



ATHLETIC UNION CLUBS, STUDENT SOCIETIES, STUDENT VOLUNTEERING & STUDENT ACTIVITIES

HEALTH & SAFETY POLICY & GUIDANCE DOCUMENT

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PART 1 – PURPOSE & VALUE

INTRODUCTION AND POLICY STATEMENT

Newcastle University Students' Union is fully committed to a high standard of Health, Safety and Welfare for all Students, Staff and others that may be affected by its undertakings.

The aim of the Students' Union is to provide and actively promote safe, first class activities that are made available to all students and enrich the academic, cultural, sporting and social life of members. The Students' Union will also manage the associated risks to Health, Safety and Welfare of these activities and, wherever possible, without compromising the enjoyment and challenges that these activities offer.

The Students' Union has a statutory duty to ensure, so far as is reasonably practicable, that all risks arising from the Students' Union activities are eliminated or controlled. The management of safety issues is a specified duty of staff, including those at a most senior level.

In carrying out its statutory duty the Students' Union will seek the advice and full co-operation of all National Governing Bodies and professional associations to ensure the implementation and review of best practice.

The Students' Union also expects every individual member of staff and all student members to show high regard for Health, Safety and Welfare and to communicate these standards to colleagues and other persons.

In particular they:

- Must take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions.
- Must co-operate to enable the Students' Union to discharge its safety duties.

All employees and student members should also be aware that failure to comply with the requirements of this policy could lead to disciplinary action, the withdrawal of certain activities or funding and/or prosecution by the Health & Safety Executive or other enforcement authorities.

This policy is issued to all Athletic Union Clubs and Societies, Rag and Freshers organisers, Go Volunteer and Student Officers, with further copies available at www.nusu.co.uk. The policy should be read in conjunction with any relevant National Governing Body procedures and guidance on best practice. The policy will be reviewed by the Student Activities Manager at least annually and in light of changes to relevant legislation and best practice.

Simon Gerry
Chief Executive

ACTIVITIES - A DEFINITION

Activities as described in this document are; any activity organised by a student led group, Club, Society or service affiliated to the Students' Union and that uses Students' Union resources. This includes all activities undertaken by active Athletic Union Clubs, Societies, Go Volunteer, Give-it-a-go and all activities provided during Freshers week. Transport to and from activities is also included.

THE POLICY DOCUMENT

The aim of this policy document is to highlight and communicate the objectives of the Students' Union, regarding the Health, Safety and Welfare of all Students and Staff involved in the activities mentioned above. The policy will identify the key personnel and their responsibilities, and establish how these underpin the overall Students' Union Activities, Health and Safety Management System. The document will also provide information, advice and guidance on some key areas, such as Risk Assessment, Accident Reporting and the production of individual Club and Society Safety Policies.

GENERAL APPROACH TO HEALTH, SAFETY AND WELFARE

The Students' Union intends to follow best practice wherever possible, which will involve more than simple compliance with minimum legal standards. This is a long term aim and as the targets of best practice continue to move, this will require a constant process of evolution towards an improving safe environment in all activities.

THE MANAGEMENT OF SAFETY IN STUDENTS' UNION ACTIVITIES

The Students' Union believes that the only way to provide safe activities is to ensure that the whole of the safety management system is operated in such a manner as to ensure that new risks are identified and minimised, and existing hazards are better controlled at every level. This applies from senior management and sabbatical officers through all staff and principal officers of Clubs and Societies and finally to all students involved in activities. It means that the management of safety is a core organisational function and that all involved will have some ownership of the system, helping to develop a positive health and safety culture in which risks can be kept at the lowest possible level.

The health and safety management system employed by the Students' Union is intended to comply with the guidance issued by the Health and Safety Executive (HSE) and best practice advice from the University Safety and Health Association (USHA), all relevant National Governing Bodies and the University of Newcastle Safety Office (USO).

SAFETY IN ACTIVITIES STATEMENT OF INTENT

In its commitment to Safety in student activities the Students' Union will endeavour to provide the following via its staff, individual Clubs and Societies and its appointed officers.

1. Undertake Risk Assessments of all activities to identify hazards assess risks and implement control measures to reduce these risks to an acceptable level.
2. Provide subsidised funding for the training of Club/Society members, leaders and organisers etc to National Governing Body standards, so as to raise and enhance the level of safety, skill and awareness within the Club/Society.
3. Organise compulsory testing of swimming abilities for all water related activities.
4. Provide assessment, guidance and approval for minibus drivers.
5. Provide First-Aid Kits for all Sporting Clubs and other appropriate activities.
6. Provide First-Aid Training (one day course) for at least 1 member of each Athletic Union Club.
7. Require pre-registration and approval of all activity related trips.
8. Provide support and funding in the selection, acquisition, hire and maintenance of equipment, including testing, inspection and appropriate logging of use.
9. Provide compulsory affiliation to any relevant National Governing body (where they exist) and adoption of their 'Codes of Best Practice'. Also the dissemination of relevant information throughout the year to individual members and officers.
10. Provide a system to report, monitor and investigate all accidents, incidents and near misses to the Student Activities Manager, Centre for Physical Recreation and Sport (CPRS) or the University Safety Office (USO).
11. Record and monitor all activities throughout the year to allow the information to be passed on to the new committee members at the official handover period.
12. Provide basic, adequate insurance cover through Club and Society membership, and insurance of other activities as appropriate.
13. To ensure the competence of those coaching or otherwise supervising or leading activities.
14. Continue to monitor, review and modify Safety procedures as necessary.

PART 2 – PEOPLE

ROLE OF THE STUDENT ACTIVITIES MANAGER

The Student Activities Manager has the initial responsibility for Health and Safety concerns within student activities. This responsibility includes the evolution and implementation of a framework for safe practice, to maintain accurate risk assessments and other records relating to this framework, the continuing operation, development and annual review of student activities Health and Safety in line with current best practice and all legal obligations and to provide Health and Safety advice guidance, support and training to Students' Union Officers, staff and Clubs and Societies.

CLUB AND SOCIETY - PRINCIPAL OFFICERS RESPONSIBILITIES

Principal Officers of Clubs and Societies and leaders of other activities have a high level of responsibility and Duty of Care for all of their members and participants (see section on negligence and duty of care on page 10 of this document).

In particular they must ensure that:

- All advice given in this document is implemented and followed by themselves and all Club/Society members/activity participants.
- All participants in their activities are registered members of their Club/Society and the Students' Union.
- All reasonable precautions have been taken to ensure the risks associated with their activities are reduced to a minimum level.
- Suitably qualified and competent persons are in charge of all activities and the level of activity is suited to the competence of the participants.
- Suitable emergency and first aid arrangements are in place, where needed.
- Information contained in their Club/Society safety policy and risk assessments and general health and safety information regarding their activities is passed on to their members and others who may be affected by their activities.
- Control measures identified by their risk assessments are implemented and followed.
- Advice on best practice received from the Students' Union and any National Governing Body etc is implemented and followed.
- All trips to off campus events are registered with the Activities Centre (see page 24 for trip registration guidance.)
- All accidents and incidents are reported to the Student Activities Manager.

- The Club/Society or committee maintains accurate records and Health and Safety information.

Clubs and Societies must also provide the Student Activities Manager or the Activities Centre with the following safety documents:

- A Club/Society Safety Policy appropriate to their activities and Risk Category.
- Suitable and Sufficient Risk Assessments, of all Club/Society activities.
- Safety Policy receipt.
- Equipment inventories or logs.
- Certificates etc for coaches, activity leaders and first aiders etc.
- Information on activities run by external organisations.
- Proof of National Governing Body (NGB) affiliation.

Further information on all of the above can be found within this document.

ROLE OF CLUB/ACTIVITY LEADERS

The activity leaders are responsible for the planning and managing of the activity in question. This person may be a principal officer, external coach, paid instructor or a suitably qualified and/or experienced Club/Society member. Whoever this person is their responsibilities remain the same.

- To check that all reasonable measures are in place to ensure the safety of all participants and anyone who may be affected by the activity.
- To ensure that all Club/Society as well as Students' Union and National Governing Body procedures and best practice are followed.
- To make informed decisions on matters affecting Health and Safety and the Activity.
- To ensure that all equipment has been checked by a competent person and is fit for use.
- Provide a high standard of leadership and instruction.

Clubs/Societies should obtain information and maintain records about who is leading their activities.

ROLE OF INDIVIDUAL PARTICIPANTS

Individual members/participants etc are responsible for their own actions or inactions while involved in any Club or Society activities. They must also follow all reasonable instructions from activity leaders/officers etc. Remember your actions could affect other members as well as yourself (see Duty of Care on page 9)

REGISTERING COACHES AND INSTRUCTORS

All Club and Society coaches and instructors etc must be registered with the Students' Union and must meet the following requirements:

- Have recognised, relevant Coaching / Instructing qualifications.
- Have a current first aid qualification.
- Have their own Third Party Liability insurance.
- Be affiliated to any relevant governing body.
- All coaches must complete a C2 form and follow the responsibilities document which comes with this. C2 forms are available at www.nusu.co.uk

Original documentation must be provided to the Student Activities Manager at the beginning of the year. Copies will be taken for record and audit purposes.

