



**University of Bath
Students' Union**



STUDENT ACTIVITIES SAFETY HANDBOOK

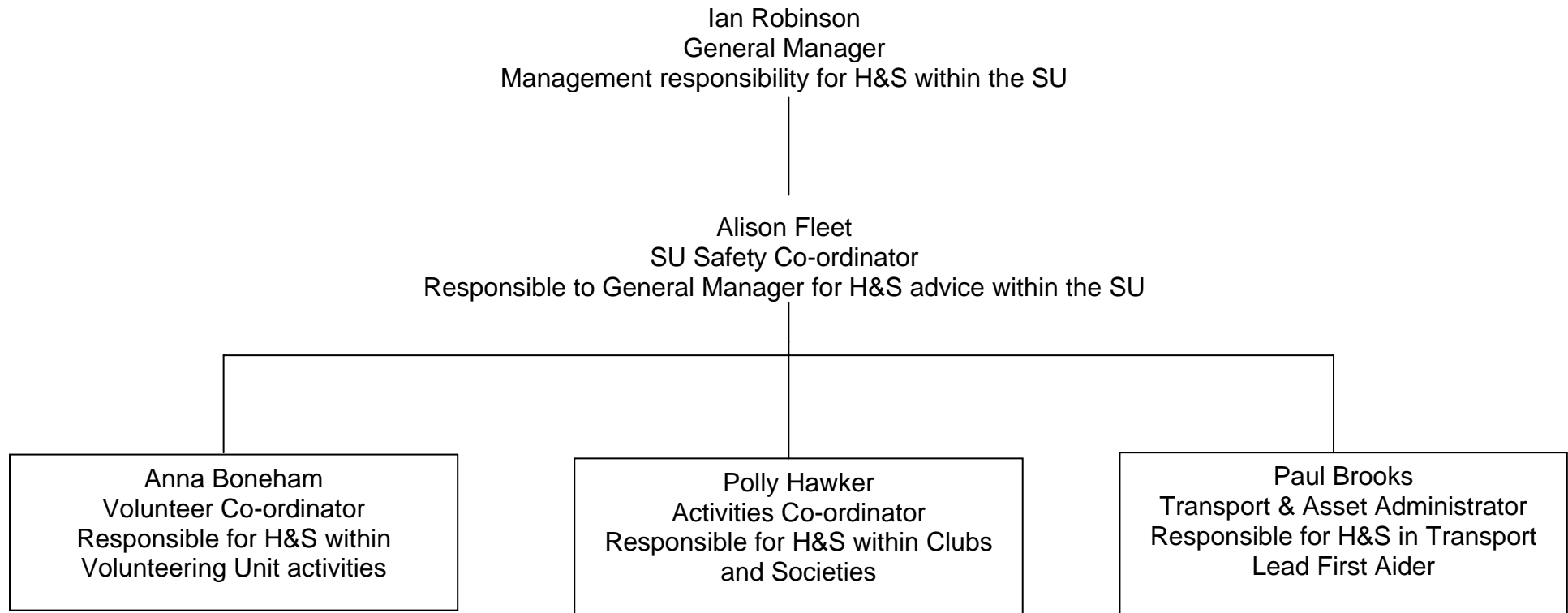
Safety Training for Student Activities

2008-2009



INVESTOR IN PEOPLE

Structure chart showing management responsibility for Health & Safety within the SU



All officers, project leaders, trip leaders etc and all participants in SU activities also have responsibility for Health and Safety within the activities in which they are involved. These staff can only do their best by putting procedures in place and offering advice.

Ultimately it is up to you to run your activities safely and with best regard for your own safety and that of others!

1. Why is Health and Safety important to us?

Participating in activities, at all levels, involves some element of physical risk.

There are three main reasons for being concerned with safety, health and welfare.

➤ **First - legal considerations**

There is a need to comply with health and safety legislation – sometimes laid down by the UK Parliament but also nowadays by the European Parliament.

➤ **Second – moral considerations**

Anyone for whom we are responsible, whoever they are – students, staff, spectators, members of the public – should leave in the same state of health that they arrived in.

