assessment.

Additional Risk Assessment

- Additional risk assessments should be submitted each time you plan to run a one-off activity/event **not covered by your core risk assessment**.
- This usually means when you decide to undertake non-core activity (e.g. if German Society want to run a charity football tournament).
- You also need to submit an additional risk assessment for all 'large events' (e.g. shows, conferences, large-scale fundraisers) and for **any activity where an overnight stay is required** (in and out of the UK), or where requested by Union staff.

Core & Additional Risk Assessments

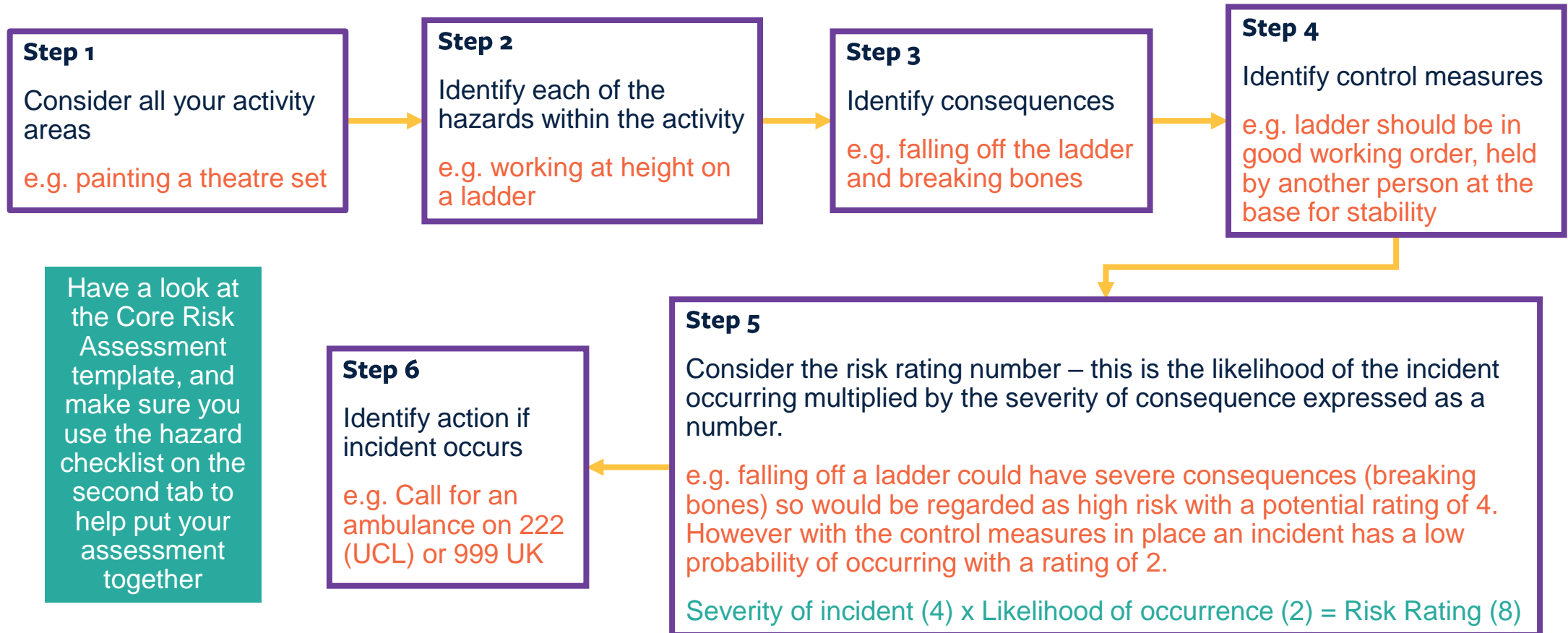
Core Risk Assessment

- You must review and resubmit your core risk assessment annually. This must be submitted as part of the annual registration of your group.
- If at any stage you introduce new core activities to your constitution, you will need to add these details to your risk assessment. Get in touch to find out more.
- You should review your core risk assessment after any incident occurs to ensure it is fit for purpose.
- Remember that until your core risk assessment has been signed off by the relevant Union manager, **you cannot hold any club/society activity.**

Additional Risk Assessment

- Submit an additional risk assessment for:
 - Any event on the Main Quad and/or event open to the general public.
 - Sports competitions or tournaments where your club is the organiser and/or a large number of people are present.
 - Sports or other tours.
 - Balls, dinners or non regular socials.
 - London Varsity series events.
- This list is not exhaustive!
- Your additional risk assessment must be approved by the relevant staff member **before the activity can take place.**

Writing Your Risk Assessment



Example Risk Assessment

- Grab a pen and paper (or your phone), and write down the issues you can identify with the example risk assessment entry below.

