

Health & Safety

Committee Training



Aims of the session

- Deepen your understanding of H&S and how to ensure you and your members are safe
- What is a risk assessment
- Why we carry out a risk assessment
- 5 key steps to risk assessment
- Meaning of hazard and risk
- Where to record your findings
- When you review your risk assessment
- How to report an incident or accident
- Guest speakers

Ask questions, no question is a stupid question



The Law



- The SU has a responsibility under section 2 of the Health & Safety at Work Act 1974 to ensure, so far as reasonably practicable, the health, safety, and welfare at work of employees.
- **We have 'a duty of care' towards students to protect them from harm.**
- We are **all** legally responsible for our own health and safety and the health and safety of others affected by our activities, acts or omissions. The extent of individual responsibilities will depend on your role.
- **Regulation 3** of the Management of Health and Safety at Work Regulations (MHSWR) 1999 places a legal duty of care onto employers to carry out risk assessments to protect the health, safety and welfare of their employees as well as others who can be affected by their work activities such as members of the public, contractors, visitors to their premises.
- Regulation 3 of the MHSWR 1999 is a general duty as it relates to risk assessment for all risks. Other legislation sets out legal requirements for risk assessment and specific risks.



The SU

- It is essential to follow The SU Health & Safety policy
- And adhere to The SU Code of Conduct
- This is for yours and your members safety
- You can find them on our website [Policies \(thesu.org.uk\)](https://thesu.org.uk)
- For insurance reasons we must know when and where your groups activities are taking place.





What is a Risk Assessment

A process of evaluating the potential hazards and risks that may be involved in an activity or project, this includes:

- Identifying factors that may cause harm – hazards
- Identifying the potential of those hazards to cause harm – risk
- Reducing or eliminating the risk those hazards pose

Why do risk assessments?

We do risk assessments to:

- Ensure what we do is safe and if it isn't, how to make it safe.
- Keep you, those you are working with and others around you from harm.
- Give you knowledge, skills, and experience in risk assessments for your future career.





Why do risk assessments?

There are 3 main reasons for doing risk assessments:

- **Moral** – Injury or ill-health can result in pain and suffering.
- **Legal** – It is a legal requirement to safeguard the health and safety of employees and others that may be affected by an organisation's operations, acts or omissions.
 - Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
- **Financial** – Accidents can cost a lot of money, especially when we add in all the 'loss' incurred as a result.

How to do a risk assessment – the five key steps

1. Identify the hazards
2. Decide who might be harmed and how
3. Decide on control measures and evaluate the risks
4. Record your findings and implement them
5. Review your assessment and update if necessary



Step 1: Identify the hazards

- What is a hazard?
- Something with the potential to cause harm
- What is risk?
- The likelihood of potential harm happening from exposure to the hazard