➤ **Third – financial considerations**

Accidents and ill health cost money. Resources should not be wasted or lost due to a poor safety performance and, of course, negligence can lead to huge claims in the event of successful litigation.

In the event of a serious accident or an accident when a claim is made, it is very unpleasant to be put on the spot when the representative from the insurance company (who will inevitably visit) interviews all those involved and scrutinises all procedures even if you feel confident that everything is in order!

2. This could never happen to us!

Accidents have happened and continue to happen, not just broken bones but accidents which result in fatality or life altering injuries. You may have heard about some of them:

- In 1993, 4 teenagers died in a canoeing accident off Lyme Regis. The activity was organised by a company supposedly professional and proficient in organising such activities. The managing director of the parent company was successfully prosecuted because, actually, it wasn't.
- In 1994, Colette Fleetwood was blown to her death from Cwm Glas in Snowdonia. She was a student at UWE and was on a trip with the SU Fell Walking Club. Again, the weather conditions were so dreadful, the experience of many of the participants was so little and the clothing and equipment so inadequate, that the trip should never have taken place.

- In 2007 a student from Edgehill College Devon died when she was swept away in a swollen river while on a training expedition on Dartmoor. *UOB canoe club were in the same area same weekend and agreed that the river was unsafe. Well done!*
- In 2007, one of the SU's minibuses en route to Birmingham for a Rag raid, caught fire on the M5. The driver, who was in fact a MiDAS DAT and who had been one of the first to attend MEEP (Minibus Emergency Evacuation Procedure) training, had, fortunately, pulled over because she felt there was something wrong. She found she had a burst tyre and evacuated the minibus. As she and the passengers were waiting for the rescue service to arrive, the tyre, quite unexpectedly, combusted and the fire spread to destroy the whole minibus. Procedures had been followed and it was largely owing to that, that no-one was hurt.

Even non-experts were and are left wondering at the fact that some of these accidents could ever happen because the risks were so obvious – but they did.

These tragedies and others like them have resulted in changes in legislation but you can see that despite the fourteen years between the first example and the last, and despite legislation, accidents which should not happen still do.

3. Duty of Care

- All of us understand that deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator

All of us understand that some injuries are accidental i.e. the circumstances giving rise to them are wholly unforeseeable. No one is responsible. No compensation is payable.

In between these are 'negligent acts' i.e. they are not deliberate but the injury was foreseeable. The negligent person will not be punished, however, the injured party may seek financial compensation as a result.

The compensation is paid by the individual who has caused the loss and could amount to millions of pounds!

- Responsibility for your health, safety and welfare and that of others lies not only with the organisation i.e. the University, the Students' Union and the activity group but with yourselves both as SU activity officers/volunteers and as SU activity members.

Each of us owes a 'duty of care' to our 'neighbours' not to cause them injury by our negligent acts and omissions.

In order to satisfy or discharge this duty of care you must behave as a 'reasonable person' would, taking into account your specific skills, knowledge and experience.

Your 'neighbours' are those people who, if you thought about it, might be injured by your negligent acts and omissions.

The duty of care requires you to consider the consequences of your acts and omissions and to ensure that they do not give rise to a **foreseeable** risk of injury to any other person.

- As officers of a club or society or other activity group you have accepted responsibility and your duty of care may – indeed almost certainly is – greater to your fellow members.

For example, if you agreed to be the equipment officer you must take reasonable inspections of the equipment to see that it is reasonably safe. The same applies to group/project leaders or team captains.

- Furthermore, on any outing where no group leader has actually been appointed (e.g. Mountaineering) the most experienced and or qualified person there ought **reasonably** to intervene and at least advise if a foreseeable risk of injury arises and so they or you also will be regarded as owing a greater duty of care. You cannot say, 'It wasn't my responsibility'.

So what do we do?

4. Policies & Procedures

We have policies and procedures in place, many of which can be found on BathStudent.com.



