

## **CREATING YOUR CLUB/SOCIETY SAFETY POLICIES**

All Clubs/Societies must provide the Students' Union and their members with a detailed Health and Safety Policy. Athletic Union Clubs and Societies are defined into three different categories based on the nature of the activity and the level of risk involved. Principal Officers of each Club/Society should make themselves and members aware of their risk category, and follow the relevant guidance for that category when producing their safety policy. Further advice can also be sort from the Student Activities Manager and relevant National Governing Bodies.

Clubs and Societies should also note that these Risk Categories are under constant review and that some Clubs/Societies may move within the risk rating system.

The contents of each Club/Society safety policy will be reviewed by the Student Activities Manager, who will then provide advice on any areas of improvement. As part of this review each policy will be given one of the following ratings GOOD, OK, POOR, NO GO or NO POLICY RECEIVED. Any Club/Society policy that has a POOR or NO GO rating must implement all recommended improvements.

**Any Club or Society failing to submit a Safety Policy or failing to make improvements to a policy with a rating below OK, will have their funds and/or facilities frozen until their policy is received/amended.**

Please follow the relevant guidance for your risk category, and get it right first time!

**NOTE:** Accidents can happen in any activity regardless of whether it is classified as high or low risk. It is important to understand that low risk does not mean there is no risk.

### **SAFETY MEETINGS**

Student Activities Manager is available for individual meetings with any Club or Society who has any concerns regarding the health, safety and welfare of their members, or with their current procedures and future plans etc. Please contact the Student Activities Manager at [activitiesmanager.union@ncl.ac.uk](mailto:activitiesmanager.union@ncl.ac.uk) with any questions you may have.

**To discover your clubs or societies risk category please click on your club/society from the lists below. If you club/society is not listed then please select the club/society which most closely resembles your own.**

**Then follow the guidance for you risk category to create your clubs/societies safety Policy.**

# Clubs

American Football

Archery

Athletics and Cross Country

Badminton

Men's Basketball

Women's Basketball

Boat

Boxing

Brazilian Ji Jitsu & Mixed  
Martial Arts

Canoe

Caving

Cheerleading

Clay Pigeon Shooting

Climbing

Cricket

Cycling

Dance

Darts

Dodgeball

Equestrian

Fencing

Men's Football

Women's Football

Futsal

Golf

Gymnastics

Men's Hockey

Ladies Hockey

Ice Hockey

Jiu Jitsu

Judo

Karate

Kendo

Kickboxing

Korfball

Men's Lacrosse

Women's Lacrosse

Motorsport

Netball

Orienteering and Fell Running

Parachute

Polo

Pool & Snooker

Real Tennis

Rifle

Men's Rugby

Women's Rugby

Rugby League

Sailing & Yachting

Sepak Takraw

Ski and Snowboard

Squash Club

Sub Aqua

Surf

Swimming

Table Tennis

Taekwondo

Tennis

Thai Boxing

Trampoline

Triathlon

Ultimate Frisbee

Volleyball

Water Polo

Weightlifting

# Societies

<u>A Cappella</u>	<u>British Undergraduate Space, Extreme Environment &amp; Engineering Medicine Association</u>	<u>DermSoc</u>
<u>Academic Medicine</u>		<u>Disability and Neurodiversity</u>
<u>Accounting and Finance</u>	<u>Brunei</u>	<u>DJ Society</u>
<u>Afro Caribbean</u>	<u>Bulgarian</u>	<u>Eco (changed from Conservation)</u>
<u>Agricultural</u>	<u>Business (BUSSOC)</u>	<u>Economics</u>
<u>Amnesty International</u>	<u>Caledonian</u>	<u>Eldon (Law)</u>
<u>Anaesthetics and Critical Care</u>	<u>Cardiovascular</u>	<u>Emergency Medicine</u>
<u>Anglo Chinese</u>	<u>Catholic</u>	<u>Enactus</u>
<u>Anglo-French Medical</u>	<u>CEG(Civil Engineering &amp; Geomatics)</u>	<u>Engineering Projects (was Marine Projects)</u>
<u>Anglo Japanese</u>	<u>Cheese and Wine</u>	<u>Engineers Without Borders</u>
<u>Animal Science</u>	<u>Chemical Engineering</u>	<u>English</u>
<u>Anime</u>	<u>Chess</u>	<u>Entrepreneur</u>
<u>Arab</u>	<u>Chinese Students &amp; Scholars</u>	<u>Extinction Rebellion</u>
<u>Archaeology</u>	<u>NU Christian Union</u>	<u>EVEA</u>
<u>Architectural</u>	<u>Classics</u>	<u>Fashion</u>
<u>Art</u>	<u>Coast to Coast</u>	<u>Fellwalking</u>
<u>Baking</u>	<u>Cocktail</u>	<u>Feminist</u>
<u>Bar Society (Law)</u>	<u>Combined Honours</u>	<u>Figure Skating</u>
<u>Bee</u>	<u>Comedy</u>	<u>Filipino</u>
<u>Biology</u>	<u>Computing &amp; Technology</u>	<u>Film Society</u>
<u>Bio Sci (Bio Medical Sciences)</u>	<u>Conservative</u>	<u>Formula Student French</u>
<u>Blockchain</u>	<u>Creative Writing</u>	<u>Friends of Palestine</u>
<u>Board Games</u>	<u>Debating</u>	