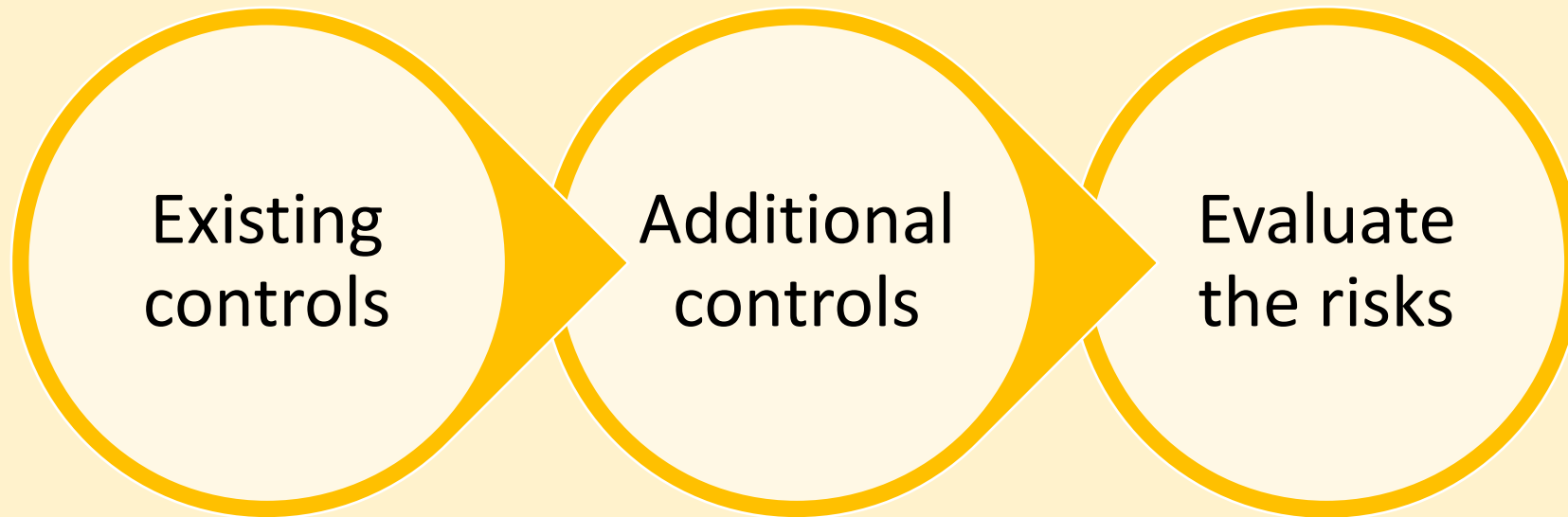


Step 2: Decide who might be harmed and how

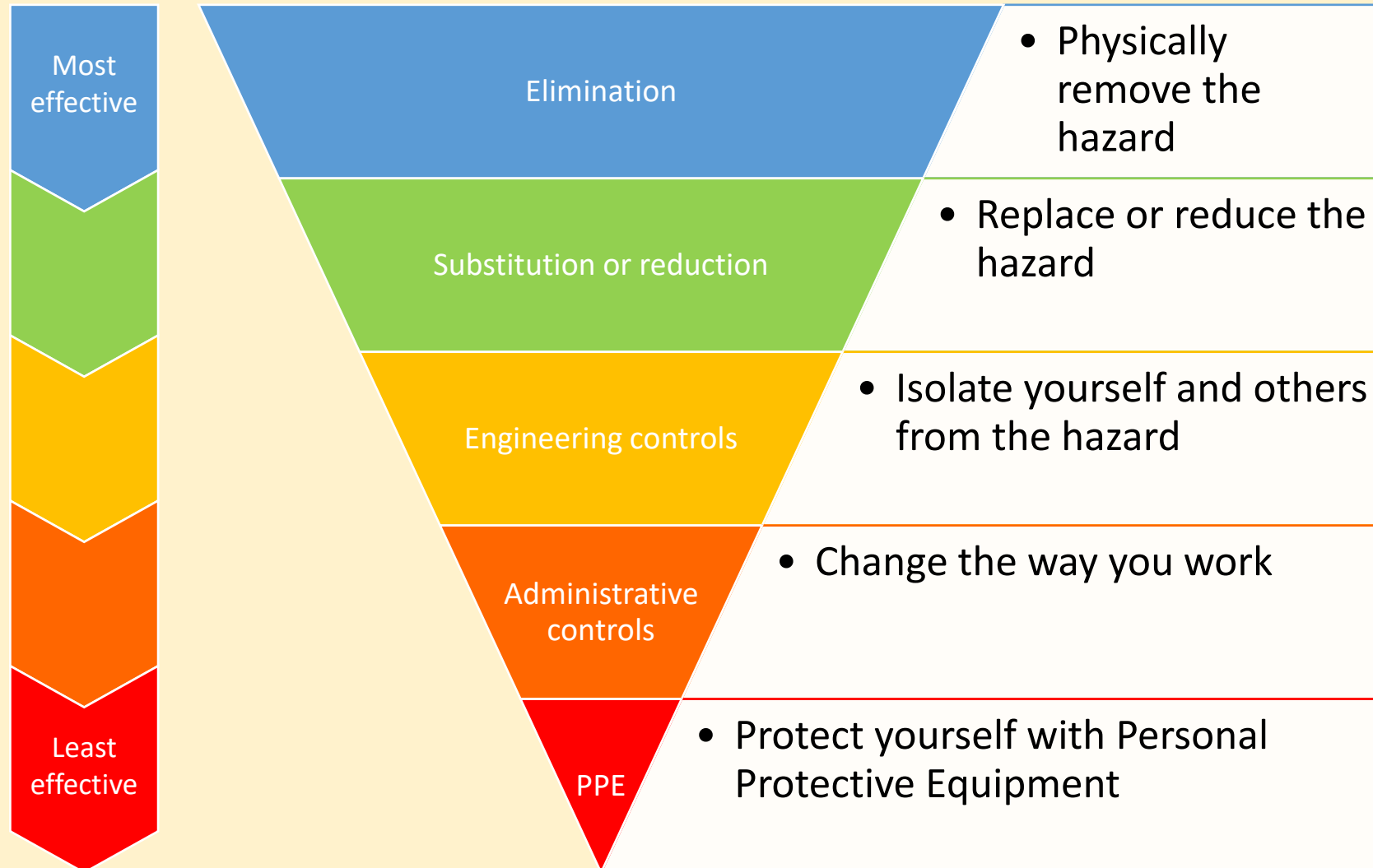
- Who?
- You
- Students or staff you are working with or near
- Visitors to campus
- Members of the public
- How?
- Injury
- Ill-health
- Damage