This button will take you through to the Health & Safety pages

- Risk Assessments
- Trips and Trip lists
- Accidents
- Transport
- Equipment
- Under 18s
- Child Protection
- Insurance
- Training

5. Risk Assessments

All clubs, societies and other activity groups are now required to complete a Risk Assessment for their respective activity. Failure to complete this requirement could result in the imposition of a fine or the suspension of all activities. You can get help in completing these from the staff in your area. See your Co-ordinator.

There may be two types of Risk Assessment required of you, depending on the activity.

- The first is a generic risk assessment which applies to common activities which are carried out repeatedly. Several clubs, societies and volunteer groups already have files in existence containing risk assessments. These should be updated and signed and dated both by the club/society chair/project leader and by the SU, to demonstrate that they are living documents which the club members adhere to. Wherever possible, the governing body guidelines should be included as the first basis of the risk assessment document.
- The second is a specific assessment which relates to particular activities that are a 'one off' or cannot be adequately covered by a generic assessment.

Planning and Analysis

A Risk Assessment is nothing more than a careful examination of what could cause harm to people (or property) involved. The process is much easier than most people imagine.

There are many ways to portray the information but it is important that the process is kept simple and the 'whole picture' is taken into account. See Appendix 1 for further explanation and examples and if you need further help completing your risk assessments, see your Co-ordinator.

6. Trips and Trip lists

- Any trip or event organised off-campus must be registered with the appropriate office (SA, Societies, Volunteer or office areas linked to your activity group) with a comprehensive attendance list to be held in Security.

You may believe that you only need to do this if you are using SU vehicles or hired-in vehicles. This is not the case.

You MUST complete a Trip List form for any and all trips which take place off-campus whether you are using Union transport, coaches or even no transport at all.

These must be given to your area Administrator prior to the trip leaving. In exceptional circumstances, if it is not possible to give this to the Administrator it should be given to University Security.

As you will appreciate, if there were to be an accident, we do not want to be in the position of having to say to the University, parents, the press – that we don't know who was on the trip: the inevitable question will be, 'Why not?' followed by considerable censure..

- For BUSA matches team captains are required to hand in team sheets prior to departure
- For specific, high-risk activities, Trip Leaders/Activity organisers the following procedures apply, in addition:
 - If the event is an event organised by a reputable organisation such as BUSA or if the event is a regular trip to a regularly used location, the Trip Leader/Activity organiser is required to refer to the generic club/society/volunteer group risk assessment and inform participants of the risks involved and the precautions to be taken
 - If the event is a 'one-off', the Trip Leaders/Activity Organisers must provide a complete Activity Trip Plan and Risk Assessment prior to the event/trip which must be signed off first by the chair or project leader of the club or society or volunteer group and then by the authorised member of staff who is the Co-ordinator of your area (see structure chart). In their absence, the trip may be signed off by the Executive and Management Assistant.

The signature of the chair or project leader is required in order to confirm that, in their experience, the analyses contained in the risk assessment are correct and that the level of experience of the participants is as claimed and of a competent level for the activity. The SU authorisation confirms that the SU is satisfied that a competent and accurate risk assessment has been completed, that risks have been minimised as far as is possible and all procedures and requirements have been met. If a chair or project leader is unhappy to take the responsibility of signing off a trip, (s)he should speak with the Activities Co-ordinator, Volunteer Co-ordinator, VP Sport, VP Activities & Development and/or the Executive and Management Assistant.

In the first term, the trip leader of all 'one-off' trips and the chair of that club/society/volunteer group should meet with either the Activities Co-ordinator, Volunteer Co-ordinator, Transport Administrator or Executive & Management Assistant (depending on the activity) to discuss and explain the trip and associated arrangements.