Activity type	Activity Leader	Identify Hazards*	Identify consequences	Identify risk control measures	Likelihood of incident occurring	Severity of consequence	Risk rating	Identify action if incident occurs
Please list the different types of activities	List the person in charge of this area of activity	List the potential hazards (what has the potential to cause harm) for each activity	Please list the consequences of each hazard, i.e. what harm, damage or loss may result - and who might be affected (e.g. club / society members, or members of the public?)	Risk control measures can prevent harm - usually more than one control measure should be used for any given hazard.	Rate between 1 - 5 where 1 is extremely unlikely and 5 is extremely likely	Rate between 1 - 5 where 1 is extremely minor and 5 is extremely serious	This is the Likelihood x severity - please do not edit formula in this column	What action will you take if an accident or incident does occur? Please note campus emergency number, or the telephone number of local emergency services here.
Committee Meal	All	Potential emergency in case any of the participants has a problem which we do not know about	Illness	A&E	1	1	1	Call an Ambulance

This is not specific enough as no actual hazard is mentioned

This does not reduce the likelihood of an incident occurring or reduce the severity of that incident

Using 'all' leads to unclear responsibility – identify a specific activity leader

This does not provide the specific detail needed – it should clearly identify what the consequences might be

It's impossible to identify a risk rating with lack of detail about hazards or consequences

Activity type	Activity Leader	Identify Hazards*	Identify consequences	Identify risk control measures	Likelihood of incident occurring	Severity of consequence	Risk rating	Identify action if incident occurs
Please list the different types of activities	List the person in charge of this area of activity	List the potential hazards (what has the potential to cause harm) for each activity	Please list the consequences of each hazard, i.e. what harm, damage or loss may result - and who might be affected (e.g. club / society members, or members of the public?)	Risk control measures can prevent harm - usually more than one control measure should be used for any given hazard.	Rate between 1 - 5 where 1 is extremely unlikely and 5 is extremely likely	Rate between 1 - 5 where 1 is extremely minor and 5 is extremely serious	This is the Likelihood x severity - please do not edit formula in this column	What action will you take if an accident or incident does occur? Please note campus emergency number, or the telephone number of local emergency services here.
Committee Meal	All	Potential emergency in case any of the participants has a problem which we do not know about	Illness	A&E	1	1	1	Call an Ambulance

Is this the only or best option available?

Example Risk Assessment

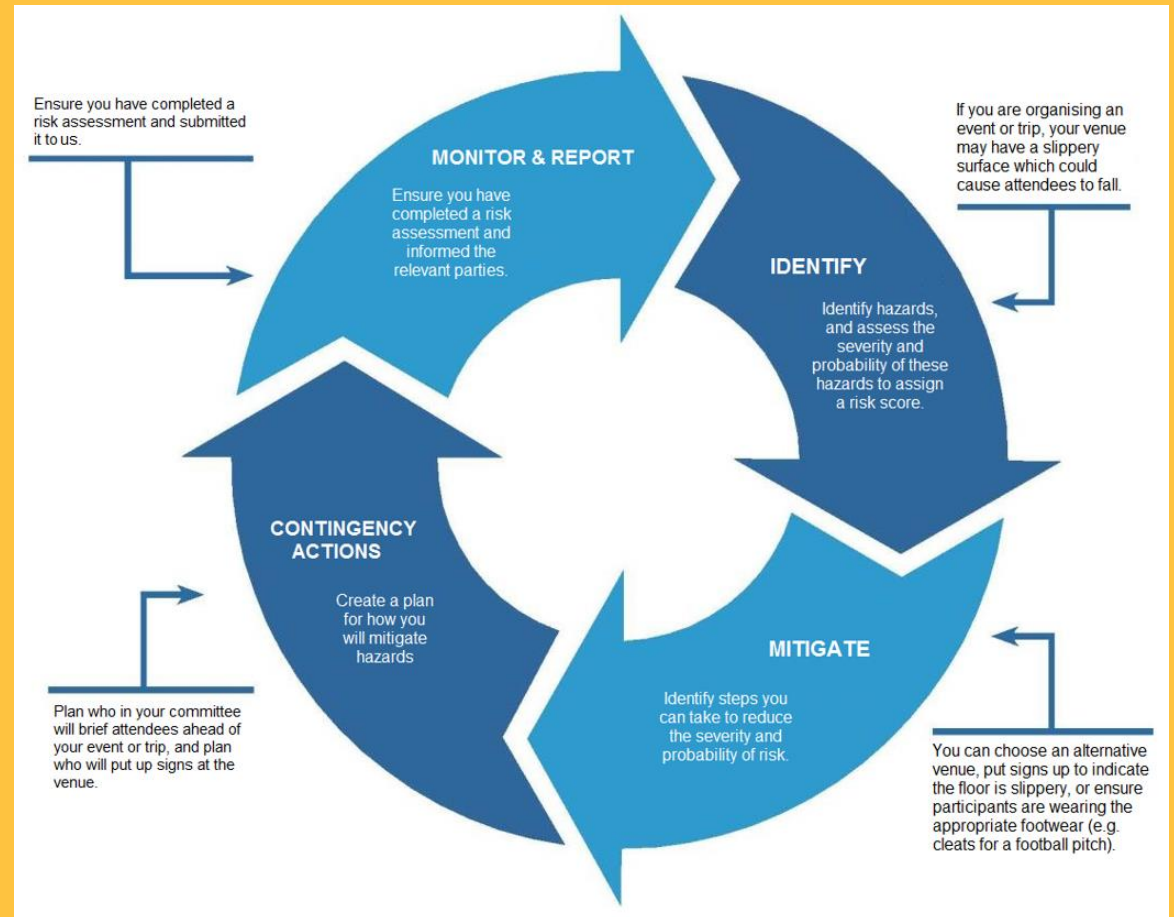
- Grab a pen and paper (or your phone), and have a go at improving the example risk assessment entry on the previous slide. Use the risk rating scale below:

		Risk Severity				
		Very Low (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Risk probability	Rare (1)	1	2	3	4	5
	Unlikely (2)	2	4	6	8	10
	Likely (3)	3	6	9	12	15
	Very Likely (4)	4	8	12	16	20
	Almost Certain (5)	5	10	15	20	25

Unacceptable	17 – 25
High	10 – 16
Medium	5 – 9
Low	1 – 4

Example Risk Assessment

- Consider each of the steps of this risk assessment cycle when looking at any identified hazards.
 - Identify
 - Mitigate
 - Contingency Actions
 - Monitor & Report
- Can you go through these steps to reduce your risk rating?
- On the next slide, we'll show you an example of what a fully completed entry in your risk assessment should look like.



Note how the different activities have multiple hazards, which in turn have multiple consequences and control measures identified. This is a great example of best practice!

Activity type	Activity Leader	Identify Hazards*	Identify consequences	Identify risk control measures	Likelihood of incident occurring	Severity of consequence	Risk rating	Identify action if incident occurs
Please list the different types of activities	List the person in charge of this area of activity	List the potential hazards (what has the potential to cause harm) for each activity	Please list the consequences of each hazard, i.e. what harm, damage or loss may result - and who might be affected (e.g. club / society members, or members of the public?)	Risk control measures can prevent harm - usually more than one control measure should be used for any given hazard.	Rate between 1 - 5 where 1 is extremely unlikely and 5 is extremely likely	Rate between 1 - 5 where 1 is extremely minor and 5 is extremely serious	This is the Likelihood x severity - please do not edit formula in this column	What action will you take if an accident or incident does occur? Please note campus emergency number, or the telephone number of local emergency services here.
Committee meal	Social Secretary	Food poisoning / allergic reactions	Minor reaction, sickness, vomiting	<ol style="list-style-type: none"> 1. Check attendees' allergies and dietary requirements before the event. 2. Ensure no cross contamination of food. 	2	1	2	Support member to seek medical attention if required.
			Severe allergic reaction anaphylactic shock,	<ol style="list-style-type: none"> 1. Check attendees' allergies and dietary requirements before the event. 2. Ensure no cross contamination of food. 	1	4	4	Administer First aid if possible, contact emergency services on 999 urgently and follow instructions.
		Unsafe behaviour or attitude (due to alcohol consumption)	Sickness, vomiting, alcohol poisoning	1. Encourage responsible drinking	2	2	4	Support member to seek medical attention if required.
			Agression, conflict, arguments, inappropriate conduct	1. Encourage responsible drinking	1	2	2	Diffuse situation, mediate between participants and remove supply of alcohol.

