

HAZARD EXAMPLES

Hazard	Control Measures
ONLINE	
Unknown people getting hold of data	<p>Groups will comply with GDPR legislation and will not share personal details or data during live sessions or via email/social media.</p> <p>Where possible Committee will use their group email address or student email address for communication purposes (not personal email accounts).</p> <p>Ensure that all personal data is out of view from any video calls/camera shot. (This includes in the background to your video call).</p> <p>Committee to ensure that any sign-up information is held securely and safely and destroyed when no longer required</p>
Unknown people attending session	<p>Create a new social media group for 20/21 students so there is an option to share content only with members.</p> <p>All online talks are pass coded and there is control over who details are passed to, so the general public do not participate in the talks, limiting the likelihood of offence caused in debates.</p> <p>Group to set up tickets for sessions so only ticketholders get login information.</p> <p>Committee to ensure those in attendance on the video call are all students (or pre-invited attendees by the committee)</p>
Harm to reputation of relevant organisations	<p>Committee will ensure content is not offensive and will keep online sessions focussed on the purpose of the event.</p> <p>Committee will advertise the sessions appropriately and ensure members are aware of session content and what is involved in advance.</p> <p>Committee to ensure that the session is well planned to avoid session going off-topic and in line with The SU Code of Conduct.</p> <p>Committee will notify Student Opps Team if any members are not adhering to The SU Code of Conduct.</p> <p>The content posted on affiliated groups' social media platforms by students or any other external parties will adhere to The SU Code of Conduct.</p> <p>Committee will provide appropriate signposting to sources of support where sensitive content may be discussed.</p>
Injury to an online participant	<p>Any physical activity taking place in the home environment should be led by an appropriate leader.</p> <p>The leader will explain to the participants what size and type of space and equipment is needed prior to the session.</p>

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	<p>Any online physical activity session taking place must be approved by your coordinator.</p> <p>If members are taking part in a virtual activity, the committee will begin the event with a reminder that members need to clear a safe space around them before participating and take responsibility for their own safety and environment.</p>
CAMPUS ROOMS AND COMPASS STALLS	
Items posing trip hazard	<p>Inspection of the area prior to the session to ensure no hazards (all bags and coats stored safely).</p> <p>Spillages cleared up promptly.</p> <p>Campus first aiders will be summoned via reception and if required an ambulance will be called.</p> <p>Any equipment used during the sessions will be placed so as to leave walkways clear at all times and no emergency exits will be obstructed. This is supervised by the committee.</p> <p>Electrical cables will not cross pedestrian areas unless this is unavoidable and if so cables will be covered by mats or taped down.</p> <p>The venue is adequately lit.</p> <p>Media Centre Cinema - fixed seating, layout, lighting.</p>
Manual Handling	Group lifting will be adopted whenever possible.
Equipment	<p>Visual inspection of equipment before use.</p> <p>Equipment is stored safely.</p> <p>The session is supervised by committee members.</p> <p>If equipment is damaged and could cause harm it is not used until it is repaired or replaced.</p>
Fire	<p>All fire exits, call points, extinguisher fire points will be kept clear and are clearly marked.</p> <p>Fully integrated fire detection, lighting and alarm system regularly maintained in line with regulations by FXPlus.</p> <p>Campus Alarm system and procedures are checked regularly by FXPlus.</p> <p>Fire hoses & extinguishers are situated around the venue.</p>
Aggressive Customers	<p>Customers who are displaying unsatisfactory behaviour will be asked to leave. Security will be called if there is an ongoing issue.</p> <p>Stalls will be staffed by more than 1 person where possible.</p>
Venue overcrowding	<p>Ticket event and use suitable location for easy access.</p> <p>Stewarding - Committee members to wear visible clothing and control the flow of attendees to and from the event.</p>