Activities identified for specific Trip Plan/Risk Assessments are:

Clubs

Canoe
Gliding
Hot air Balloon
Mountaineering (Climbing, walking)
Mountain Bike
Rifle
Rowing (activities away from Bristol/Bath)
Sailing (activities away from Chew Valley)
Skydiving (activities away from Netheravon)
Sub Aqua
Surfing
Water-ski and Wakeboard (activities away from Cirencester)
Windsurfing and Kitesurfing

Societies

BLADES
Gravity Vomit

Volunteer Groups

Student Community Action (SCA) Projects
Rag events
Rag raids
Duke of Edinburgh Award expeditions
SIFE (Students in Free Enterprise) projects

➤ ***Trips Abroad***

The Trip Organiser for any activity that will occur outside mainland Britain, including Southern Ireland, must also submit a Trip Plan **at least one month** before the trip is due to take place. If you intend to use a Union vehicle, you must speak to the Transport Administrator **at least two months in advance** of the trip's departure as we have to get permission for the vehicle to go abroad.

Trip Organisers should also ensure that every individual on the trip has personal insurance cover for both activities and travel.

Last year one of our students broke his leg on the ski-in trip. His trip to hospital cost 1651 Euros which included the air ambulance which lifted him off the mountain; the operation to his leg cost 750 Euros; his hospital stay cost 8.80 Euros a night for 5 nights and he had to buy three seats on the 'plane on the way home in addition to the fourth occupied by his mother. Fortunately, he was insured!

If you have to contact any of the emergency services whilst you are on your trip, you MUST immediately contact the appropriate office within the SU.

7. Transport

- To use any of the Students' Union vehicles you will need to have completed the relevant MiDAS (Minibus Driver Awareness Scheme) training, which is booked through SORTED. You will then be registered as an "active" Union driver and will need to renew this every year. MiDAS training is given for minibuses, cars and MPVs (people carriers). Only active Union drivers can book Union fleet vehicles.
- Additionally, from September 2008, all Union drivers need to attend MEEP (Minibus Emergency Evacuation Procedures) training.
- All drivers will need to attend a short refresher course at the beginning of the year BEFORE their driver status will be renewed and they are re-insured to drive. **Drivers who have not attended an update session will not be re-registered and will, therefore, not be able to drive Union vehicles until after a subsequent update session.** This is so that the SU ensures that all drivers are aware of any new legislation, policies or other relevant information which may have changed in the course of the previous 12 months.
- If you are using your own vehicle, this must first be registered with the Transport Administrator. You will need to produce your driving licence, current insurance documents and MOT certificate. If these run out in the course of the academic year, you must produce the new ones to the Transport Administrator as soon as possible and you will not be able to use your vehicle on SU run events until you have done so. You will also need to inform your insurers that you will be using your vehicle for SU events. Your insurers may charge you but failure to notify them may result in your being uninsured!

Withholding what insurers call a 'material fact' doesn't mean you've got away with something, it means they can say you weren't insured if/when you have an accident.

Using your own vehicle does not exempt you from following BUSU's required regulations and procedures.

- Claims for fuel when using your own vehicles are made through the Transport office and no reimbursement will be made if a vehicle is not registered.

You should give careful thought to using your own vehicle for Union events. Maintenance of your vehicle is your sole responsibility rather than one which is shared with the SU. If you have an accident and are liable to pay the excess, this will fall entirely to you and your accident will fall against your record which may result in a rise in your personal premium. It is your vehicle which will have to bear any 'wear and tear'.

- There have been important changes to BUSU's insurance policy this year which will mean that ALL drivers will need to let the insurers have sight of their licences before they will be insured to drive any Union vehicle. Drivers will receive notification of what to do from the Transport Administrator. Furthermore, each driver will attract a personal excess in addition to the SU's basic excess based on factors such as age and experience.

8. Accidents

- Accident reports are required by law and can mean the difference between you going to prison (in the worst case scenario), and being sued in the civil courts or being considered to have acted reasonably as required by your Duty of Care.

In the event of an accident, as elected officers of the club/society/ group you are required to inform the Union of any event. This can be done in the first instance by email and if necessary you may be required to complete a formal accident report form.

In the event of accident resulting in hospitalisation of any sort the University Accident Report form must be completed and handed to the appropriate office (SA, Societies or area in which you volunteer).