ASSOCIATE MEMBERS

In order for any non Newcastle University student to become an associate member of a Club or Society they must now, firstly prove that they can enhance the Club/Society, in one or more of the following ways:

- Provide a level of coaching, instruction and/or experience above that which currently exists within the Club/Society.
- Provide specialist knowledge of the Club/Society activities or the Health and Safety concerns associated with these activities.
- Provide qualified first aid cover during Club/Society activities, where needed. This cover should also be above that which currently exists.

Applications for associate members should be submitted by a principal officer of a Club/Society to the Student Activities Manager, together with proof of the applicant's competency. This proof could include copies of relevant qualifications or a log book of relevant experience for example.

ACTIVITIES RUN BY EXTERNAL/PROVIDER ORGANISATIONS

You must inform the Organisation of your Club or Societies requirements. You should ask for copies of and/or information on:

- National Governing Body affiliation or accreditation.
- The Organisations Risk Assessments.
- The Organisations Safety Policy.
- Staff/activity leader's experience and qualifications.
- Safety equipment i.e. what they provide and what your members need to bring.
- Welfare facilities (washing, toilets and changing facilities etc.)
- Emergency procedures, including first aid
- Public Liability insurance (at least £2 million cover should be provided.)

The above information should be given to all Club/Society members with copies provided for the Student Activities Manager.

NEW MEMBERS AND NOVICES

The highest level of Duty of Care is owed to novices or new members. These individuals will often have low levels of hazard perception and are unskilled in the reduction of risk for your activities. This may present additional danger to other members as well as themselves.

It is considered best practice to treat all new members as novices until their competence level has been established.

It is vital that all new members are informed of the risks and subsequent control measures for your activities.

Some activities will need to be organised for the benefit of novices, so that levels of ability etc can be established. On such occasions, Clubs/Societies should ensure that:

- As many, qualified and experienced members as possible are in attendance.
- Adequate First- Aid provision is made, in line with any National Governing Body standards.
- Environments that present fewer hazards are used and activities are kept simple.
- All relevant safety information has been passed on to the participants.

INITIATION/INDUCTION CEREMONIES AND COERCIVE BEHAVIOUR

All Clubs, Societies and other student groups are reminded that Initiation or induction ceremonies and all other forms of coercive behaviour are banned by both the Students' Union and University. These groups are also reminded of the potential dangers of Initiation or induction ceremonies and that organising, promoting or encouraging participation in any dangerous initiation or coercive behaviour may constitute a breach of the Clubs/Societies or an individual's duty of care (see below guidance on duty of care), a breach of the Clubs/Societies own safety policy and a breach of many various Student Union and/or University policies, which could lead to disciplinary action.

NEGLIGENCE AND DUTY OF CARE – A GUIDE

- Each Club or Society member owes a duty of care to act reasonably to all other members and anybody they may come into contact with during their activities. If they do not act reasonably in terms of endangering the safety of other people, those affected could exercise the right to sue that person.
- Every individual must ensure that they act reasonably in terms of their behaviour when on an activity. (This would apply to a greater extent to the Club/Society officers who, after all, are deemed to be in charge of people when they are on trips.)
- No definition of reasonable behaviour can be given as it depends on the individual circumstances at the time.

- It is important to note that everybody must have due regard for the safety of others as well as themselves when engaged in an activity.

COMMON LAW NEGLIGENCE

The following contains a **very general** and **basic** view of negligence. It sets out and hopefully answers the questions that all activity organisers ought to be asking. The term 'injury' used here means primarily physical injury and consequential financial losses.

NEGLIGENCE AND THE LAW

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 those two ends of the spectrum are 'negligent acts' i.e. normally not deliberate, but the injury is 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 caused the loss and could amount to millions of pounds!

In extreme cases negligence can lead to prosecution for manslaughter.

The system law is designed to determine in any incident of injury whether an act was negligent, whether the negligent act actually caused injury and whether compensation should be paid and if so how much.

NEGLIGENCE AND YOU

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' that duty of care you must behave as a 'reasonable person' would, but taking into account your specific skill, knowledge and experience. For example, a 'reasonable' non-medically qualified 'rescuer' might be forgiven a medical mistake, which a reasonable qualified Paramedic would be expected not to make.

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

For example:

- a. When driving a Car your neighbours would include: - any passengers in your car, other road users, drivers and their passengers, pedestrians, cyclists etc and owners of property adjoining the road.

- b. Anyone for whom you have accepted responsibility as a group Leader/Club/Society Officer etc.

The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person. Clearly one is not expected to guarantee the safety of others, merely to act reasonably.

In short all of us owe a duty not to injure other people by our negligent acts or omissions. That is an individual duty which, each of us owe all of the time to our neighbours.

DOES ORDINARY MEMBERSHIP OF A CLUB OR SOCIETY AFFECT MY ORDINARY DUTY OF CARE?

Not usually. You still owe the individual duty of care to your neighbours. However, the people who are your 'neighbours' might alter and/or increase to include other Club/Society members and others with whom you may now come into contact as a result of membership of that club/Society.

WILL BEING A GROUP LEADER OF A CLUB/SOCIETY OR OTHER ACTIVITY AFFECT MY ORDINARY DUTY OF CARE?

It may do. As a group leader (or team captain) you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to foreseeable risk of injury as far as you reasonably can.

It should be noted that on any outing where a group leader has not been appointed, the most experienced and/or qualified person there ought reasonably to intervene and at least advise if a foreseeable risk of injury arises.

WILL ACCEPTING OFFICE IN A CLUB/SOCIETY AFFECT MY DUTY OF CARE?

Yes, it may well do so. If you accept a position you are likely to agree to carry out certain functions which may affect the safety of others, both inside and outside the Club or Society. You are accepting responsibility and you must fulfil those duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury which exists or arises.

For example, if you agree to be the Equipment Officer you must make reasonable inspections of the equipment to see that it is reasonably safe.

NEGLIGENCE SUMMARY

The law of negligence seeks to ensure that as individuals we are responsible for our actions and inactions and that we consider those who might be injured by those acts and omissions.

The actual standard varies according to an individual's skill and experience and requires us all to behave reasonably.

It is not possible to lay down golden rules which if followed will preclude the possibility of a successful legal claim. However, behaving responsibly is likely to mean that no injury will happen in the first place.

It is normally possible for you to cover yourself with third party liability insurance with your insurance company. However, this will not negate the need for you to act reasonably.

PART 3 - PRACTICES

AFFILIATION TO NATIONAL GOVERNING BODIES

All Clubs and Societies must be affiliated to their activity's National Governing Body (NGB) where this exists. The Club/Society must fully adopt the NGB codes of best practice and Safety Procedures. Regular contact must be kept with any NGB to monitor any changes to the above. Further information on affiliation to NGB can be obtained from the Activities Centre. Affiliation to an NGB or other Professional Association may also include some form of additional insurance cover for your members and coaches/instructors etc. This is one of the best reasons for new Committees to find out what they get for their affiliation fees. Clubs and Societies should provide evidence of their NGB affiliation to the Student Activities Manager.

EQUAL OPPORTUNITIES

All organized student activity groups within the Students' Union must promote a welcoming atmosphere of non exclusivity for all members and potential members.

It is the responsibility of each groups committee to ensure that all activities, communications, meetings, social events and publications etc are fully in line with the Students' Union Equal Opportunities Policy.

It is also the responsibility of each groups committee to ensure activities are available to everyone wherever possible, and that reasonable adjustments are made to cater for persons with disabilities etc. The committee should seek advice from the Students' Union as to the nature of any reasonable adjustments and there likely impact.

Membership of a student activity group will be taken to imply an understanding to commitment and acceptance of this policy.

Officers of Athletic Union Clubs and Student Societies must attend officer training at the beginning of each academic year, during which, equal opportunities within student activities will be covered.

UNDER 18'S IN STUDENT ACTIVITIES

From 2006 the University has made certain changes to its admissions policy. This could well mean that in the future some of the members of your Clubs and Societies could be under the age of 18.

What does this mean? The Students' Union has a duty of care towards all students and staff. In the case of student who has not yet reached their 18th birthday, this duty is enhanced as they are regarded as minors under English law.

The consequences of this are as follows:

a) The Students' Union will have special duties of care towards a child and cannot assume that a student under the age of 18 can be treated as an adult or make her/his own decisions.

- b) A person under the age of 18 does not have full legal capacity to enter into contracts, to give valid consent or to hold office in student Clubs or Societies.
- c) Before the student engages in certain activities consent of the responsible person should be sought. This should be the parents or guardians of the student.
- d) Special measures may need to be taken in respect of certain sporting or social activities.
- e) The student may not purchase alcohol or drink alcohol on Students' Union or University premises or as part of any Club/Society activity.
- f) Staff in a position of responsibility for or a relationship of trust with the individual need to be made aware of the legal position and be CRB checked.

What do clubs/societies need to do?

This will mean that any Club/Society with members that fall into this category will need to devise and implement new procedures in order to ensure the safety of these and other members.

Check the rules and regulations from your governing body if you have one. It may well be the case that the governing body does not permit under 18 participation.

Identify any student member under the age of 18. This will mean working in conjunction with the Students' Union Activities Centre to gain this information.

Revise and up date all safety documents (risk assessments and safety policy etc) to incorporate under 18's and any new precautions identified.

Look at providing an experienced Club or Society member to work as a mentor to any under 18 students. Please note that this should only be during your activities and one to one contact with students under the age of 18 should only be carried out by persons who are CRB checked.