Step 3: Decide on control measures and evaluate the risks



Decide on control measures with the Hierarchy of Control



Evaluate the risks

How do we evaluate risk?

➤ Risk = severity x
likelihood

Risk will depend on:

- The type of hazard
- Who is exposed
- How much
- How long
- How it is controlled
- Competence



Evaluate the risks

Potential outcome	Description	Likelihood	Description
1	Minor	1	Rare
2	Moderate	2	Possible
3	Serious	3	Likely
4	Major	4	Highly likely
5	Catastrophic	5	Almost certain

Outcome x likelihood = score	Risk level
1-5	Tolerable risk
6-11	Moderate risk
12-15	Substantial risk
16-25	Intolerable risk





Step 4: Record your findings and implement them

- Record them in Cognito
- Implement your actions and communicate your findings
- There are template Risk Assessments on the committee hub [Health & Safety \(thesu.org.uk\)](https://thesu.org.uk)

Step 5: Review your assessment and update as and when necessary

When do I need to review a risk assessment?

- After an accident, incident or near miss
 - Change in processes
 - New equipment or technology
 - Changes in the people you are working with
 - Changes in legislation or policy
 - As time passes - higher risk more frequent than low risk - no longer than 5 years
 - Good practice to be the first at your venue and do quick visual prior to activity
- Ensure that controls are working as intended



Activities / Events / trips abroad

- It is essential to provide The SU with a Risk Assessment for all activities, including socials
- Please ensure you send updated ones via Cognito / activities@thesu.org.uk
- Please ensure you are monitoring the weather as to if your activity can go ahead and always update The SU
- If you are a water-based activity, please make sure there is always someone shoreside in case of an emergency
- If you are on campus there may be additional forms you are required to complete such as outdoor space permissions, food waivers
- If you are wanting to do a trip abroad please come and talk to us as we can support you and have further guidance and information we require
- There are a small number of U18s, we will talk to you if they join your group from a safeguarding perspective