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	Use of security during whole event and crowd control if needed in place.
FOOD (SELLING AND EATING)	
Food Poisoning	Food will be stored in a cool dry place in a suitable container.
Food Allergy	<p>Food will not be specified as free of any ingredient unless this is stated by a commercial manufacturer and the food has not been contact with any other food.</p> <p>The allergy information will be displayed.</p> <p>All allergens for menu choices are available on request.</p> <p>Any member with a specific food allergy should make the committee/venue aware prior to the meal and is reminded to bring any relevant medication.</p> <p>Medical help will be sought immediately if a member has an allergic reaction.</p>
Food handling by organisers	<p>Food area will be clean and suitable for use (tables covered in a clean cover and food on platters).</p> <p>Clean Kitchen used for food preparation.</p> <p>No high-risk food will be used.</p> <p>Hands will be washed before and during food preparation.</p> <p>Cook food thoroughly to kill harmful bacteria that can cause food poisoning.</p>
Choking	If a first aider is not present seek medical help from the venue.
BBQs	Only use BBQs in the designated areas on Campus and when in public areas including the beach.
ALCOHOL	
Excessive alcohol consumption	<p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Drinking games will not take place as part of the society event.</p> <p>There will be at least two sober committee members during the event.</p>
Violent behaviour	<p>Excess drinking will be controlled.</p> <p>Normal bar staff will be in attendance at licensed premises.</p> <p>Normal contract Security Staff will be in attendance (if used at venue).</p>
INDOOR SPORTS VENUE	
Inadequate Lighting	<p>Activity conducted under bright indoor lighting when daylight is insufficient.</p> <p>Campus first aiders will be summoned via reception and if required an ambulance will be called.</p>
Sharp Objects	Activity space cleared of objects and dangerous items removed.

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	Campus first aiders will be summoned via reception and if required an ambulance will be called.
Illness	<p>If members have any contagious illness (e.g. flu, norovirus) they are asked not to attend meetings and activities.</p> <p>Bins provided to dispose of personal/general waste.</p> <p>Toilet facilities are easily accessible at the venue.</p>
Items posing trip hazard	<p>Inspection of the area prior to the session to ensure no hazards (all bags and coats stored safely).</p> <p>Campus first aiders will be summoned via reception and if required an ambulance will be called.</p>
Trips, slips and falls	<p>Ensure suitable flooring in the venue for activity and the venue is fit for purpose..</p> <p>The floor is kept tidy and clear of any items before the session begins.</p> <p>Appropriate footwear to be worn.</p>
Overcrowding	Venue capacity will be adhered to and adequate space ensured for each participant.
Dehydration	All attendees advised to bring a bottle of water with them to each session and allow breaks within a lesson in order for dancers to rehydrate.
FILM SHOWING	
Impact of films	<p>Do not allow under 18's to view a film with the rating of 18+</p> <p>If the film contains graphic or unnerving content make sure this is advertised and warnings are displayed for members attention prior to film showing.</p>
Equipment	At least one committee member has had training/induction on cinema equipment before using it if using SoFT.
TRAVEL	
Transport to and from activity (not provided by the group)	Members are advised to make their own way to and from the facility in a way they feel is appropriate.
Transport to and from activity (provided by group)	<p>We will check the safety of the vehicles we will be using and also make sure that all relevant insurance is up to date and readily available.</p> <p>We will try to avoid driving overnight and in extreme weather, taking regular breaks along the journey.</p> <p>All drivers using their own vehicles have submitted an SU Private Vehicle Form.</p>
Minibus	<p>Driver must be qualified and insured to drive a minibus.</p> <p>No alcohol will be consumed on the minibus so as not to distract the driver.</p> <p>2 drivers must be designated if the journey is over 100 miles.</p>
COVID-19	
Virus transmission during the activity	<p>All students are explained what will happen during the activity so they can make an informed choice whether they take part.</p> <p>A system is in place to keep track of when students/members can return to the activity</p>

