

# Health and Safety Advice

**Any organisation or group that organises an activity or an event has a duty to make sure that reasonable and practical steps are taken to ensure the safety and well-being of those involved or affected by their activities.**

As Society Leaders, you are responsible for ensuring health and safety practices are implemented during your activities. Our Health & Safety Advice contains all of the relevant information that you will need to ensure the safe running of your activities. This includes information on the following:

*Accident & Incident Reporting*

*First Aid*

*Risk Assessments*

## **Accident & Incident Reporting**

### **Accident Reporting: What to do if there is an accident**

If there is an accident or incident in your society, you must report this to the Guild. The severity of the accident will determine who you report it to and when.

Each of your society activities, you should have a member of the society ready to be assigned to an accident/incident if one were to happen. This could be your society lead, another society member who is first aid trained or, if the committee has been drinking then a sober member of the group. This assigned member will assume responsibility as the **Scene of Action Controller**.

They maybe relieved of this duty by a more senior member of the group or member of staff as they arrive on scene.

### **Action to be taken by the Scene of Action Controller**

- The Scene of Action Controllers immediate concern and priority is their own safety and that of the participants. They must undertake all necessary measures to ensure their continued safety.
- The appropriate emergency service should be contacted as soon as possible, if necessary. This should be done by the Scene of Action Controller or the responsibility delegated as appropriate to the situation. It is the Scene of Action Controllers responsibility to ensure that all relevant, accurate information is given.
- Communication with the Representation & Advocacy Coordinator, whose number will be issued to all societies, should be made at the earliest opportunity and all available information should be reported. In the event of being unable to contact the Representation & Advocacy Coordinator, please contact University Security (0121 604 1000)

## **What is a major accident or incident?**

A major accident/incident is any occurrence which results in the need for professional medical aid / attention or the active assistance of an emergency service. It may include one or more of the following:

- Missing student or member of staff
- Major injury during an activity
- Death of a student
- Rescue and transportation of a large number of casualties
- Involvement of one or more of the emergency services
- Accident or Incident in a remote location

## **If the accident/incident is minor, follow the following flow chart:**

**Step 1:** Provide First Aid if required

**Step 2:** Complete Accident/Incident Report Form (see below)

**Step 3:** Notify the Guild that you've submitted your Accident/Incident Report Form via e-mail at [c.boyle@ucb.ac.uk](mailto:c.boyle@ucb.ac.uk)

**Step 4:** Review Risk Assessment if required

## **If the accident/incident is major, follow the following flow chart:**

**Step 1:** Provide First Aid if required

**Step 2:** Dial 999 to contact the relevant Emergency Services

**Step 3:** Contact UCB Guild Representation & Advocacy Coordinator. If you receive no response, contact University Security (0121 604 1000)

**Step 4:** Complete Accident/Incident Report Form online (see below)

**Step 5:** Notify the Guild that you've submitted your Accident/Incident Report Form via e-mail at [society.support@ucbguild.co.uk](mailto:society.support@ucbguild.co.uk)

**Step 6:** The Guild will follow up with your report form and investigate the incident

Following the conclusion of the event and, hopefully, the safe return of all involved it is important that the situation is thoroughly investigated. This will involve analysis of all action taken to respond to the situation and events leading up to the incident in order to determine whether any changes to risk assessments, policies or procedures are necessary. De-brief and review is an important time for the staff/students involved to reflect on and learn from the experience.

**Step 7:** Review Risk Assessment

## **First Aid**

All Societies must have at least two qualified First Aiders at all activities, fixtures or trips. UCB Guild will provide subsidised First Aid training, for more information on training opportunities, please see the Societies Training page [here](#).

## **First Aid Kits**

If your event or activity is due to take place at a UCB premises, a first-aid kit will be available from security. Please check that external venues have a first aid kit before attending your activity. If you need access to a first aid kit, please contact the Student Communities Coordinator on [hamza@ucbguild.co.uk](mailto:hamza@ucbguild.co.uk).

# **Risk Assessments**

## **Master Risk Assessment**

Every student group must submit a Master Risk Assessment each year. This outlines all of the types of activities you may organise in your society including training, socials and events with food. The risk assessment will outline all of the potential risks to your activity and any mitigations that you will implement to ensure the safety of your society members.

This must be submitted to [society.support@ucbguild.co.uk](mailto:society.support@ucbguild.co.uk).

All societies must complete the General Master Risk Assessment. Sporting groups or groups organising performances, will need to also complete the Sport & Performance Master Risk Assessment too.

## **Health & Safety Checklist**

When you organise an event or activity, you will need to complete a quick health & safety checklist which includes a risk assessment of your activity. You'll find this checklist and risk assessment in your key forms.