<u>Friends of MSF Newcastle</u>	<u>Jewish</u>	<u>Mechanical Engineering</u>
<u>General Practice</u>	<u>Joint Honours</u>	<u>Media and Culture</u>
<u>Geography</u>	<u>Karaoke</u>	<u>Medical Leadership &amp; Management</u>
<u>Gilbert &amp; Sullivan</u>	<u>Korean</u>	<u>Mind The Gap</u>
<u>Greek and Cypriot</u>	<u>Kuwait</u>	<u>Modern Languages</u>
<u>Haematology &amp; Oncology</u>	<u>Labour</u>	<u>MUNSoc (Model United Nations)</u>
<u>Helping our Homeless</u>	<u>Latin American</u>	<u>Music</u>
<u>Hindu &amp; Sikh</u>	<u>Latin and Ballroom</u>	<u>Music Production</u>
<u>HIIT the Park</u>	<u>Law4NonLaw</u>	<u>Musical Medics</u>
<u>Hip Hop</u>	<u>Leadership</u>	<u>Nepalese</u>
<u>History</u>	<u>Lebanese</u>	<u>Neurological</u>
<u>Hong Kong Public Affairs and Social Service</u>	<u>LGBT Society</u>	<u>Newcastle Sport and Exercise Medicine</u>
<u>Indie</u>	<u>Literature</u>	<u>Newcastle Student Orchestra &amp; Choir</u>
<u>Indonesian</u>	<u>LINKS</u>	<u>Newcastle Uni Boob Team</u>
<u>Inspired Arabic Ladies</u>	<u>Lithuanian</u>	<u>Newcastle University Craft Beer and Cider</u>
<u>International</u>	<u>Malaysian</u>	<u>Newcastle University Young Liberals</u>
<u>INTO Connect</u>	<u>Marine Science</u>	<u>Non League Football</u>
<u>Investment</u>	<u>Marketing</u>	<u>Nutritank</u>
<u>Irish</u>	<u>Marrow</u>	<u>NUTS</u>
<u>Irish Dancing</u>	<u>Marxist</u>	<u>Obstetrics and Gynaecology</u>
<u>Islamic</u>	<u>Maths</u>	
<u>It Happens Here</u>	<u>Mature Students</u>	
<u>Jazz Orchestra</u>	<u>Mauritian</u>	

<u>Omani</u>	<u>RAG</u>	<u>Students for Kids</u>
<u>Ophthalmology</u>	<u>Rock</u>	<u>International Projects (SKIP)</u>
<u>Orthosoc</u>	<u>Rounders</u>	<u>Students for Global Health</u>
<u>Oxfam</u>	<u>Running Club</u>	<u>Surgical</u>
<u>Paediatrics</u>	<u>Russian Speakers</u>	<u>Swing Dance</u>
<u>Pakistan</u>	<u>Salsa</u>	<u>Table Top</u>
<u>People and Planet</u>	<u>Sankirtana</u>	<u>Tamil and Malayali</u>
<u>Persian</u>	<u>Saudi students</u>	<u>Taiwanese</u>
<u>Pharmacy</u>	<u>Sci-Fi and Fantasy</u>	<u>Team Kenya</u>
<u>Philosophy</u>	<u>Scout and Guide</u>	<u>Teddy Bear Hospital</u>
<u>Photography</u>	<u>Sexpression Newcastle</u>	<u>TEDx</u>
<u>PhysSoc (Physics)</u>	<u>Shocksoc</u>	<u>Thai</u>
<u>Pilates</u>	<u>Singapore</u>	<u>Turkish</u>
<u>Planning</u>	<u>Sober Socials</u>	<u>Twenty Minute</u>
<u>Pokemon</u>	<u>NU Social Tennis</u>	<u>UNICEF on Campus</u>
<u>Poker</u>	<u>SocieTEA</u>	<u>UN Women UK</u>
<u>Pole and Aerial</u>	<u>Sociology</u>	<u>Vegan Action</u>
<u>Polish</u>	<u>South Asian</u>	<u>Vegetarian and Vegan</u>
<u>Politics</u>	<u>Speechand Language Therapy</u>	<u>Video Gaming &amp; Esports</u>
<u>Postgraduate Research</u>	<u>Sports Science</u>	<u>Vietnamese</u>
<u>Community</u>	<u>Students for Sensible Drug</u>	<u>Visual Effects</u>
<u>Public Relations</u>	<u>Policy</u>	<u>We are Donors</u>
<u>Psychosoc</u>	<u>Stand Up to Racism</u>	<u>Wet Soc (Marine Tech)</u>
<u>Radiology</u>	<u>Student Brewing</u>	<u>Wilderness Medics</u>