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	<p>after the symptom free period.</p> <p>Training has been developed for group committee members so they know all of the procedures including new ones relating to Covid-19.</p> <p>Activities are set up to adhere to 2 metres social distancing wherever possible.</p> <p>Student face to face contact should be avoided where possible or at least limited to less than 15 minutes.</p> <p>Keep to any one-way flow systems at your venue and take note of any signage being used for maintaining the relevant social distancing.</p> <p>Adhere to hygiene guidance such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Students are requested to stay at home and away from the activity if displaying any Covid-19 symptoms.</p> <p>Students should clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed using an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p>
Someone coming to an activity with COVID-19	<p>Students should be aware of COVID-19 symptoms.</p> <p>Anybody booking in to or turning up at an activity will be informed that they are not to take part if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Any student who has been in contact with someone displaying Covid-19 symptoms should also stay away from the activity and self-isolate at home in accordance with government guidelines.</p>
Travelling to activities	<p>Students should avoid sharing transport where possible and where sharing takes place social distancing should be maintained and masks worn.</p> <p>Students should use public transport following government guidelines.</p> <p>Groups should take into account the difficult travel circumstances when planning activities and keep them as accessible as possible.</p>
First Aid	<p>Where possible for Campus based activities call security who are trained in Covid-19 first aid procedures.</p> <p>For off campus based first aid the equipment should be used by the patient where possible and if not a mask and gloves should be used by both patient and first aider.</p> <p>For major first aids call 999.</p>
Covid Champions	<p>All groups will appoint a Covid Champion who will be responsible for ensuring that all activities are adhering to government, University, SU and NGB guidelines where appropriate.</p> <p>Covid Champions are responsible for ensuring a register of attendees is kept for each</p>

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	<p>session to help with Test and Trace requirements.</p> <p>If the SU are contacted by Test and Trace then they will give the details of the relevant Covid-19 Officer who will then be contacted.</p> <p>Covid Champions should keep a list of those members who are self-isolating to ensure they don't attend an activity before their self-isolation time has ended.</p> <p>Covid Champions must make sure that hand sanitisers and thermometers where required are available (this can be asking students to bring their own).</p> <p>If they are not present at an activity then they must delegate the responsibility to another committee member.</p>
Venues	<p>No furniture will be moved in any campus rooms to ensure that appropriate social distancing is taking place.</p> <p>Ensure that entrances and exits are used one at a time to ensure social distancing and where possible stagger start and finish times.</p> <p>Hand sanitiser should be available at entrance/exit to the venue.</p> <p>2m social distancing should be used at all times.</p>
Large Groups	<p>Unless specific NGB guidelines have been produced (specific sports only) then current government guidelines should be followed which at present states social gatherings should not be more than 6 people or 2 households and social distancing of 2m should be adhered to at all times.</p>
Equipment	<p>Groups should avoid sharing of any equipment but where this is not possible equipment should be sanitised after every use. Students should also sanitise their hands prior to and after using the equipment.</p>
Toilets and Changing Rooms	<p>Toilets and changing rooms should be avoided where possible and students should come ready for the activity and shower at home after exercise. Where this is not possible numbers will be restricted in the toilets and changing rooms to allow for social distancing.</p>
Refreshments	<p>All students should bring their own food and drink to an activity and should not be sharing with anyone.</p>
Spectators	<p>Any student who is not participating in an activity should be discouraged from attending.</p>
Guidelines	<p>All groups should follow the appropriate guidelines for their activity if they have been developed by the appropriate National Governing Body (NGB) for that activity. Where there is no NGB then government, university and SU guidelines should be followed. These are updated when necessary so the Covid Champion needs to be aware of any updates.</p>
GUEST SPEAKER	
Speaker causing offence/controversial	<p>Check Guest Speaker with THE SU to ensure permissions have been granted to allow speaker on campus.</p> <p>Inform security of the arrival time/departure time and general location of guest speaker whilst they visit.</p> <p>Follow THE SU 'No Platform' policy for guest speakers of a controversial nature (run through guest speaker matrix first)</p>