Serious Incident Reporting

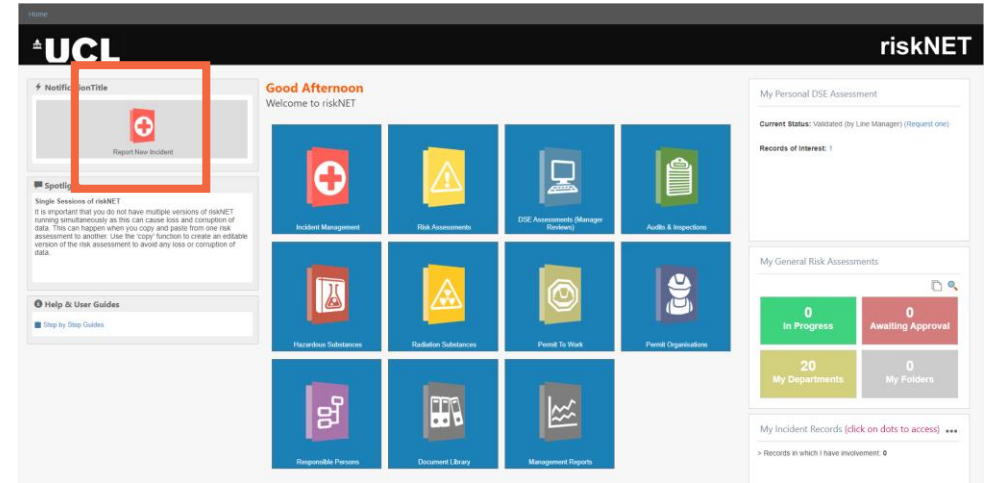
- We hope this is something you will never have to refer to, but in the event of a death or serious/life threatening injury the following procedure should be adopted:
 - The activity leader should contact the appropriate emergency service and provide them with any personal details, including next of kin details if available. The activity leader should advise that no member of the group attempt to contact the next of kin directly.
 - The activity leader will contact the University College London Communications Centre 020-7679-3333 (24 hours) and provide the casualty's name and student number, details of the incident, and details of the hospital to which the casualty has been taken.
 - Please also make sure you let us know via email or by phoning reception as soon as you can safely do so.

General Incident Reporting

- For all accidents, injuries or near misses, the activity leader must complete an Incident/Accident Report Form online via **UCL riskNET** no later than 24 hours after the incident. You can log onto riskNET online: <https://www.ucl.ac.uk/safety-services/risknet>.
- Anyone can use this form and everyone involved in activities should be aware of this procedure.
- This is particularly important if anyone wants to make a claim under our personal accident insurance – if we don't have a report, it makes it much more difficult to make a claim.
- In the event of an incident on College or Union property the activity leader must immediately contact a member of staff, who will be familiar with the relative incident procedure and the availability of first aiders.
- After an incident, it is important that you review your risk assessment and consider whether changes could be made to avoid a reoccurrence.



When using riskNET, select 'Report New Incident' to report an incident.



Incident Notification Form
10 June 2022

1.Begin → 2.What → 3.Where → 4.End

Please complete this form as soon after the Incident as possible. Please complete all fields fully and accurately. Please note, mandatory fields are marked with an asterisk (*) and you will not be able to submit the report if these fields are incomplete.

Type of Incident * [Select]

Person Entering this Report (Contact Details)

Name * [Max chars : 50]

Contact Tel No. * [Max chars : 50]

About the Incident

Time & Date of Incident * June 10, 2022 01:46 PM

For which part of UCL does the injured person work. If not known or if there is no injury then which part of UCL does the person reporting this incident work for?

Division, School, Faculty, Institute: * **Students Union UCL**

Department: *

Group/Unit: * All Groups/Units

Under 'Division, School, Faculty, Institute' select "Students' Union UCL" if the incident relates to your club or society (otherwise the report is passed to your department rather than the Union)!

Preparing Your Core Risk Assessment

- Alongside your training, you will have been sent details of Annual Registration Documents you're required to complete. As part of this, you will need to complete and submit your Core Risk Assessment.
- You can find your 2021-22 club or society core risk assessment [on your webpage](#). Download this risk assessment as your starting point, as your previous committee has already worked on this in collaboration with our management team! If your risk assessment isn't available online, email us at su.activities@ucl.ac.uk, and we'll be able to email it to you.
- Once you have your 2021-22 Core Risk Assessment:
 - **Step 1:** Turn on tracked changes, or clearly highlight the changes you have made - the staff member reviewing your assessment needs to be able to clearly see what (if any) changes have been made.
 - **Step 2:** Review the risk assessment and make any relevant changes or additions.
 - **Step 3:** Submit your risk assessment alongside your Annual Registration Documents, no later than the set deadline.