- Near misses must also be notified to the appropriate office because on another occasion, it might not be a 'miss'.
- ***Emergency Procedures***

In the event of an emergency during a trip or activity, the Trip Organiser should ring 999 if necessary and also ring University Security on 01225 385349, who will notify the appropriate parties. If the emergency services are required when on campus, you should either dial 666 on an internal phone or phone Security after you have dialled 999. This is to ensure that the emergency vehicle is able to find you

- ***First Aid***

First Aid requirements and provision for your activity should form part of your risk assessment

The SU currently offers the provision of first aid kits through the Sports Association office which all clubs, societies and event organisers are encouraged to book out for any event which may need basic first aid provision.

9. Equipment

- Every club, society and volunteer group is required annually to complete a schedule of equipment which should be returned to the appropriate office.
- All equipment must be regularly inspected to ensure that it is safe and a record of that inspection kept with the appropriate office (SA/Societies or area in which you volunteer). In some cases, this inspection should be done by a properly qualified person who will certify its safety and, if there is no such person in the club/society/volunteer group, the equipment may need to be checked by a professional person or company. Where such checks or inspections identify unserviceable equipment, it must be marked as unserviceable and withdrawn from use.
- Arrangements must be made for worn or damaged equipment to be serviced or repaired immediately. Equipment which is marked as unserviceable must be withdrawn from use until this work has been undertaken.

Equipment which is unserviceable must NOT be used because you have not been able to replace it.

It is obvious that if equipment fails because it has not been checked and no-one knew it was unsafe, someone will be held responsible for not checking it. If equipment which is known to be unsafe fails, blame will fall on whoever did not withdraw that equipment from use as well as the person who decided to allow its use, regardless.

- All equipment belongs to BUSU. If your club/society/project group wish to dispose of any equipment, you must ask permission from the General Manager before doing so. You should do this by emailing I.Robinson@bath.ac.uk. This also helps the SU keep a track of its assets and ensure that its accounts are accurate. If you need any advice on this, contact either your area office or the Transport & Asset Administrator, Paul Brooks – P.Brooks@bath.ac.uk

10. Food

The organisers of any activity involving food whether prepared by a club or society or brought in from an external supplier MUST inform the appropriate area office well in advance of the event– at least 2 weeks.

Failure to do so may result in the activity having to be cancelled. This has had to happen in the past right at the last minute and is a great disappointment to all involved.

- Anyone organising an event involving food, which is not prepared by University or SU Catering, must prepare a risk assessment which must be signed off by the authorised member of staff.

This includes events where the food is obtained from outside restaurants or caterers.

- Anyone organising a barbeque on campus must also complete the requirements set out in the University Safety Manual (Section 5.4)
- There are examples of risk assessments available to you. See the staff in your area's office.

II. Under 18s

The University admits up to 100 students annually who are not yet 18 when they arrive. Legally, these students are considered children or minors.

- The first thing to note here is that a **higher duty of care** exists to any student who is under 18.

The Co-ordinator of the appropriate area will inform you if one of your club, society or project group members is under 18. However, responsibility lies with you also to ensure that you are aware of any under 18 participating in your activity and you must check your trip lists.

There are various regulations which you will have to consider when organising activities which include a student who is under 18 and these include:

- **Overnight stays**
Overnight stays will not generally be permitted. You must speak to the Co-ordinator of your area if this situation seems likely to arise.
- **Positions of Responsibility**
Under 18s are not permitted to take positions of responsibility, including acting as officers of a club or society.
- **Activities or Socials**
Under 18s are not permitted to be sold or consume alcohol on licensed premises or in a public place

You must make sure that you always discuss any event or trip you are running which will include any student who is under 18 with your area Co-ordinator.

Students who arrive under 18 will, usually, at some stage of the year become 18 and at that stage it will no longer be necessary to treat them any differently from other members.

12. Child Protection

Some student activities will involve working with children which obviously involves a much higher duty of care when delivering these activities. Therefore, all volunteers involved in these activities **MUST** attend the Students' Union's Child Protection training. This training will cover:

- Appropriate conduct when working with children
- BUSU's disclosure procedures

All activities run by the Students' Union will be covered by a Child Protection Policy found at www.BathStudent.com/volunteering under **Policies and Procedures.**

Please note that any members volunteering with young people and/or vulnerable adults have to complete a police check and provide the contact details of two referees.