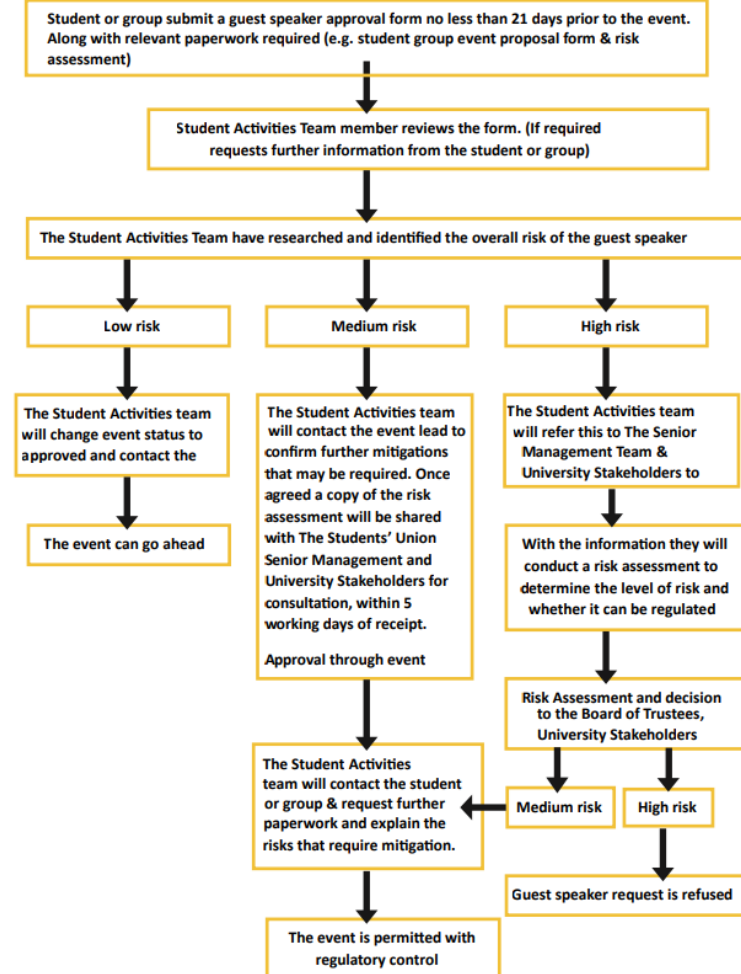
Guest Speakers

- You must follow the guest speaker policy and procedure for all guest speakers
- 21 days notice
- The government has currently paused Freedom of Speech Act that was due to come into force in August
- [Guest-Speaker-Policy 2023-amend3.pdf \(thesu.org.uk\)](#)



Guest Speaker Process

Falmouth & Exeter Students' Union Guest Speaker Approval Process





Reporting Accidents and / or Incidents

- All incidents must be reported – **anyone can report via the link on our reporting tools page**
- Incidents are then followed up by the Communities Team
- The SU has a duty to monitor, investigate and learn from all accidents and near miss incidents that involve our staff, students and members.
- This enables continuous improvement.
- [The SU Student Groups Accident Report Form](#)
- [Accident and Incident report](#)

Campus support

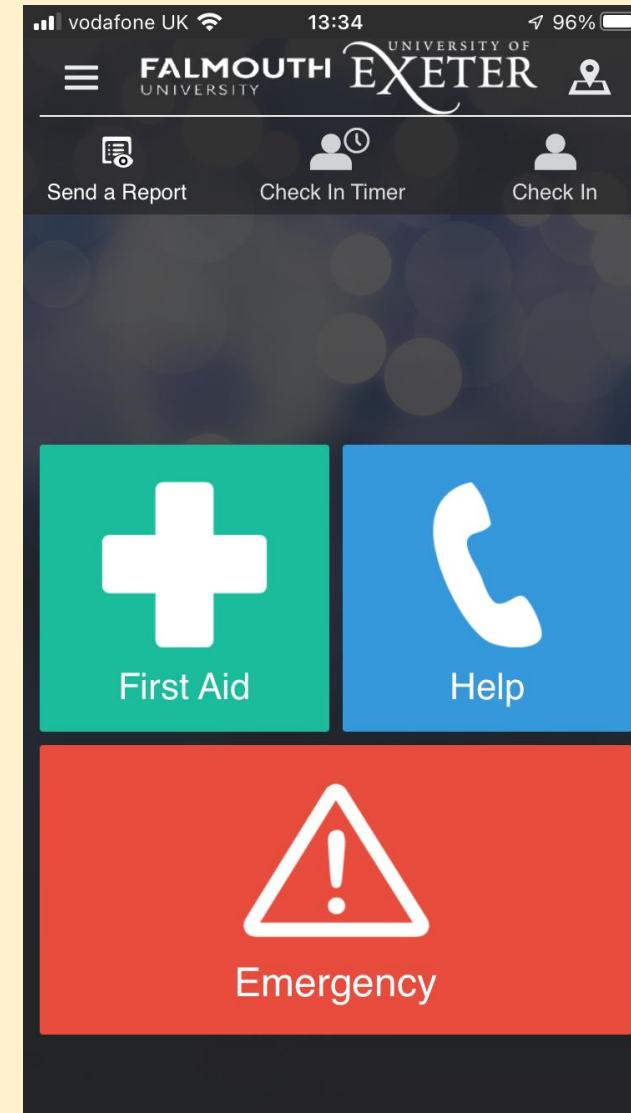
Contacts:

- The SU 01326 255861 or activities@thesu.org.uk between 10am-4pm Monday – Friday
- Glasney Lodge 01326 253503 (outside of office hours, available 24 hours a day)
- [Support & Wellbeing – FX Plus](#)
- 999 in emergency



Safezone app

- SafeZone is an app for an Apple or Android device that allows staff and students to quickly and easily make contact with the Security Services team whenever they're on one of our campuses. It features live chat, one-button assistance requests without the need for remembering phone numbers.
- Check in when lone working or working outside regular hours



Insurance

- It is essential that we know when and where your group are, to be covered on the insurance
- We also require an up-to-date inventory of equipment at all times
- Information on our insurance can be found on the committee hub
- [Health & Safety \(thesu.org.uk\)](https://thesu.org.uk)





Equipment & First aid

- Please keep your inventory of equipment up to date for insurance reasons. Please check the wear and tear, are they safe to use?
- Please let us know where you are storing equipment (via your inventory), please do not leave in cars or please be mindful of leaving equipment in unoccupied houses for a long period of time.
- Please come to The SU if your first aid kit needs replenishing (the Sports Centre will have some ice packs from The SU) – don't forget to fill out accident report form if a member requires first aid or medical provision is needed.



Additional training & support

- First Aid – 3 hour credited course. Dates in September, more coming for October.
- 3-hour Basic Life Support training course that could save a life! The course covers essential skills like making a diagnosis, dealing with unconscious casualties (including the recovery position), and performing adult CPR with an AED. You'll also learn how to manage head injuries, medical shock, bleeding, and suspected fractures. Plus, gain vital knowledge on choking and medical conditions such as asthma, anaphylaxis, heart conditions, and seizures. This training is a must for anyone who wants to be prepared in an emergency, and will help you use tools like what3words to get help quickly
- Fire Warden – ran by FXPlus Health & Safety team, may be essential for your society.
- Let us know if you want any further training/guidance



Quiz

- In pairs, you have 5 minutes to answer the following:
- What is a risk assessment?
- Can you name 3 hazards involved in your group's activity?
- Where can you find the information on reporting an accident or incident?
- What is Safezone?
- How many days notice do you have to give for a Guest Speaker?

Q&A

1. What is a risk assessment?

A process of evaluating the potential hazards and risks that may be involved in an activity or project and how to reduce or eliminate them.

2. Where can you find the information on reporting an accident or incident?

[The SU Student Groups Accident Report Form](#) is where you can report an accident that's occurred during your club or society activity. It can be found on the Health and Safety section of the committee hub on the SU website.

3. What is Safezone?

SafeZone is a safeguarding app for staff and students to quickly and easily contact the Security Services team whenever they're on one of our campuses.

4. Does your club's general risk assessment cover you for additional social events?

No. For insurance purposes, If you plan to run any additional social events your club needs to submit an event proposal along with a risk assessment covering the event.



www.thesu.org.uk

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