Managing risk in practice...

In this section we'll cover:

- How to run safe trips
- Insurance
- Safeguarding
- First Aid

Running Safe Trips

- Every year clubs and societies run a wide variety of great trips, tours and activities which involve substantial travel. To make sure these are run safely you'll need to consider the following:

Remember your additional risk assessment

- For every trip you must complete this form, remembering that it must be holistic (covering all associated risks). In practice this means you will need to transfer content from your Core Risk Assessment as well as adding any additional information.

Overnight Stays

- If you are planning to stay overnight in the UK or abroad you must also fill out the Overnight Stay tab, providing a detailed itinerary of your activities including addresses, contact numbers, transport arrangements and trip start and end points.

Participant details

- In your risk assessment you will need to fill out an accurate record of everyone attending your trip complete with all names and student numbers.
- If participants change after you submit the form you must send us an updated copy. It is very important that your participant list is accurate.
- We send this data to UCL so that their emergency team are aware and able to support in the event of an incident.

Running Safe Trips

First Aiders

You must have at least 2 trained first aiders in attendance for all trips. There should be 1 first aider for every 10 members attending.

NGB Approval

Some National Governing Bodies require you to seek permission before you compete in sport abroad – check with us before you make your plans.

Vehicle Safety

If you are driving either a hire or your own vehicle a significant distance on behalf of the club or society, we recommend that you have 2 qualified drivers available. You must also take appropriate rest breaks and not exceed the maximum driving limit. For full details please see <https://www.gov.uk/drivers-hours/eu-rules>.

Personal Vehicle Use

If you or your members are using your personal vehicles for club or society use (e.g., driving your friends to a sport competition) you must ensure that your vehicle is in good working order (has an up-to-date MOT, service record etc.). Notify your insurance company as this may affect your policy cover, and submit our webform online.

Foreign & Commonwealth Office Guidance

We follow FCO guidance on the safety of travel abroad and will not usually allow travel to countries/areas where they **advise against all travel or advise against all but essential travel**.

Insurance

Public Liability Insurance

This covers all your core activity as risk assessed and approved in your core risk assessment.

Any activity not covered in your core risk assessment will only be covered once an additional risk assessment has been submitted and approved.

External (non-UCL student) coaches and instructors **MUST** have their own public liability insurance cover in place.

If you need a copy of the policy (sometimes you need this to make external facility bookings), request it by emailing su.activities@ucl.ac.uk.

Personal Accident Insurance

This policy covers your members when they are taking part in your activity.

You should make sure activity leaders and members are aware we have this policy, as if they are involved in an incident or injury during your activity they may be able to claim for personal financial loss.

Our personal accident insurance **only covers current UCL students** – any non students (associate/visiting members) are responsible for providing their own insurance cover.

If you need to make a claim please let us know by emailing su.activities@ucl.ac.uk.

Travel abroad requires separate travel insurance and it's your responsibility to advise all members that they should purchase comprehensive travel (including medical) insurance covering all your planned activities.

Equipment Insurance

What's included

Equipment that is **Union-owned**, **registered on your inventory** and **stored securely on university property**.

There is an excess fee of £200 for every claim, so we do not insure items under the value of £200.

Occasionally you may need to hire equipment (e.g., borrowing a boat or hiring in specialist lighting equipment for a show).

For the equipment you hire to be covered, you need to **let us know** as it needs to be logged and submitted to our insurance company. There may be an excess fee which will be charged to your club/society.

If you don't inform us before the equipment hire begins, the item(s) won't be insured. Where possible it's best to add on insurance through the Union supplier, so if in doubt email us at **su.activities@ucl.ac.uk**.

If you are taking Union owned equipment abroad you must **notify us** so we can inform the insurance company, as there may be an excess to cover this.

What isn't included

We **do not** insure equipment kept at individual's houses, and/or individual's own personal belongings.

For example, if one of your members has a high value instrument or pair of skis, they will need to ensure they have their own insurance.

Safeguarding Your Members

What is safeguarding?

Safeguarding is to protect from harm or damage with an appropriate measure.

Harm or damage could be any type of risk.

The term safeguarding is usually applied to the care of young people or vulnerable adults.

As committee members, you have a duty of care to ensure your members are safeguarded.

Who are your members?

Only people who have **purchased membership through the Students' Union website** are a member of your club or society, and can take part in your activity. Taking part in activity does not count as membership.