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<p>Popular speaker/overcrowding</p>	<p>Ticket all guest speaker events to avoid over-crowded venues, unexpected visitors, non-member participation.</p> <p>Venue booked in advance to ensure suitable space.</p> <p>Stewarding - Committee members to wear visible clothing and control the flow of attendees to and from the event.</p> <p>Use of security during whole event and crowd control if needed in place.</p>
<p>WATER SPORTS</p>	
<p>Inexperience or lack of water confidence</p>	<p>Lifeguards on duty at the pool or beach.</p> <p>All participants must complete a compulsory declaration that they are a competent swimmer in open water before entering the water with the club.</p> <p>The swimmers stay together and a Club Official follows up the group and is the last person out of the water.</p> <p>Observe members of the club and their competence during training sessions and galas. It is at the discretion of the committee to pull swimmer out of the pool or event if they are deemed to be a danger to themselves or others.</p> <p>At least 1 committee member stays on land and observes those in the water.</p>
<p>Drowning</p>	<p>In the event of a lifeguard taking action order all members of the club to leave the pool or sea.</p> <p>Dial 999 where there are no lifeguards present.</p>
<p>Slipping on poolside</p>	<p>Vigilance required to ensure that our members are not running by the pool and are staying within the grip floor boundaries where possible.</p> <p>Outline the importance of following the pool rules.</p> <p>Lifeguards to monitor rule breaking.</p>
<p>Individual not in a fit state to swim</p>	<p>Members will not be allowed to attend the session if they are deemed to be under the influence of alcohol or drugs by a member of the committee.</p> <p>Members should be asked to not eat a large meal any closer than one hour before swimming.</p> <p>Swimmers should be encouraged by the committee to warm up prior to the session.</p>
<p>Collisions or conflict of space</p>	<p>Attempt to organise with the leisure centre for specific lanes to be allocated for the club.</p> <p>The committee should organise the participants to all stay in one area away from the public if possible. If not possible, encourage the students to make way for the public and to be courteous.</p> <p>Encourage swimmers to spread out to prevent collisions.</p>

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OUTDOOR SPORTS VENUES	
Injury From falling/tripping	<p>All bags and equipment not being used will be stored away from the training area.</p> <p>Playing surface must be checked for trip hazards prior to session e.g. divots and mole hills. Remove where possible or make participants aware of them.</p> <p>Ensure there is sufficient daylight or floodlights for session.</p>
Manual Handling	<p>Ensure that there are enough people to manually lift any heavy equipment e.g. football goals.</p>
Equipment	<p>All equipment will be checked regularly to ensure it is safe to use especially if it is fixed outdoors e.g. football posts</p> <p>All equipment will be suitably stored when not in use.</p>
Physical contact injury	<p>Session is supervised by a committee member or instructor.</p> <p>Appropriate safety equipment will be used if relevant e.g. shin pads, mouth guards, helmets.</p> <p>All players to take part in a warm-up prior to main session.</p> <p>Fitness training is encouraged.</p>
Inappropriate lighting	<p>Ensure there is sufficient daylight or floodlights for session.</p>
Medical conditions of players	<p>Players to make committee aware of any medical condition that may affect their ability to participate.</p> <p>Players are reminded to bring any relevant medication to the session e.g. asthma inhaler</p>
Extreme weather	<p>Location of venue on top of hill means risk of lightning strike.</p> <p>Should there be any adverse weather conditions during either training or a match play will be suspended for the safety of the players and shelter sought.</p>
Weather related illness	<p>Assess the weather beforehand and prepare accordingly.</p> <p>Hot weather – tell members to bring water and sun cream.</p> <p>Cold weather – tell participants to bring warm clothing and extra layers if going to be stood still.</p> <p>Water bottles and advice to drink plenty to avoid dehydration amongst players.</p>
Lack of training/experience	<p>Committee/instructor to ensure that the session is appropriate for the ability of the participants and if it is aimed at experienced members this is made clear prior to the session.</p>
Aggression between players	<p>Sport can spark anger and risk of fighting between players so to avoid this ensure any conflict is shut down at the earliest stage.</p> <p>Make sure players aren't antagonistic and ensure rules are followed even in training.</p>
Loss of valuables	<p>Valuables should not be left at side of public area or in unlocked changing rooms when playing they should be left at home or locked in cars.</p>

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