Implement procedures for social events and for the possible use of accommodation etc.

What will the Students' Union do?

Identify all students under the age of 18, and inform the relevant Clubs/Societies if these students become members.

Make preliminary checks with National Governing Bodies on the eligibility of students under the age of 18.

Seek parental consent where necessary, and inform the relevant Clubs/Societies of the outcome.

Carryout CRB checks on all Union Society key personnel.

Give information and guidance to Clubs/Societies you have under 18's becoming members.

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 no risk.

CATEGORY ONE (HIGH RISK)

Clubs/Societies in this category have potentially the highest risk of any Clubs. They will be required to complete an individual Club/Society Safety Policy that is specific to their activities. This list is not exhaustive.

Water Based Clubs

Canoe
Canoe Polo
Boat
Sailing
Sub Aqua
Surfing
Kite & Wind Surfing
Swimming & Water Polo

Outdoor Clubs

Mountaineering
Caving
Riding
Cycling
Ski and Snowboard
Orienteering & Adventure Racing
Polo

Airborne Clubs

Parachute

Projectile Sports

Rifle
Clay Target Shooting

Team Sports

American Football
Rugby League
Rugby Union

Societies

Fellwalking
Wilderness medics
Motorsport

CATEGORY ONE SAFETY POLICY CONTENTS

As the highest risk category these Clubs/Societies will be required to have the strictest safety policies, and will also be required to provide the highest level of proof that they are managing the safety of their 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/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 this document (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 Students’ Union.

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. This list is not exhaustive.

Combat Sports

Judo
Karate (Shotokan)
Tae Kwon Do
Ninjutsu
Fencing
Jitsu
Thai/kick Boxing
Aikido

Team Sports

Ice Hockey
Football
Lacrosse
Hockey
Ultimate Frisbee

Other Sports

Trampolining
Cheerleading
Gymnastics

Societies

Hitch

CATEGORY TWO SAFETY POLICY CONTENTS

As the medium risk category these Clubs/Societies will be required to have strict safety policies, and will also be required to provide a high level of proof that they are managing the safety of their 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/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.

Racquet/Striking Sports

Badminton

Cricket

Golf

Table Tennis

Squash

Tennis

Real Tennis

Pool & Snooker

Team Sports

Athletics & Cross Country

Basketball

Netball

Volleyball

Societies

20 Minute Club, Accountancy, Anglo-Japanese, Afro-Caribbean, Agricultural, Amnesty, Aiesec, Anime, Archaeology, Architectural, Biology, Bio Sci, Break dance, Catholic, Chemical Engineering, Chinese Students & Scholars, Circus Skills, Civil Engineering, Combined Studies, Comedy, Computing, Conservation, Conservative, Dance, Darts, Debating, Desi, Disney, DJ, Drivers, Economics, Egyptian, Eldon, English, Environmental Science, Erasmus, Fancy Dress, Feninist, Geography, Gilbert & Sullivan, Guinness & Real Ale, Hindu, History, Hit, Hong Kong, Indonesian, International, Irish Dance, Islamic, Jazz, Jewish, Labour, Latin & Ballroom, LGBT, Lad Soc, Libyan, Links, Linguistics, Lithuanian, Malaysian, Management, Math's, Marketing, Mauritian, Mechanical Engineering, Media, Medsin, Modern Languages, Music, Nigerian, Nuts, Omani, People & Planet, Pharmacology, Philosophy, Photographic, Planning, Poker, Pole Dancing, Politics, Postgrad & Mature, Projections, Psychology, Pound Soc, Questlands, Rave Soc, Rock, Rugby Referees, Rounder's, Saudi, Shocksoc, Singapore, Scottish, Shorts, Speech Therapy, Sociology, South Asian, Star, Stop Aids, Surgical, Swing Dance, Symphony Orchestra, Tai Chi, Tango, Thai, Trading & Investments, U8, UNICEF, Wet Soc, Windband, Women's, Yoga, Zoology.

CATEGORY THREE SAFETY POLICY CONTENTS

As the lowest risk category these Clubs/Societies are still required to have safety policies, and will also be required to provide a reasonable level of proof that they are managing the safety of their members. Although this is less than for the other Clubs/Societies, it must still be sufficient to ensure the safety of all their 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.

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 with any questions you may have.

RISK ASSESSMENT

Risk Assessment forms will be distributed to all Clubs/Societies and other relevant committees before the first term. It is compulsory to fill these forms in. They will help you to develop your Club/Society Safety Policy. Assessments should also be carried out when significant change takes place. This could be when visiting a location for the first time for example. Principal Officers of Clubs and Societies must provide the information from their Risk Assessments to all Club/Society members, and copies of all assessments to the Student Activities Manager.

RISK ASSESSMENT GUIDANCE

Risk Assessment is nothing more than a careful examination of what could cause harm to people during your activities, so that you can establish whether you have taken enough precautions or if you need to do more to control risks and prevent harm.

Risk Assessment can be carried out in 5 simple steps, as follows.

1. Identification of **all** the **hazards** in the area or activity under review. A hazard is anything with the potential to cause harm.
2. Identification of **all persons** that may be at risk. This should include participants, instructors and spectators etc.
3. Evaluation of **all risks** associated with the hazards. Risk is the chance, high or low that someone will be harmed by the hazard.
4. Implementation of **control measures** to eliminate or reduce the risk to an acceptable level.
5. **Record** and **inform** your members of your findings and **review** the assessment on a regular basis.

All assessments must take into account:-

The **capabilities** and **limitations** of the participants.

The **safety, maintenance** and **storage** of any equipment being used.

The **environment** in which the activity is being undertaken.

The **inherent hazards** associated with the activity.

Your Risk Assessment must also be **suitable** and **sufficient**. You need to be able to show that a proper check was made, you asked those who may be affected, you dealt with all the significant hazards and the precautions or controls you implemented are reasonable and any remaining risk is low.

Any assessment must cover those risks that are **reasonably foreseeable**. This will include planning for contingencies, arising from foreseeable changes. A good example of this would be predicting changes in weather conditions for any outdoor activities.

HAZARDS

The following is a list of the type of hazards that you may wish to consider in your assessment. Not all of these hazards may apply to your particular activity and indeed your activity may present hazards not on the list, therefore it should be used as a guide only.

WATER i.e. drowning & pollution etc

WEATHER CONDITIONS i.e. extremes of temperature, exposure, hypothermia & heatstroke etc

UNSUITABLE CLOTHING OR FOOTWEAR

IMPACT WITH OBJECTS

SLIPS, TRIPS AND FALLS
FALLS FROM HEIGHTS
FIRE HAZARDS
ELECTRICITY HAZARDS
CHEMICAL HAZARDS
POOR VISIBILITY AND OR LIGHTING
VEHICLE HAZARDS
WATER BORNE DISEASES i.e. Weils disease
TICK BORNE DISEASES i.e. Lyme disease
FOOD HAZARDS i.e. poisoning, hygiene etc
MANUAL HANDLING AND LIFTING HAZARDS
REPETITIVE TASKS
CONFINED SPACES
NOISE HAZARDS
EQUIPMENT AND MACHINERY HAZARDS
DANGEROUS OR UNSUITABLE SITE/LOCATION
OVERCROWDING OR LARGE NUMBERS
POOR COMMUNICATION & LOSS OF CONTACT
LACK OF OR INAPPROPRIATE PLANNING
UNTRAINED OR POOR LEADERSHIP/ LACK OF OR UNSUITABLE SUPERVISION
GENERAL SPORTS INJURIES i.e. pulled muscles and strains etc
DEHYDRATION
LACK OF SKILL OR FITNESS OF PARICIPANTS/ NOVICES OR INEXPERIANCE
OVER TRAINING/FATIGUE AND/OR TRAINING AT THE WRONG INTENSITY

PART 4 - PROCEDURES

SWIM TESTS

It is considered 'best practice' by the National Governing Bodies for water sports that all participants have the ability to swim. Being confident in and around water also helps to improve your skill level and enjoyment of your chosen activity. All water-based Clubs/Societies will be required to put all members through a standard swimming ability test to assess competency. These are to be carried out **BEFORE** the sport/activity is undertaken by the Club/Society. The tests will be arranged by the Centre for Physical Recreation and Sport and should be in the first two weeks of term, and periodically throughout the year depending on demand. The test involves a 50m swim, 2 minutes treading water and being able to exit and enter the deep end of the pool unaided.

Clubs found with members on their list who have not completed swim tests will have their funds and/or facilities withdrawn until all tests are completed.

Note:

Although a worthwhile exercise, passing a swimming test in a heated pool only gives an indication of your ability and confidence levels in a controlled environment. Being immersed in cold water is a different exercise, where staying with your craft and expending as little energy as possible may be more appropriate. Each club is urged to have and practice appropriate emergency procedures. Reading 'Survival in Cold Water-a Handbook for Teachers' by Alan Donian and produced by the Amateur Swimming Association (ASA) is highly recommended. Carefully supervised outdoor sessions using an ASA teacher, trained in survival techniques will give participants a more realistic experience.