You must carry out **regular membership checks** on the website to ensure that everyone involved in your activities has purchased membership.

High risk activities

If your club/society is deemed high risk all members will be required to complete a personal details form, including details of next of kin, and a declaration that they are competent and able to take part in the activity.

Under 18s

Each year, students aged under 18 years old join UCL and want to get involved in club and society activity. We have safeguarding processes in place to ensure this happens safely, which includes providing you with training.

Members Aged Under 18

- When a student who is aged under 18 attempts to join your club or society, they first must [provide a letter of permission from a parent/guardian](#) and have their application signed off by a Union manager. In most cases this is allowed, but some activities are not appropriate for under 18s to take part alongside adults (e.g. some forms of contact sport).
- If under 18s join your group, you need to understand that you are in a position of trust with additional responsibilities to ensure the safety of the under-age participants.
- To check if there are under 18s in your club/society, view the 'U18' column in your **membership export**. We only become aware that a potential member is under 18 when they submit their application above. So, if you are not regularly carrying out membership checks on those attending your activity you may not be aware of under 18s under your care and then become at risk of failing to fulfil your safeguarding responsibilities.

We will be delivering safeguarding training before the start of Term 1 which your president and welfare officer should attend. Only groups who have attended this training will be able to accept members aged under 18.

First Aid

- **Requirements for sports clubs:**

- All sports clubs must have a trained first aider present throughout all core activity. For instance, if you have 7 sports teams that compete at the same time in different places, that means you would need 7 first aiders. We also provide all sports teams [with a first aid kit which you must take to all sporting activity](#).

- **Requirements for some high-risk societies:**

- Several performing arts and other societies must have trained first aiders on site for all core activity (e.g., rehearsing for a performance). We will inform you if your group is expected to have a first aider available.

The Students' Union will provide First Aid courses repeated over Term 1. You will be sent information about how to sign up for these courses by email.

Other important responsibilities...

In this section we'll cover:

- Data protection
- Responsible drinking
- Initiations

Data Protection

- When you download your membership list from the website you are processing data, and it is important that you ensure you only use the information (such as email addresses) for the **purpose for which it was collected**.
- That means the membership data you have **must not be shared** with any other club or society, organisation, sponsor, individual or external group of any kind.
- You can only use the data provided from membership list downloads, or sign-ups to your newsletters to contact your members with:
 - **'relevant information** about the groups activities, events and opportunities' **directly relating** to your club or society activity – for example, advertising an EGM, a talk being hosted by your society, the timings of pre-season trials etc.
- For group emails and mailing lists, make sure you **'bcc'** all recipients to ensure you do not share your members data inappropriately.

UCL provides **GDPR training** at <https://www.ucl.ac.uk/data-protection/data-protection-overview/online-training/data-protection-online-training>.

Please complete this as soon as possible to ensure you are aware of the principles of data protection as applied to UCL which you should apply to your club or society.

Responsible Drinking

As elected officers, you hold a very important role in this area and are expected to lead by example. We expect all clubs and societies to encourage a positive and inclusive culture and to be mindful that not all participants will want to be around alcohol.

At any official event, or when out as a Union group you are expected to encourage responsible drinking at all times.

Inappropriate conduct in Union Bars and off campus venues can result in disciplinary action against the club or society, individual, or both and can be referred to UCL.

Initiations

Any kind of club or society initiation ceremony is strictly prohibited.

- Initiation ceremonies are events in which members (often, though not exclusively, new members) of a club or society are expected to perform a task as means of gaining acceptance, status or credibility within the club or society.
- Under no circumstances must any individual or group of individuals be forced or pressured against their will into taking part in club or society activities or events.

The Students' Union will take action against any club or society who fails to comply with this policy.

Reminders

- Health and safety is the responsibility of everyone, but as principal committee officers, you are the only members receiving training.
- You therefore must ensure that you appoint an **activity leader** for every activity your group delivers, and ensure that they have good working **knowledge** of the details in this presentation and your specific **risk assessment**.
- We encourage you to ask all those you have designated as activity leaders to complete this **training** which can be accessed by anyone online. Slides and details of how to enrol can be found on our [Club & Society Committee Training webpage](#).
- If you need any extra support during the year, or you would like one of our staff team to train your activity leaders directly please **get in contact**, we're really happy to help!
- If you're not sure, the best first point of contact is su.activities@ucl.ac.uk, where a member of our Reception team will be able to either help you with your enquiry or put you in touch with another member of staff.

Quiz!

Please complete the following quiz to register your completion of this training module.