Windband

Working Class Students  
Network

Youth Stop Aids

Women for Women  
International

Yoga

## **CATEGORY ONE (HIGH RISK)**

Clubs/Societies in this category have potentially the highest risk of any Clubs/ Societies. They will be required to complete an individual Club/Society Safety Policy that is specific to their activities.

### **CATEGORY ONE SAFETY POLICY CONTENTS**

(What your policy must contain)

You must create a word document that contains all of the below policies and statements.

As the highest risk category your Club/Society will be required to have the strictest safety policies, and will also be required to provide the highest level of proof that you are managing the safety of your members. The policy must include sections on all of the below, as a minimum.

- A statement that no non-Newcastle University Students' Union members will be members of your Club/Society. (This is an insurance requirement and will affect your insurance, in the event of an accident).
- Details of your Club/Society meetings or training sessions etc i.e. venue name and address and days and times of meetings.
- Transport arrangements to off-campus events i.e. mini buses, driver assessments, trips forms and use of private vehicles etc.
- Who the principal contact is in the case of an accident or incident.
- Who the principal officers in the Club/Society are (with contact details for all Clubs/Societies).
- Training and competency\* of coaches/persons supervising training sessions. If there are no suitably competent persons appointed as coaches etc, then the Club/Society may not be able to take non-experienced members for certain activities.
- Supervision arrangements for less experienced and inexperienced Club/Society members.
- First Aid arrangements, within the Club/Society and/or host venue or training facilities.
- 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 Club/Society is safe to use, is inspected regularly, is properly maintained and is kept in a safe manner. For example: climbing ropes to be regularly inspected by a competent person and each rope and harness is uniquely identified and records kept of the examination, conditions, repairs/alterations and usage (especially involvement in fall incidents).
- 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 sport (e.g. especially hard physical effort may preclude some people from taking part). If there are requirements then the policy will need to specify how they are to be tested and monitored.
- For all water sports/activities, the arrangements for mandatory swim tests (see pages 19 & 20 for information on swim tests).
- How training and qualifications required of members are to be achieved (e.g. any specific courses that are required/will be provided).
- Any specific responsibilities and arrangements that are required due to the nature of the sport or activity. This is particularly relevant to projectile sports where it is foreseeable that other people may be injured by those taking part in the sport.
- Any specific means of communications that are required due to the nature of the sport/activity, such as flares, loud hailers, radios, whistle codes etc.
- Emergency plans in the event of an incident may be relevant to produce, such as capsize drills. This is particularly important in sports/activities where rapid and the correction action at the time of an incident is needed. You may also need to arrange for the drill to be practised from time to time.
- The policy must be signed and dated by one or more of the Club/Society principal officers.
- Details of any other safety arrangements or details, specific to your Club/Society or activities.

**NOTE:** All Club/Society activities must be covered in your safety policy. This includes the arrangements for Inter-mural and one off events i.e. sports, matches, trips and activities undertaken outside of the Clubs/Society's normal activities.

\*Competency is a word used to describe suitable qualifications, training and experience. If you are in doubt as to the level of competency that is required/acceptable for a specific task, then please ASK.