EQUIPMENT AND MACHINERY

All equipment and machinery purchased by the Students' Union or individual Clubs/Societies must be selected for the activity in mind. All new equipment must meet the quality standards set by the European Union and carry the CE mark. Each Club/Society is responsible for the purchase of correct and suitable equipment and its subsequent maintenance, inspection, safe use and storage and the reporting of any problems to the Student Activities Manager. Clubs and Societies must maintain accurate inventories of their equipment. The Students' Union will also undertake audits on certain equipment each year. All equipment must only be used for its intended purpose and in line with any manufacturer's instructions and guidance. Full instruction and training should be given to all members before they are allowed to use any existing or new equipment/machinery. Clubs and Societies must also dispose of and replace any safety equipment that has exceeded the manufacturer's recommendations on life expectancy.

EQUIPMENT INVENTORIES

Clubs and Societies must maintain accurate inventories of their equipment, especially personal protective equipment (PPE). All new equipment must be added to the inventory as soon as possible, with any equipment that is disposed of being removed. All equipment should have its own unique identifying mark or number, and be inspected/tested regularly by a competent identifiable person (this is in addition to pre-user checks that should be performed on all equipment).

Equipment inventories must have the following features:

- Information on the equipments purchase and disposal dates.
- Records of each piece of equipments identifying mark or number, and a full description of the equipment.
- Dates of all inspection/testing and information on any defects found or actions taken.
- Details of the storage area and conditions.

USE OF PORTABLE ELECTRICAL APPLIANCES

Any electrical equipment owned by a Club/Society and used in the Students' Union building must undergo a portable electrical appliance safety test. This includes equipment currently used and new equipment before its first use. This test is to ensure that the Students' Union is in compliance with Health and Safety as well as Electricity and Fire Regulations. Equipment that is owned and kept by the Students' Union will automatically undergo testing.

Any electrical equipment that is plugged into a three pin socket must be subject to this testing regardless of size or power etc.

Each Club/Society which uses their own electrical equipment in the Students' Union building must therefore make arrangements for their equipment to be checked before bringing it onto the premises. This will require that Club/Society to produce a register of such equipment and dates of tests etc. The Students' Union can carry out testing on some equipment and is happy to do so if adequate notice is given.

Clubs/Societies that would like the Students' Union to carry out these tests should contact the Building Services Co-ordinator so arrangements can be made

The alternative is for the Club/Society to get an outside organisation to test their equipment. If this is the case then the Students' Union will still require proof that the testing has taken place i.e. official letterhead documentation from the company in question before the equipment will be allowed into the Students' Union.

All tested equipment is logged and issued with a dated test sticker for reference.

Any equipment found or being used in the Students' Union without test records will be decommissioned and removed.

ACCIDENT/ INCIDENT AND NEAR MISS REPORTING

All accidents, incidents and near misses must be registered on the Accident/Incident/Near Miss form available from the Students' Union website or the University Sports Centre facilities and handed in to the Activities Centre or Student Activities Manager, as soon as possible after the incident, with follow-up reports being used in the event of further information becoming available.

The reporting of these occurrences will allow the Students' Union /Sports Centre to investigate accidents and trends with the aim of improving controls and reducing risk still further. You or a club/society member may have avoided injury in such an incident but the next person may not be as fortunate, so please report it.

The Students' Union also has a legal obligation to report accidents and near misses of a certain nature to the Health and Safety Executive.

Occasionally parts of the data from these forms will need to be provided to external bodies (see above) all data is covered by the Data Protection Act and is regarded as privileged data within the meaning of the Act.

FIRST AID

Clubs and Societies, which are involved in high risk activities, must be able to provide First-Aid for their members in the event of an accident. This should come in three parts.

- The provision of qualified First-Aiders at all activities, including training sessions.
- The provision of First-Aid equipment that is suitable and adequate. This should also be available at all activities as above.
- After care i.e. arrangement to ensure that any injured members are accompanied to hospital or home etc, and that their personal belongings are taken care of. Accident forms are completed and handed in.

Some Clubs/Societies will carry out their activities at host venues, where this First-Aid provision is already in place, however it is the responsibility of the Clubs and Societies to ensure that this is the case and that all members are informed of the host venue's procedures.

EMERGENCY PROCEDURES

High risk Clubs/Societies i.e. those in category one, will need to have specific arrangements and procedures in place to deal with emergencies, which should include:

- An assessment of the hazards that affect their group, plus suitable responses.
- Procedures for the treatment and evacuation of any casualties.
- Arrangements for contacting of Emergency Services.
- Arrangements for contacting the Students' Union or University.

Some Clubs/Societies may also need to arrange for emergency procedure drills to be practiced from time to time.

TRIP AND ACTIVITY REGISTRATION

Only authorised Club or Society officers will be allowed to book trips.

Only registered members of the Club/Society can be involved in any trips/activities.

It is essential that the Students' Union knows about all fixtures, events, meetings and trips etc that the Club/Society has planned. This is to ensure that all risks are assessed and controls introduced.

Established good practice requires you to let people know where you are going and also inform them of what activities you will be involved in when you get there. In the event of an accident, the information that the Students' Union requires from you will be of benefit to everyone involved.

All Clubs and Societies are required to register their trips/activities with the Activities Centre, on the online database provided at www.nusu.co.uk. This can be done by a secretary, president or club captain.

The details of any trip or activity which is to take place must be submitted online at least one week in advance of the departure date.

Details of any activity or trip to take place outside of the UK must be submitted online at least one month in advance of the departure date.

Final lists of persons who are attending your Club/Society trips must be submitted at least 48 hours before the trip departs.

Clubs and Societies who fail to follow the above procedures may have their trips or transport cancelled by the Students' Union.

EMERGENCY CONTACTS

University Precinct Services (24hours) **0191 2226817**

Newcastle University Students' Union **0191 2393900**

Athletic Union Officer **0191 2393923**

Activities Officer **0191 2393964**

Keith's Coaches

Office number: **0191 2290202** (Saturdays only)

Mobile Contacts-Emergency only: Kevin **0777 3362 255**
Keith **0797 1400 805**

Activities Centre

During office hours-

Emma Moses (Clubs and Societies Administrator) **0191 2393921**

Vivienne Miller (Finance & Transport Administrator) **0191 2393912**

Mark Bennett (Student Activities Manager) **0190 2391077**

GUIDANCE FOR THE SAFE USE AND HIRE OF VEHICLES

Introduction

This guidance has been compiled so that any Club, Society or NUSU volunteer hiring or driving on behalf of the NUSU has the information they need. All hire vehicles should be booked through the Finance, Activities and Transport Assistant. Details on how to do this are included in the Transport Guide along with costs. Please note that only members of a clubs or societies and organisers for Freshers can book vehicles. A treasurer must sign for a vehicle several days before it is due to be taken out. NUSU hires vehicles from external companies, so there is not an endless supply of vehicles. Please plan ahead and book in advance (at least two weeks' notice is required).

VEHICLE HIRE AND BOOKING A VEHICLE

Driver insurance and training

To become a registered driver you need to have at least one year's experience from the date of your test. To register you need to fill in a driver questionnaire and driver registration form with a copy of the front and back of your photo card licence. If you have an EU or international license a copy of the front and back of photo card, and your paper license if this is available in your country. Any driver insured in a previous year, should reregister from August with their present driving licence in order to drive in the current academic year.

Minibuses and permits

NUSU has a special minibus policy which allows us to insure drivers 21 or over, with the use of a permit. To be eligible you must:

- Be 21 years of age or over
- Have held a **UK driving licence** for at least 2 years
- Be providing services on a voluntary basis, not for hire or reward

To drive a minibus, indicate on the driver registration form. You will then be added to the minibus test waiting list and contacted when available dates arise.

This assessment is not a test. You need to be an experienced car driver and must have been driving regularly during the six months immediately prior to the assessment. There is no provision for training anyone. The idea is to find out if you encounter a significant problem in adapting to minibus driving. Remember, driving techniques apart, the person also matters because driving a minibus makes you responsible for the safety of others.

You are assessed on the following:

1. General Control of the Vehicle and Safety Practices.
2. Managing space around the vehicle, both mobile and stationary.
3. Showing your intentions to other drivers (vehicle position etc)
4. Identifying risks and showing driving that will minimize them.

You get marked on a scale of 1 to 5 for the following categories:

- Distances
- Braking
- Reversing
- Road Position
- Parking
- Awareness
- Junctions
- Size

If you still want to do it, register as a driver with the Finance, Activities and Transport Assistant in the Activities Centre. If you are already registered and now fit the criteria for a minibus assessment then please email aft.union@ncl.ac.uk and ask if you can be put onto the waiting list.

There is no set date for these assessments – they are scheduled on availability of Staff, Students and the minibus.

ACCIDENTS AND INCIDENTS

In the event of an accident, the driver and/or trip leader must make the accident scene as safe as possible, without putting themselves or others at further risk.

- Use hazard warning lights and any other safety devices supplied.
- Do not move injured passengers, unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
- Call the emergency services immediately and provide them with as much information about the incident as possible.

- If the emergency services are called, the driver must stay at the scene until they arrive.
- If the accident is damage only and no one is injured, the driver must ensure that the vehicle is roadworthy before continuing the journey. The incident must then be reported on return.
- If there is any injury or the names of people involved are not exchanged the driver must report the accident to the Police as soon as possible or within 24 hours.
- A motor accident form must be filled in as soon as possible so that the incident can be reported to our Insurance Company. This form can be found on the website under club or society documents. Each driver that registers will be emailed with a motor accident form.