13. Insurance

- The Union holds several insurance policies. These include policies covering damage to or loss of equipment owned by BUSU and also public liability.

This means that you may be able to make a claim for lost or damaged equipment.

And that you will be protected in the event that a claim is made against you for damage to people or property which is not the SU's.

- It is important that all activities which take place under the banner of University of Bath Students' Union follow the various guidelines and good practices laid down by the SU and are approved by the SU.

It is also important that your club, society or volunteer group should only be providing opportunities for current members who have paid their joining fee or have signed up on Bathstudent.com. ***Anyone who is not a member of BUSU will not be covered by its insurances.***

- There is a £250 excess on any claims for material damage, which has to be paid by the relevant club, society or volunteer group.
- Public Liability cover offers protection to any member who accidentally causes harm to either another member or another third party, who then decides to sue for damages. The limit of indemnity under the SU's Combined Policy is £10,000,000. The limit of indemnity under the Smallcraft policy is £3,000,000. (There are a few exceptions to this, including activities involving armed or unarmed combat or the use of firearms.)

- Specified activities involving any form of water borne vessels, including surfing and kitesurfing are covered under the SU's Smallcraft policy. The limit of indemnity under this policy is £3,000,000
- There have been important changes to the SU's Minibus policy this year. Copies of all licences of Union drivers have to be sent to the Union's brokers. Each driver will attract a personal excess, in addition to the basic excess of £250, based on their age, experience, whether they passed their test in the UK or not as well as any points.
For example, a 21-year-old with 24 months' driving experience and a clean licence would be likely to attract a personal excess of £100 so that the total excess would be £350; a 19-year-old Vito driver, with 12 months' driving experience and a clean licence would be likely to attract a personal excess of £500 in addition to the basic £250.
ALL drivers will have to provide their licences this year before they can be re-insured to drive Union vehicles.
Drivers will also need to give permission for their activity group to be informed of the detail of their individual premium so that the group know how much they may be liable for in the event of an accident.
- Any serious accident must be reported to our insurance brokers whether or not any claim is made and the insurers will investigate it and the procedures in place in connection with the activity in question.

14. Training

BUSU runs a comprehensive training programme, much of it organised through SORTED. These courses include:

- subsidised First Aid courses,
- MiDAS,
- Basic Food Hygiene,
- Child Protection
- Personal Safety and Self Defence as well as many more.
- Health & Safety courses at the beginning of each semester

You can also access a range of subsidised coaching courses through the SA.

You can find all the necessary forms and further information about your Health & Safety responsibilities and how to discharge them on BathStudent.com.



It is necessary for you and us to document all measures you have put in place to identify and control risks because in the event of any accident or claim that is the only proof that will be accepted.

Remember: it could be your 'neck on the block' and you want to make sure you are protected so take these requirements seriously! If you do, then you will be protected.

Failure to meet these requirements, to prepare a full risk assessment and get your trip approved and signed off, may result in your trip being cancelled.

***Finally
If in doubt, shout!***

If you have any queries about what you should be doing, how you should do it, any doubts or questions at all – see your Co-ordinator or, if they're not available, someone else in your area's office or the Executive & Management Assistant

Risk Assessments

There are a number of explanations needed in order to understand the process and the form used in this example:

HAZARD: Anything that has the potential to cause harm. (Lifting/moving heavy items, vehicles, fire etc)

For example

- Physical causes (falling, injury from equipment)
- Environmental (water, rivers, hillsides etc)
- People (launch drivers, players, coaches)

PERSONS WHO MIGHT BE HARMED: e.g. the general public, employees, spectators etc

RISK: expresses the likelihood that harm from a potential hazard will be realised and taking into account the likely severity of harm.