There are some Clubs/Societies in this category (category one) that are not responsible for the actual sporting 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. In such cases however, the Club/Society should follow the "Activities Run by External Organisations" guidance provided in the NUSU Activities Safety Policy (see page 9.) All Club/Society members should be made aware of the external organisations policy and procedures and copies of these documents should be passed on to the Student Activities Manager at the Union Society.



## **CATEGORY TWO (MEDIUM RISK)**

Clubs/Societies in this category are thought to be of medium risk requiring special attention and an individual Club/Society Safety Policy.

### **CATEGORY TWO SAFETY POLICY CONTENTS**

(What your policy must contain)

You must create a word document that contains all of the below policies and statements.

As the medium risk category your Club/Society will be required to have strict safety policies, and will also be required to provide a high level of proof that you are managing the safety of your members. The policy must include sections on all of the below, as a minimum.

- A statement that no non-Newcastle University Students' Union members will be members of your Club/Society. (This is an insurance requirement and will affect your insurance, in the event of an accident).
- Details of your Club/Society meetings or training sessions etc i.e. venue name and address and days and times of meetings.
- Transport arrangements to off campus events i.e. mini buses, driver assessments, trips forms and use of private vehicles etc.
- Who the principal contact is in the case of an accident or incident.
- Who the principal officers in the Club/Society are (with contact details for all Clubs/Societies)
- Training and competency\* of coaches/persons supervising training sessions. If there are no suitably competent persons appointed as coaches etc then the Club/Society may not be able to take non-experienced members for certain activities.
- Supervision arrangements for less experienced and inexperienced Club/Society members.
- First Aid arrangements, within the Club/Society and/or host venue or training facilities.
- Equipment examination, inspection, testing, storage and issue arrangements. You may need to be able to demonstrate that the equipment owned by or used by the Club/Society is safe to use, is inspected regularly, is properly maintained and is kept in a safe manner.
- Health provisions that are required prior to engaging in the sport/activity (e.g. especially hard physical effort may preclude some people from taking part). If there are requirements then the policy will need to specify how they are to be tested/monitored.
- The policy must be signed and dated by one or more of the Club/Society principal officers.

- Details of any other safety arrangements or details, specific to your Club/Society or activities.

**NOTE:** All Club/Society activities must be covered in your safety policy. This includes the arrangements for Inter-mural and one off events i.e. sports, matches, trips and activities undertaking outside of the Club's/Society's normal activities.

\*Competency is a word used to describe suitable qualifications, training and experience. If you are in doubt as to the level of competency that is required or acceptable for a specific task, then please ASK.

### **CATEGORY THREE (LOW RISK)**

These Clubs/Societies are relatively low risk but must still produce an individual Club/Society Safety Policy. The policy must include sections on all of the below, as a minimum.

#### **CATEGORY THREE SAFETY POLICY CONTENTS**

(What your policy must contain)

You must create a word document that contains all of the below policies and statements.

As the lowest risk category your Club/Society are still required to have safety policies, and will also be required to provide a reasonable level of proof that you are managing the safety of your members. Although this is less than required for the other Clubs/Societies, it must still be sufficient to ensure the safety of all your members. The policy must include sections on all of the below, as a minimum.

- A statement that no non-Newcastle University Students' Union members will be members of your Club/Society. (This is an insurance requirement and will affect your insurance, in the event of an accident).
- Details of your Club/Society meetings or training sessions etc i.e. venue name and address and days and times of meetings.
- Transport arrangements to off campus events i.e. mini buses, driver assessments, trips forms and use of private vehicles etc.
- Who the principal contact is in the case of an accident or incident.
- Who the principal officers in the Club/Society are (with contact details for all Clubs/Societies)
- Training and competency\* of coaches/persons supervising training sessions. If there are no suitably competent persons appointed as coaches etc then the Club/Society may not be able to take non-experienced members for certain activities.
- First Aid arrangements, within the Club/Society and/or host venue or training facilities.
- Health provisions that are required prior to engaging in the sport/activity (e.g. especially hard physical effort may preclude some people from taking part). If there are requirements then the policy will need to specify how they are to be tested / monitored.
- The policy must be signed and dated by one or more of the Club/Society principal officers.
- Details of any other safety arrangements or details, specific to your Club/Society or activities.

**NOTE:** All Club/Society activities must be covered in your safety policy. This includes the arrangements for Inter-mural and one off events i.e. sports, matches, trips and activities undertaking outside of the Club's/Society's normal activities.

\*Competency is a word used to describe suitable qualifications, training and experience. If you are in doubt as to the level of competency that is required / acceptable for a specific task, then please ASK.