Emergency evacuations

In the event of an accident or other incident such as a fire, an emergency evacuation should be conducted. The best way to evacuate the vehicle will depend upon the nature of the incident, the passenger group and the type of minibus etc. Therefore, the driver and group leaders will need to exercise their judgment at the scene.

Passengers should exit the vehicle as they would normally, if possible, and move to a safe location as far from the scene as possible. If passengers need assistance to exit the vehicle the group leaders should

Provide what help is necessary. If it is necessary to use the rear exit, care must be taken against any approaching traffic.

Breakdown procedures

In the event of a vehicle breakdown:

The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road at least 45 metres from the minibus. Great care must be taken when placing and retrieving a warning triangle, and they must never be used on motorways.

All passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic. On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. All passengers should be kept together in one group.

In some circumstances it may be safer to leave the passengers in the vehicle. For example, if there is no safe waiting area. The driver and group leaders must assess the situation and decide what the best course of action is.

Contact should be made with the police and/or breakdown service, with accurate information given on the vehicles location. If the breakdown occurs on a motorway it is better to use the roadside emergency

telephone as this will enable the police to pinpoint the vehicles location. The nearest emergency telephone is indicated by arrows and numbers on small marker posts at the edge of the hard shoulder.

INSURANCE DETAILS

Drivers- what to do in the event of an accident:

- Do not admit liability
- Do not apologise
- Do not offer any payment
- Insurance details are:

**Endsleigh Insurance (Brokers) Ltd,
Hadley House
Shurdington Road
Cheltenham Glos
GL51 4UE**

Policy Number: M0000293MBPZ

In the event of an incident including breakdown, accident, break-in or glass claims etc:

Call the **QBE 24 hour freephone helpline (0800) 389 1708**

They can also arrange transport to your destination if your vehicle is immobile.

- You are obliged by law to give any person affected by the accident your details or pass on the following name and number: Susan Baynham (Administration Manager) 01912393903

Remember! Record all details of the accident

Other vehicle involved:

- | | |
|-----------------------|---------------------------|
| • Type of vehicle | • Telephone number |
| • Registration Number | • Insurance Details |
| • Name of driver | • Brief details of damage |
| • Address | • Their Policy Number |

When and Where:

- | | |
|-------------------|--------------------------|
| • Date | • Weather Conditions |
| • Time | • Speed Limits |
| • Visibility | • Location/ Place |
| • Road Conditions | • Did the Police attend? |

Witness:

- | | |
|--------|--------------------|
| • Name | • Telephone number |
|--------|--------------------|

Please report any incidents when returning from your journey. There is a motor incident form on the website under club or society documents in the transport section to be downloaded in the event of an accident. This has also been emailed to all drivers upon registering.

HIRE DETAILS

Our vehicles are hired from the following companies:

Arnold Clark
Portobello Way
Birtley
Chester Le Street
DH3 2SN
Tel: 0191 644 7329

Ashton Garage
The Old Bus Depot
Hadrian Road
Wallsend
NE28 6HH
Tel: 0191 2343309

NORTUMBRIA CARS
Waterside
Longrigg
Swalwell
Newcastle
NE16 3AW
Tel: 0191 4883176

All vehicles are booked in 24 hour blocks. Please see the transport guide for up to date opening times, costs and hire company optional requirements.

FUEL

These hire companies run a fuel to fuel policy. Please check the fuel level and fill the fuel tank back to the original amount before returning the vehicle. (It is more expensive for the companies to fill the tank when you return them and you will be charged).

CHARGES

When a driver registers to drive for the Students' Union we will calculate a total excess amount in the event of an accident depending on age, driving experience and licence. This excess can range from £250 to £650 or more. If an accident occurs there will be a commitment for the amount of the excess made immediately on your account until the insurance has been sorted.

COLLECTING KEYS AND PERMITS

Insurance documents need to be collected from the Finance, Activities and Transport Assistant. A weekly email will be sent to the contact email with that week's bookings on including when the insurance is ready to collect and who is insured. Once you have the insurance, take it to the relevant vehicle hire company and you will be issued with keys.

When a Club or Society come to collect their insurance for a minibus, a deposit will of £15 will be required for the permit.. The disc must be fixed to the inside of the windscreen so that it

can be easily seen from the outside, without obstructing the driver's view. Discs should be returned to the Activities Centre after each hire period and the £15 deposit will be returned. If a club regularly hires minibuses then a permit can be held for the duration of the year, but must be returned. It is an offence not to display the disc at all times.

ROAD WORTHINESS OF THE VEHICLE

The driver must check a hired vehicle very carefully on pickup.

Before taking over responsibility for any vehicle, all drivers must carry out the pre-journey checks from the following list, or satisfy themselves that such checks have already been carried out by the operator prior to handing over the vehicle. The pre-journey checks must also be carried out at least daily whilst the vehicle is in use.

- Brakes and steering operate correctly.
- There is an adequate supply of water in the windscreen wash reservoir and that windscreen wash and wipers function correctly.
- There are correct fluid levels in the hydraulic systems, particularly the braking system and the engine oil level is correct.
- There is an adequately stocked first aid kit; any items used from this kit should be replaced without delay.
- There is a vehicle fire extinguisher mounted in an easily accessible position.
- All windows are clean in order to ensure good all round visibility.
- Lights, including brake lights and indicators are clean and working.
- All doors open and close properly.
- Mirrors are correctly adjusted, clean, undamaged and unobstructed.
- Seat belts, where fitted, are undamaged and working properly.
- Tyres are inflated to the correct pressure and are free of dangerous cuts or cracks. Tread depth is at least 1.6mm and all wheel nuts are tight.
- A spare wheel is carried and is also in good condition and correctly inflated.

THE LOADING OF VEHICLES

The number of people and the weight of luggage carried must not exceed the maximum limits specified by the vehicle manufacturer. If a large amount of luggage is to be carried it may be necessary to reduce the number of passengers in order to remain with the maximum loading limits. All luggage that may shift due to movement of the vehicle must be safely secured. Luggage of any kind must never be stored in gangways or in front of doors etc. If roof racks are used they must comply with the guidance given by the manufacturer of the vehicle.

Note: however that the use of roof racks is not recommended as this not only alters the height of the vehicle but also the centre of gravity. It may also create additional manual handling problems during loading and unloading. The use of a second vehicle is a much safer option.

THE TOWING OF TRAILERS

The towing of trailers etc. with any vehicle hired through NUSU is strictly prohibited. Our insurance policy does not cover this activity and officers of Clubs/Societies should never allow towing of any description.

JOURNEY PLANNING AND DRIVING TIMES

A planned journey reduces the risk of driver fatigue and is more efficient, saving time, stress and money. Trip organisers and drivers should ensure that each journey is planned in advance in terms of its time and distance. A suitable route should include places for rest, refreshment, comfort breaks and re-fuelling if necessary. Drivers should check information on road works and weather conditions that may affect their route, before they set out.

Bear in mind that non-professional drivers are likely to find driving more stressful than professionals, especially if they only drive vehicles occasionally.

Do not agree to drive unless you are fit i.e. free from illness, medication that may cause drowsiness and alcohol. If you are in any doubt as to your fitness to drive you should seek the advice of a Doctor or contact Newcastle Occupational Health.

Tiredness of the driver has often been a significant factor in accidents involving minibuses. The presence of a second driver should always be considered both on the account of possible incapacity of the first driver and also because of tiredness.

The maximum number of hours that a driver may drive in any 24 hour period is 9 hours subject to a weekly maximum of 56 hours. Every driver must take a continuous rest period of at least 11 hours in every 24 hour period. A bed, bunk or couchette must be available for use during the rest period. The driver must not be tired at the start of a journey.

The maximum continuous period of driving should not exceed two and a half hours and should be followed by a minimum break of 10 minutes out of the vehicle. Time spent crawling in motorway type hold-ups should count as part of the driving period as should any period spent driving to pick up a party.

CONSUMPTION OF ALCOHOL

It is an absolute rule that a driver does not consume any alcohol during or in the period before driving on any journey. Since blood alcohol levels should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must never be consumed in the 8 hour period prior to driving.

Alcohol must also never be consumed by any passengers whilst the vehicle is in transit.

SPEED LIMITS

All speed limits must be complied with. The relevant limits are:

	For minibuses
Motorways	60 mph
Dual Carriageways	60 mph
Other roads where a lower limit is not signposted	50 mph

REMINDERS

- Please remember that speed limits do apply and so do not drive at excessive speeds – you will be personally responsible for any subsequent fine.
- Seatbelts must be worn at all times.
- Leave all gangways and doors clear so people can exit the vehicle safely.
- **It is against NUSU Policy to consume alcohol on any vehicle insured by NUSU, regardless of who is driving.**
- Please return the vehicle in the state it was in when you picked it up. This means that any litter must be removed and if the bus is dirty, clean both inside and out. Spare petrol cans are for emergencies only, if used fill them back up or you will lose your deposit.
- Please report any damages to the relevant hire company and the Finance, Activities and Transport Assistant in the Activities Centre.
- The fuel tank of your vehicle should be full at both point of collection and point of return.

Please remember to register your trip on the Clubs and Societies database at least one week before you leave.

