

LUSU Safety Framework

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Audience
LUSU Full Time Officers
LUSU Cross Campus Officers
JCR/PG Board Officers
LUSU Sub Committee Executive Officers
LUSU Staff
LUSU Volunteers
Affiliated Groups Executives

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1 Introduction

1.1 Definitions

- i. **'Activity Leader'** is defined as a named individual from one of the following:
 - a. President, or their delegate, of Constituent Organisations.
 - b. Officers.
 - c. Staff.
- ii. **'Constituent Organisation'** is defined as a committee, organisation or group operating under the LUSU Constitution including but not limited to:
 - a. LUSU Sub Committees.
 - b. LUSU Standing Committees.
 - c. Affiliated sports groups and societies.
 - d. Student groups, organisations and projects affiliated through individual agreements.
- iii. **'LUSU's Activity'** is defined as the activities of the following groups:
 - a. Constituent Organisations.
 - b. Officers.
 - c. Staff.
- iv. **'LUSU ASO'** is defined as the LUSU Area Safety Officer, as nominated by the LUSU Chief Executive
- v. **'Officer'** is defined as any student officer of LUSU and its Constituent Organisations. This applies to both Full Time and Part Time Officers.
- vi. **'President'** is defined as a president, chair or lead of a Constituent Organisation.
- vii. **'Safe System of Work'** or **'Code of Practice'** is defined as a set of practices or protocols and the necessary accompanying documentation designed to ensure activity happens safely with all foreseeable risk removed.
- viii. **'Safety Officer'** is the named person responsible for health & safety in a Constituent Organisation.
- ix. **'Staff'** is defined as any member of LUSU staff. This applies to both career staff and student staff.

1.2 Scope

- i. Lancaster University provides for the recreational and social needs of its students through the provision of facilities and activities directly through LUSU and its Constituent Organisations.
- ii. Lancaster University and LUSU will have a jointly agreed Safety Framework to ensure the highest possible standards in safe practices within LUSU's Activities both on and off campus.

1.3 The Role of the University

- i. Proper running of LUSU and responsibility for all aspects of its wellbeing, including duty of care and health & safety are the responsibility of the LUSU Trustee Board. In discharging this they are entitled to ask for, and expect assistance and cooperation, from all other officers, members and staff of LUSU, and other members and officers of the University.
- ii. The role of the University is focussed on advising LUSU on safe practices within LUSU's Activities and maintaining assurance that LUSU has appropriately discharged its duty of care and health & safety responsibilities through the approval of this framework, receiving annual reports and periodic audits, as deemed appropriate by the Safety Office.
- iii. LUSU and the University agree that the University may exercise the power of veto over any of LUSU's Activities on the grounds of Health & Safety. The LUSU Chief Executive as the senior permanent officer of LUSU is responsible for ensuring compliance with health and safety policies and is empowered to act either in person or through a nominee.
- iv. In keeping with its duty of care, the University will give advice and guidance to LUSU in the development its procedures through liaison with the University Safety Office. This interface provides the opportunity for the University to express decisions and advice from higher committees and to inform and advise on changes and modifications in legislation.

1.4 The Role of LUSU

- i. LUSU has operational responsibility for its Activities and facilities under its control.
- ii. LUSU has a duty of care to ensure that its officers, staff and the committee members of the constituent organisations take all appropriate health and safety measures. It is effectively the manager of the safety systems. LUSU, via the Chief Executive, will ensure that it has appropriate administrative mechanisms to cope with the demands of such safety procedures.
- iii. LUSU, where necessary, to ensure compliance with this framework, may restrict or suspend any of its Activities until adequate changes to practice are identified and implemented. This decision lies with the Area Safety Officer, in consultation with the President and Chief Executive.

1.5 The Role of the LUSU's Activity Leaders

- i. Activity Leaders have a crucial part to play in ensuring risks are assessed and managed before activities take place.
- ii. Each Constituent Organisation will be assigned a risk rating by the LUSU ASO. This risk rating will be identified to the Activity Leader and can be found on the LUSU Website.
- iii. Each of LUSU's Activities will have a designated individual responsible for Health & Safety.

- iv. All constituent organisations of LUSU will have an officer/individual with designated responsibility for health and safety on their committees.
 - a. For Tier One groups, as defined in section 2, this will usually be the President unless agreed with the LUSU ASO.
 - b. For Tier Two and Tier Three, as defined in section 2, there will be two nominated individuals. This will be the President and Safety Officer.
- v. Activity Leaders must ensure that:
 - a. They understand the implications of duty of care as it relates to their activity.
 - b. Be familiar with: this Safety Framework; existing risk assessments; relevant code of practices; and guidance published and adopted by relevant governing organisations.
 - c. All risks are assessed before activity takes place and suitable procedures are in place to ensure the activity is managed, including relevant training and supervision.
 - d. Information and guidelines on health and safety are disseminated throughout through the membership of their group or project.
 - e. They proactively work towards the development of safe practices within the organisation.
 - f. Any safety records, including training records and equipment servicing, are kept securely for a minimum of two years and are disposed of appropriately.
- vi. Activity Leaders must ensure that Individuals supporting the delivery of Activity are aware of:
 - a. The fact that the Activity Leader is the designated individual with responsibility for Health and Safety for this Activity,
 - b. The implications of duty of care as it relates to their activity and the health and safety of individuals and third parties,
 - c. This Safety Framework, existing risk assessments and guidance published and adopted by relevant governing organisations.
- vii. Failure to fulfil roles and responsibilities towards health and safety may result in disciplinary action and this may result in LUSU recognised status and support being withdrawn.