The questions that need to be asked are:

How frequently does this sort of hazard occur in the activity taking place? (i.e. seldom, sometimes to often)

How severe are the consequences of an accident occurring from that hazard? (i.e. bruised arm or death – or something in between)

How many people are likely to be exposed to the hazard? (i.e. one, a small group or many)

Are specific groups more vulnerable than others? (i.e. inexperienced, children, people with disabilities, pregnant women)

RISK CONTROLS IN PLACE: What is already in place that has reduced the chance of somebody being harmed by the hazard?

Severity (of hazard) x **Likelihood** (of occurrence) = **Overall risk**

So, the **severity** of a plane accident could be high (death), the **likelihood** of a plane accident (given a company of international repute) is low (because of the huge amount of money and effort that goes into reducing likelihood) so the **overall risk** is low.

Severity (of the hazard) could be measured on a 4-point scale:

1 = No injury

2 = Minor injury – may need some first aid assistance, not life threatening

3 = Major injury – admission to hospital etc (not visit to A & E)

4 = Fatal

Likelihood (of occurrence) could be measured on a 5-point scale:

Improbable – so unlikely that probability is close to zero

1 = Remote – unlikely, although conceivable

2 = Possible – could occur sometime

3 = Probable – not surprised, will occur several times

4 = Likely – occur repeatedly/event only to be expected

Multiplying the **Severity x Likelihood** gives a number between 1 and 20. The person completing the Risk Assessment then has a relative scale of the overall risk on which to manage the problem and introduce any preventative or protective measures.

1 to 8 could be classed as a **LOW** risk

9 to 16 could be classed as a **MEDIUM** risk

16 + could be classed as a **HIGH** risk

The overall aim is to reduce or remove the risk to an acceptable (as close to 1 as possible) level!

Control Measures

FURTHER ACTIONS TO CONTROL RISKS: What more can you reasonably do to reduce the likelihood of an accident happening e.g. try a less risky option, provide additional training, use specialist equipment?

COMPLETED BY: This is the date that the further control measures should be completed by.

REVIEW DATE: This would normally be a year from the initial full completion of the form. But a review should be carried out if circumstances have changed significantly. We would expect the annual review to be carried out when the new executives have been elected.

For some activities there are other requirements which must be met. Anyone holding a barbeque on campus, for example, must meet the requirements set out by the University in its Safety Manual.

1.1 Pool coaching sessions

We run general canoeing coaching sessions in both swimming pools on campus (although these sessions mainly happen 9pm-10pm in the 25m pool). These sessions are always life guarded by the sports department. There will be 1 "coach" per 6 kayaks on the water. These "coaches" will either be on the water in a kayak, in the water supervising skills or on the poolside. A "coach" will be someone with either the minimum British Canoe Union Coaching award (level 1 or level 2 trainee) or someone with ample experience. This experience will cover personal experience, rescue experience and coaching experience. The canoe club committee will produce a list of the members that we have who are fit to run sessions at the beginning of each year and this will be passed on to the SA and sports department. Participants will wear a spray skirt but no BA or helmet.

Hazard/Risk	Harm that Could be Caused	Who could be affected	Likelihood and Severity	Precautions taken to avoid harm being caused
Drowning	Death	Anyone canoeing	Likelihood = very low Severity = very high	<ul style="list-style-type: none"> All participants will have successfully completed 50m swim test All participants will have successfully completed capsized drill There will be lifeguards who are qualified to prevent drowning
Collision of person and boat/paddle	Injury to digits, body and head	Anyone canoeing	Likelihood = low Severity = low/med	<ul style="list-style-type: none"> All participants will be told not to collide boats and be conscious of where their paddle is The pool will not be overcrowded so all participants should have space to practice the strokes without collision.
Slipping on poolside	Injury to digits, body and head	Anyone on the poolside	Likelihood = low Severity = low/med	<ul style="list-style-type: none"> All participants will be informed that the poolside is wet and slippery There will be no running on the poolside
Banging head on poolside	Injury to head	Anyone canoeing	Likelihood = low Severity = med/high	<ul style="list-style-type: none"> Participants will practice their strokes in the middle of the pool unless the poolside is being used to aid learning in which case great care will be taken.