EQUIPMENT AND PERSONAL ITEMS

Any personal equipment left in an unattended vehicle is not covered by insurance. Hence, if it is stolen the person responsible for the equipment will have to pay for its replacement. It should also be pointed out that leaving personal items in an unattended vehicle is also tempting thieves and if the vehicle is damaged as a result of being broken into the Club or Society using the minibus will again have to incur these costs.

DOCUMENTS TO BE CARRIED BY DRIVERS

Drivers should carry the following documents at all times:

- Their own driving licence.
- Details of insurance.

- Section 19 small bus permit (for minibuses)
- A copy of this code should also be kept in a durable folder and placed in a secure position accessible within each vehicle.

USE OF PRIVATE VEHICLES

Many Clubs and Societies will, at some time use private vehicles during their activities. When using private vehicles the Club/Society must ensure the following:

- The vehicle has all the necessary insurance, tax, mot and service certificates and is road worthy.
- The relevant insurance company has been informed and is happy for the vehicle to be used for your Club or Society activities.
- Only licenced drivers who are insured to use that particular vehicle are allowed to drive.
- Trips forms are still submitted on the club and society database for all trips.
- All relevant advice and procedures given in the vehicle guidance (see above) should be implemented into the use of private vehicles. This includes for example, procedures on accidents, breakdowns, driving hours and driver fitness etc.

PART 5 - PROTECTION

TRAINING

90% of all accidents involve an element of human error; therefore raising the awareness, competency and skills of your Club/Society members, coaches and instructors etc is an important element in reducing risk within your activities.

Some basic training in Health and Safety and First Aid can be provided or organised by the Students' Union and you should speak to the Student Activities Manager about your individual Club/Societies needs.

Training relevant to your particular activities such as coaching qualifications, safety awareness and competency and skill development etc is often provided through National Governing Bodies etc. Again you should speak to the Student Activities Manager, who may be able to organise such training and a discount.

All Clubs and Societies should understand that there are not unlimited funds within the Students' Union for this type of training and they themselves should endeavour to provide funding towards safety training within their Club/Society.

INSURANCE

The Students' Union has arranged with Endsleigh Insurance Brokers for the students in designated Sporting and Non Sporting Clubs/Societies to be covered for insurance purposes with their comprehensive **platinum policy**, details of which are provided below. This cover is automatically provided when students pay membership and registration fees.

The Students' Union has taken these steps to provide cover for any unfortunate accidents that may occur during your Club/Society activities. It must be noted however, that only bona-fide claims will be considered and that you have not contributed to the accident by your own inappropriate action.

The insurance cover is limited to all the specific requirements of the policy.

You do not automatically have cover under these policies. If you are doing something outside the remit or usual activities of your Club/Society you must contact the Student Activities Manager or Endsleigh with the details. Cover can usually be extended temporarily in these cases.

DETAILS OF PLATINUM POLICY COVER

Type of Cover	Cash Benefit
1. Accidental Death	£10,000
2. Permanent Disabling Injuries	Up to £50,000
3. Temporary Total Disablement	£30 per week (excluding first 7 days)
4. Dental Injury	Up to £500
5. Hospital Confinement	£20 per day (maximum of 90 days)
6. Loss of Earnings	Up to £50 per week
7. Additional Travel Expenses	Up to £100 (minimum claim of £25)
8. Examination Re-sit Expenses	Up to £2,500
9. Repatriation	
Cost of a private Ambulance	
To local Hospital	Unlimited
Travel costs to home address	
Following discharge From Hospital	£100

ACCIDENTAL DEATH

A cash payment designed to pay for funeral costs and other expenses that may arise at a distressing time.

PERMANENT DISABLING INJURIES

The scale of benefits depends on the extent of injury. For instance, loss of sight in both eyes is covered for £50,000 whilst £12,500 is paid for the loss of a thumb. For the most severe injuries a substantial cash sum can help the insured person to adjust to a new way of life.

TEMPORARY TOTAL DISABLEMENT

A benefit payable for up to 52 weeks (after an initial deferment period) if the student is unable to attend University courses.

DENTAL INJURY

Payment up to the sum stated for dental treatment or denture repairs. A £25 excess applies.

HOSPITAL CONFINEMENT

A payment for each 24 hours spent as an in-patient, up to a maximum of 90 days.

LOSS OF EARNINGS

Platinum Cover provides a payment for up to 26 weeks, after an initial deferment period of 7 days, to help compensate for the loss of regular income.

ADDITIONAL TRAVEL EXPENSES

Designed to cover all or part of the cost of traveling to and from hospital for outpatient treatment. Once £25 in travel expenses has been incurred, the full cost can be claimed up to £100

EXAMINATION RE-SIT EXPENSES

Three payment levels are provided, in case a student is unable to take his or her exams due to an accident.

- £50 to help pay for the exam fee.
- An additional amount up to £200 to help cover the cost of travel and accommodation while re-sitting exams.
- Up to £2,500 if a student has to make up a whole academic year, due to missing more than 12 consecutive weeks of study.

RE-PATRIATION COVER

Helps ensure that a student suffering from a sports injury can get to Hospital as speedily as possible and home again in comfort when the treatment is completed. Cover only applies 50 miles away from the place of study.

NOTE: The above is a summary of the main benefits. A full copy of the Policy Terms and Conditions and Exclusions is available upon request from Endsleigh Insurance Services.

INSPECTION AUDIT AND REVIEW

The Student Activities Manager will carry out regular inspections, audits and reviews of the Health and Safety arrangements within each Club and Society. This will involve attending training sessions, competitive matches and meetings etc and periodically carrying out risk assessments to establish if current control measures are adequate. Reviews of all safety documents (safety policies & risk assessments etc) submitted by clubs and societies will also be reviewed, and recommendations for improvement will be provided, where necessary.

SAFETY IN ACTIVITIES DURING FRESHERS WEEK

Many varied and exciting activities can take place during Freshers Week. These activities however, also present certain hazards to individuals or groups and therefore require arrangements and controls to be put in place to reduce or eliminate those risks.

The organizers of these events must discuss all their intended activities with the Student Activities Manager, who will advise on the necessary precautions and controls to be implemented. This may involve some research to discover current best practice and industry guidance on the activity in question; therefore time should be allowed for this process.

All activities will require suitable and sufficient risk assessments to be produced by the relevant activity organizers. The information and control measures highlighted from these risk assessments must then be implemented and communicated to all persons who could be affected. Risk assessment templates can be obtained from the Student Activities Manager, who should also be provided with copies of the completed assessments for reference.

Where possible high risk activities should be provided by reputable outside organizations that have experience of providing the activity safely. An example of such activities is extreme sports such as bungee jumping etc. In these cases the provider organisation must still provide the event organisers with a copy of their own risk assessment, before the activity can go ahead.

Organisers must also make special arrangements for all transport that takes place during these events. This should include following the Students' Union current procedures for the hiring of mini buses and driver assessments and the completion of trips forms where applicable. Further information on these points can be found within this document.

APPENDICES

1. GUIDANCE FOR SOCIAL EVENTS.
2. GUIDANCE FOR INDOOR SPORTS & SPORTS HALLS.
3. GUIDANCE FOR OUTDOOR SPORTS & PITCHES.
4. GUIDANCE FOR OUTDOOR ACTIVITIES, MOUNTAINEERING, HILLWALKING & CAVING ETC.
5. GUIDANCE FOR OUTDOOR WATER ACTIVITIES.
6. GUIDANCE FOR SWIMMING POOL ACTIVITIES.

APPENDIX 1

GUIDANCE FOR SOCIAL EVENTS

Officers and members of Clubs and Societies, who are organising social events, have a duty of care to run a safe event and to eliminate or control any foreseeable risks to their members.

How much does your Club or Society have to do?

All a Club/Society needs to do, is what is reasonable. This will largely depend on the type of event and the location or venue etc. Be clear about what your Club/Society has undertaken to do. Using well established, reputable venues for your Club/Society social events should reduce the amount that you need to do.

For example: - if your Club or Society is organising a pub social event and has given its members a meeting place and start and finish times, then it is the responsibility of the individuals to get to and from the venue. Safety inside the pub for example is the responsibility of the pub landlord under the drinks licence of the establishment.

Alcohol: - adults who choose to drink alcohol are assuming the normal risks of doing this. However, no one should be forced or encouraged to drink to excess.

INITIATION/INDUCTION CEREMONIES AND COERCIVE BEHAVIOUR

All Clubs, Societies and other student groups are reminded that Initiation or induction ceremonies and all other forms of coercive behaviour are banned by both the Students' Union and University. These groups are also reminded of the potential dangers of Initiation or induction ceremonies and that organising, promoting or encouraging participation in any dangerous initiation or coercive behaviour may constitute a breach of the Clubs/Societies or an individual's duty of care (see below guidance on duty of care), a breach of the Clubs/Societies own safety policy and a breach of many various Student Union and/or University policies.

Things to consider

- Are all participants, registered members of your Club/Society? This will give them insurance cover during your activities.
- Who is running the event on the night, and what is their competence or experience in organising these types of events?
- Can the people running the event drink, if they can drink then how much should they have? If the people running the event are drinking, could this cause a problem?
- How are people getting to the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe operation of the minibus is your responsibility.

- Do designated drivers; have the correct driving licence and insurance etc? Have they passed the Students' Union driver assessment?
- Do you need to fill out a trips form?
- Never mix drinking & driving.
- Ensure members have made arrangements to get home safely, if you are not providing transport e.g. using public transport or taxis, etc.
- If people are walking to a venue(s) how safe is the route? At night use well lit routes if possible.
- Follow recognised pedestrian routes. Think carefully before taking shortcuts.
- Remember on a pub social people will have at least one drink per stop. So your party will take on more drink as you go. Plan the later stops to be close together, ideally in a pedestrian only area.
- Make sure that any venues and/or activities are appropriate and do not put people at risk.
- Make sure no students under the age of 18 are involved in any activities that may involve alcohol.
- If appropriate, set up a 'buddy' system so people look after each other during the event or when travelling.
- Make members aware of the arrangements for the event and try to stick to these arrangements and any time table etc. Set definite start and finish times.
- Ask yourself what else is going on at the event and has this been organised safely?

Plan your event well in advance; this could include a visit to the venue so you are happy with the arrangements etc. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these, that way you are covered! This is a risk assessment. The Student Activities Manager can help with this and any other individual arrangements. Contact Mark Bennett at the Students' Union on 0191 2393977 or e-mail activitiesmanager.union@ncl.ac.uk

APPENDIX 2

GUIDANCE FOR INDOOR SPORTS AND SPORTS HALLS ETC

Officers and members of Clubs and Societies, who are organising sports events, have a duty of care to run safe events and to eliminate or control any foreseeable risks to their members.

How much do you have to do?

All a Club/Society needs to do is what is reasonable. This will largely depend on the activity and location or venue etc. Be clear about what your Club/Society has undertaken to do. As any host venue being used also has a duty to ensure your Club/Society members are safe and their facilities and equipment etc are safe and well maintained, using well established, reputable venues for your Club/Society activities could reduce the amount that you need to do.

If you are in doubt about who is responsible for what, ask!

Adults who choose to take part in sports are assuming the normal risks of doing this, no one has forced them.

For example if one of your members is limping because of a strain or sprain etc, which occurred during a game of football, this is hard luck and a risk they run, all things being equal.

If their limp is caused because they slide on to wood splinter sticking up from the floor causing stitches in their leg then, someone can be blamed. Preventable!

You should; make all members aware of the inherent risks associated with your activities and eliminate or control the preventable risks.

Some of the Safety considerations

- All participants must be registered members of your Club/Society? This will give them some insurance cover during your activities.
- Is there an agreed person in charge of the event and what is their experience of such events? Are your members aware of who is in charge?
- Have you obtained guidance from your Governing Body and is this guidance being followed?
- If your activity could pose a risk to spectators or other hall users, how is this controlled?
- Is the playing or practice area safe i.e. in good condition, free from obstructions, free of slipping and tripping hazards etc?
- Are walls and partitions etc free of protruding or sharp edges and other hazards?
- Is the lighting in the venue adequate for your activity?
- Are toilet and wash/shower facilities provided or available nearby?

- Is adequate first aid cover provided and by whom i.e. does your Club/Society need to provide cover or is this provided by the venue?
- Are arrangements in place to accompany any injured persons to hospital i.e. who goes with them and who is responsible for their personal items etc?
- Are arrangements in place for the reporting of all accidents and incidents etc?
- Can you contact the emergency services if needed?
- What are the venues procedures for Fire or Emergency evacuation and are your members familiar with them?
- Has all equipment been checked for safety i.e. goal posts, safety netting, floor mats and personal equipment belonging to your Club/Society or individual members.
- Are coaches/instructors in attendance and are they suitably qualified with liability insurance?
- Is there a recommended ratio of instructors/coaches to participants in your activities, and is this being met?
- Are warm up and cool down exercises undertaken to reduce the likelihood of strains and sprains etc.
- What are the transport arrangements to and from the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe operation of the minibus is your responsibility.
- Is your trip registered with the Students' Union and have you filled out the necessary Trip Forms?
- Do designated drivers; have the correct driving licence and insurance etc and have they passed the Students' Union driver assessment?
- **WHO, WITHIN YOUR CLUB/SOCIETY HAS THE RESPONSIBILITY TO CHECK ALL OF THE ABOVE?**

Plan your event well in advance; this could include a visit to the venue so you are happy with the arrangements etc. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these, that way you are covered! This is a risk assessment. The Student Activities Manager can help with this and any other individual arrangements. Contact Mark Bennett at The Students' Union on 2393977 or e-mail activitiesmanager.union@ncl.ac.uk

APPENDIX 3

GUIDANCE FOR SPORTS PLAYED OUTDOORS AND ON PITCHES ETC

Officers and members of Clubs and Societies, who are organising sports events, have a duty of care to run safe events, and to eliminate or control any foreseeable risks to their members.

How much do you have to do?

All a Club/Society needs to do is what is reasonable. This will largely depend on the activity and location or venue etc. Be clear about what your Club/Society has undertaken to do. As any host venue being used also has a duty to ensure your Club/Society members are safe and their facilities and equipment etc are safe and well maintained, using well established, reputable venues for your Club/Society activities could reduce the amount that you need to do.

If you are in doubt about who is responsible for what, ask!

Adults who choose to take part in this type of activity, are assuming the normal risks of doing this, no one has forced them.

For example if one of your members is limping because of a strain or sprain etc, which occurred during a game of football, this is hard luck and a risk they run, all things being equal.

If their limp is caused because they slide on to broken glass, left on the pitch, causing stitches in their leg, then someone can be blamed. Preventable!

You should; make all members aware of the inherent risks associated with your activities and eliminate or control the preventable risks.

Some of the Safety considerations

- All participants must be registered members of your Club/Society? This will give them some insurance cover during your activities.
- Is there an agreed person in charge of the event and what is their experience of such events? Are your members aware of who is in charge?
- Have you obtained guidance from your Governing Body and is this guidance being followed?
- If your activity could pose a risk to spectators or other users, how is this controlled?
- Is the grass/astro-turf playing area safe to play on? Holes/scrapes should be filled in and playing surfaces should be made as flat as possible.
- Are playing areas inspected by game officials prior to matches commencing and declared “fit for play” i.e. adverse weather conditions which affect playing surfaces taken strictly into account.
- All equipment should be periodically inspected and made safe for use e.g. corner posts, rugby post cladding, goal posts, goal nets etc.

- Personal equipment (e.g. hockey sticks, footwear etc) should be inspected to ensure it is safe to use immediately before commencing the match/training session.
- Is a hard or synthetic playing surface safe to play on? i.e. loose material (gravel etc) should be removed prior to games commencing and weather conditions taken strictly into account.
- Are toilet and wash/shower facilities provided or available nearby?
- Is adequate first aid cover provided and by whom i.e. does your Club/Society need to provide cover or is this provided by the venue?
- Are arrangements in place to accompany any injured persons to hospital i.e. who goes with them and who is responsible for their personal items etc?
- Are arrangements in place for the reporting of all accidents and incidents etc?
- Can you contact the emergency services if needed?
- What are the venues procedures for Fire or Emergency evacuation and are your members familiar with them?
- Has all equipment been checked for safety i.e. goal posts, safety netting, floor mats and personal equipment belonging to your Club/Society or individual members.
- Are coaches/instructors in attendance and are they suitably qualified with liability insurance?
- Is there a recommended ratio of instructors/coaches to participants in your activities, and is this being met?
- Are warm up and cool down exercises undertaken to reduce the likelihood of strains and sprains etc.
- What are the transport arrangements to and from the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe operation of the minibus is your responsibility.
- Is your trip registered with the Students' Union and have you filled out the necessary Trip Forms?
- Do designated drivers; have the correct driving licence and insurance etc and have they passed the Students' Union driver assessment?
- **WHO, WITHIN YOUR CLUB/SOCIETY HAS THE RESPONSIBILITY TO CHECK ALL OF THE ABOVE?**

Plan your event well in advance; this could include a visit to the venue so you are happy with the arrangements etc. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these, that way you are covered! This is a risk assessment. The Student Activities Manager can help with this and any other individual arrangements. Contact Mark Bennett at The Students' Union on 2393977 or e-mail activitiesmanager.union@ncl.ac.uk

APPENDIX 4

GUIDANCE ON MOUNTAINEERING, HILLWALKING & CAVING ETC

Officers and members of Clubs and Societies, who are organising sports events, have a duty of care to run safe events and to eliminate or control any foreseeable risks to their members.

How much do you have to do?

All a Club/Society needs to do is what is reasonable. This will largely depend on the activity and location or venue etc. Be clear about what your Club/Society has undertaken to do. As any host venue being used also has a duty to ensure your Club/Society members are safe and their facilities and equipment etc are safe and well maintained, using well established, reputable venues for your Club/Society activities could, reduce the amount that you need to do.

If you are in doubt about who is responsible for what, ask!

Adults who choose to take part in this type of activity are assuming the normal risks of doing this, no one has forced them.

For example if one of your members pulls a muscle whilst climbing, this is hard luck and a risk they run, all things being equal.

If they are injured as a result of a failure of Club/Society equipment i.e. climbing rope, then someone can be blamed. Preventable!

You should; make all members aware of the inherent risks associated with your activities and eliminate or control the preventable risks.

Some of the Safety considerations

- All participants must be registered members of your Club/Society? This will give them some insurance cover during your activities.
- Is there an agreed person in charge of the event and what is their experience of such events? Are your members aware of who is in charge?
- Have you obtained guidance from your Governing Body and is this guidance being followed?
- If your activity could pose a risk to spectators or other users, how is this controlled?
- Are toilet and wash/shower facilities provided or available nearby?
- What system is in place for obtaining a weather forecast and determining if it is safe for the event to proceed prior to leaving for the venue?
- Is there a system for obtaining a daily weather forecast and reviewing weather conditions to determine what daily activity can be safely undertaken?
- Is all equipment checked for safety i.e. safety helmets, ropes, climbing equipment, footwear, lights etc?

- Is there a minimum equipment list and how do you ensure all members of the party have this equipment? Does your equipment list include emergency equipment?
- Does your club have normal operating procedures (NOP's), are these written down? Do all members have a copy, understand and comply with them?
- Is there an emergency procedure in place? Can you contact the emergency services if needed? Has a copy of your route been left with anyone?
- Is adequate first aid cover provided
- Are arrangements in place to accompany any injured persons to hospital i.e. who goes with them and who is responsible for their personal items etc?
- Are arrangements in place for the reporting of all accidents and incidents etc?
- Is hyperthermia a risk? If so, what protective measures are required?
- Is sunburn, heat stroke a risk? If so, what protective measures are required?
- Can you contact the emergency services if needed?
- Are coaches/instructors in attendance and are they suitably qualified with liability insurance?
- Is there a recommended ratio of instructors/coaches to participants in your activities, and is this being met?
- Are warm up and cool down exercises undertaken to reduce the likelihood of strains and sprains etc.
- What are the transport arrangements to and from the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe operation of the minibus is your responsibility.
- Is your trip registered with the Students' Union and have you filled out the necessary Trip Forms?
- Do designated drivers; have the correct driving licence and insurance etc and have they passed the Students' Union driver assessment?
- **WHO, WITHIN YOUR CLUB/SOCIETY HAS THE RESPONSIBILITY TO CHECK ALL OF THE ABOVE?**

Plan your event well in advance; this could include a visit to the venue so you are happy with the arrangements etc. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these, that way you are covered! This is a risk assessment. The Student Activities Manager can help with this and any other individual arrangements. Contact Mark Bennett at The Students' Union on 2393977 or e-mail activitiesmanager.union@ncl.ac.uk

APPENDIX 5

GUIDANCE FOR OUTDOOR WATER ACTIVITIES

Officers and members of Clubs and Societies, who are organising sports events, have a duty of care to run safe events and to eliminate or control any foreseeable risks to their members.

How much do you have to do?

All a Club/Society needs to do is what is reasonable. This will largely depend on the activity and location or venue etc. Be clear about what your Club/Society has undertaken to do. As any host venue being used also has a duty to ensure your Club/Society members are safe and their facilities and equipment etc are safe and well maintained, using well established, reputable venues for your Club/Society activities could reduce the amount that you need to do.

If you are in doubt about who is responsible for what, ask!

Adults who choose to take part in this type of activity, are assuming the normal risks of doing this, no one has forced them.

For example if one of your members pulls a muscle whilst canoeing, this is hard luck and a risk they run, all things being equal.

If they are injured as a result of a failure in Club/Society equipment, then someone can be blamed. Preventable!

You should; make all members aware of the inherent risks associated with your activities and eliminate or control the preventable risks.

Some of the Safety considerations

- All participants must be registered members of your Club/Society? This will give them some insurance cover during your activities.
- Is there an agreed person in charge of the event and what is their experience of such events? Are your members aware of who is in charge?
- Have you obtained guidance from your Governing Body and is this guidance being followed?
- If your activity could pose a risk to spectators or other users, how is this controlled?
- Have all participants passed the swim test?
- Will weather conditions be reviewed before the event to ensure it is safe to proceed?
- Is hyperthermia a risk? If it is what protective measures are required (wet suit/dry suit)?
- Is sunburn or heatstroke etc a risk? What protective measures are required?
- Are toilet and wash/shower facilities provided or available nearby?
- Is adequate first aid cover provided and by whom i.e. does your Club/Society need to provide cover or is this provided by the venue?

- Are arrangements in place to accompany any injured persons to hospital i.e. who goes with them and who is responsible for their personal items etc?
- Are arrangements in place for the reporting of all accidents and incidents etc?
- Can you contact the emergency services if needed?
- Has all equipment been checked for safety before the activity commences?
- Is there a list of minimum safety equipment and is it actually available?
- What buoyancy aids are required and are they readily available?
- Are there dangers in transporting/launching the boats/canoes/ boards?
- Do you need a safety boat (what size, what equipment, manned by how many people, what training do they need)?
- Does your club have normal operating procedures are these written down? Do all members have a copy, understand and comply with them?
- Do you have emergency procedures in place and are your members aware of and practiced in them?
- Are coaches/instructors in attendance and are they suitably qualified with liability insurance?
- Is there a recommended ratio of instructors/coaches to participants in your activities, and is this being met?
- Are warm up and cool down exercises undertaken to reduce the likelihood of strains and sprains etc.
- What are the transport arrangements to and from the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe operation of the minibus is your responsibility.
- Is your trip registered with the Students' Union and have you filled out the necessary Trip Forms?
- Do designated drivers; have the correct driving licence and insurance etc and have they passed the Students' Union driver assessment?
- **WHO, WITHIN YOUR CLUB/SOCIETY HAS THE RESPONSIBILITY TO CHECK ALL OF THE ABOVE?**

Plan your event well in advance; this could include a visit to the venue so you are happy with the arrangements etc. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these, that way you are covered! This is a risk assessment. The Student Activities Manager can help with this and any other individual arrangements. Contact Mark Bennett at The Students' Union on 2393977 or e-mail activitiesmanager.union@ncl.ac.uk

APPENDIX 6

GUIDANCE FOR SWIMMING POOL ACTIVITIES

Officers and members of Clubs and Societies, who are organising sports events, have a duty of care to run safe events and to eliminate or control any foreseeable risks to their members.

How much do you have to do?

All a Club/Society needs to do is what is reasonable. This will largely depend on the activity and location or venue etc. Be clear about what your Club/Society has undertaken to do. As any host venue being used also has a duty to ensure your Club/Society members are safe and their facilities and equipment etc are safe and well maintained, using well established, reputable venues for your Club/Society activities could reduce the amount that you need to do.

If you are in doubt about who is responsible for what, ask!

Adults who choose to take part in this type of activity, are assuming the normal risks of doing this, no one has forced them.

For example if one of your members pulls a muscle whilst swimming, this is hard luck and a risk they run, all things being equal.

If they are injured as a result of a failure of Club/Society equipment, then someone can be blamed. Preventable!

You should; make all members aware of the inherent risks associated with your activities and eliminate or control the preventable risks.

Some of the Safety considerations

- All participants must be registered members of your Club/Society? This will give them some insurance cover during your activities.
- Is there an agreed person in charge of the event and what is their experience of such events? Are your members aware of who is in charge?
- Have you obtained guidance from your Governing Body and is this guidance being followed?
- If your activity could pose a risk to spectators or other users, how is this controlled?
- Have all participants passed the swim test?
- Is the event run in conjunction with the pools normal operating procedures?
- Is the pool fit for use? Water of good clarity, the bottom clearly visible at the deepest part. Pool surrounds clean with non slip surfaces adequately drained. Depths clearly marked to show danger areas.
- What are the arrangements for lifeguards? Who provides them? What level of training is required?

- Are buoyancy aids required and are they available?
- Does your club have normal operating procedures (NOP's), are these written down? Do all members have a copy, understand and comply with them?
- Is there an emergency procedure in place?
- Is the lighting in the venue adequate for your activity?
- Are toilet and wash/shower facilities provided or available nearby?
- Is adequate first aid cover provided and by whom i.e. does your Club/Society need to provide cover or is this provided by the venue?
- Are arrangements in place to accompany any injured persons to hospital i.e. who goes with them and who is responsible for their personal items etc?
- Are arrangements in place for the reporting of all accidents and incidents etc?
- Can you contact the emergency services if needed?
- What are the venues procedures for Fire or Emergency evacuation and are your members familiar with them?
- Has all equipment been checked for safety
- Are coaches/instructors in attendance and are they suitably qualified with liability insurance?
- Is there a recommended ratio of instructors/coaches to participants in your activities, and is this being met?
- Are warm up and cool down exercises undertaken to reduce the likelihood of strains and sprains etc.
- What are the transport arrangements to and from the venue? If you have arranged to transport your members to and from the venue in a minibus for example, then the safe operation of the minibus is your responsibility.
- Is your trip registered with the Students' Union, and have you filled out the necessary Trip Forms?
- Do designated drivers; have the correct driving licence and insurance etc and have they passed the Students' Union driver assessment?
- **WHO, WITHIN YOUR CLUB/SOCIETY HAS THE RESPONSIBILITY TO CHECK ALL OF THE ABOVE?**

Plan your event well in advance; this could include a visit to the venue so you are happy with the arrangements etc. Write down how you will manage the event and who is responsible for what. Produce a list of hazards that may be associated with the event and record how these will be removed or controlled, then inform your members of these, that way you are covered! This is a risk assessment. The Student Activities Manager can help with this and any other individual arrangements. Contact Mark Bennett at Students' Union on 2393977 or e-mail activitiesmanager.union@ncl.ac.uk