1.6 The Role of LUSU Staff

- i. LUSU staff will:
 - a. Understand this Safety Framework and the implications it has on their activity.
 - b. Adhere to any procedures set out in this framework or relevant safety documentation including relevant risk assessments.

- c. Adhere to relevant wider University safety policies and arrangements for University staff.
- d. Where they have completed appropriate training, advise and support Activity Leaders in the safe delivery of their activities through coaching and, where necessary, supervision

1.7 Conclusion

- i. The University and LUSU both have clear roles to play in the development of safe practice in the organisation of student activities of all kinds. With regular communication and consultation it is possible to achieve a workable policy that ensures reasonable care is taken at all times.

2 Managing the Risk

2.1 Introduction

- i. In British law, all organised groups have a legal duty of care to their members. This means everyone involved in the delivery of LUSU's Activities holds a duty of care to each other. This includes the University, LUSU, Activity Leaders, the Executives of Constituent Organisations and the participants of activities themselves.

2.2 Duty of Care

- ii. A duty of care is defined as:

“A Duty of Care requires you to consider the consequences of your acts or omissions so they do not give rise to a foreseeable risk of injury to any other person.”

- iii. This means that Activity Leaders must:
 - a. Plan their activities in advance.
 - b. Consider what may go wrong.
 - c. Reduce as far as is reasonably practicable, and where possible remove, all foreseeable risk of injury.
 - d. Ensure they have done everything reasonable to keep people engaged in their activity safe.
 - e. Keep records to demonstrate this.
- iv. This Framework has been created as part of LUSU's duty of care to its Activities, Activity Leaders and members. This Framework is intended to:
 - a. Involve the University in the issue of safety within LUSU's Activities.
 - b. Support Activity Leaders to create risk assessments or safe systems of work to be adopted and implemented by these groups.
 - c. Ensure that novice participants are monitored and receive sound instruction in relevant basic skills.
 - d. Develop a positive health and safety culture.
 - e. Emphasise personal responsibilities and the awareness of the actions of others.
- v. LUSU will deliver appropriate briefing sessions that must be attended by Activity Leaders each year.

2.3 Risk Rating

- i. Each of LUSU's Activities is assigned a risk rating by the LUSU ASO. This is based on:
 - a. The activities they undertake and the associated risks.AND
 - b. The level of necessary supervision and involvement by LUSU in delivering and reviewing safety procedures for the activity.
- ii. Tier One activities:
 - a. Are those that have:
 - i. Little risk in their activity as it is room based with no inherent risks.OR
 - ii. Risks that are covered entirely in the LUSU General Code of Practice.
- iii. Tier Two activities:
 - a. Are those that have:
 - i. A low likelihood of significant of injury.
 - ii. A likely chance of low severity injuries.
 - b. Include, but are not limited to:
 - i. Sports.
 - ii. Dance.
 - iii. Martial arts.
 - iv. Activities taking place in theatre style spaces.
 - v. Activities involving large amounts of electrical equipment.
 - c. Will ensure that participants have had the necessary training and have appropriate supervision when engaging in the activity.
- iv. Tier Three activities:
 - a. Are those that have:
 - i. A high chance of injury.OR
 - ii. A chance of injuries that could occur that would be catastrophic to the individual.OR

- iii. A chance of injuries that could occur that would affect large numbers of people.
 - b. Include, but are not limited to:
 - i. Activities that involve large crowds.
 - ii. Full contact sports.
 - iii. Activities that take place in remote locations.
 - iv. Activities that involve rivers, lakes and pools.
 - v. Activities that take place on roads.
 - vi. Activities that involve fire.
 - vii. Activities that take place overseas.
 - viii. Activities that take place with vulnerable individuals.
 - c. Will ensure that participants have had the necessary training and have appropriate supervision when engaging in the activity.
- v. Tier Two and Tier Three Constituent Organisations will:
 - a. Be recorded on the LUSU Website.
 - b. Have an executive member, in addition to the President, who is responsible for Health & Safety.
- vi. For any Activity, Activity Leaders, with the support of LUSU, would be required to draw up risk assessments for anything that fell outside of their usual operations.

2.4 LUSU's Role

- i. LUSU has a strong commitment to Health & Safety and regularly monitors the following through its procedures and LUSU and University health and safety committees. This will be checked for suitability by the LUSU ASO or other IOSH trained individual:
 - a. Ensuring there is a sufficient number of suitably trained Staff, with up to date qualifications, to deliver and offer guidance in matters of health and safety.
 - b. Keeping up to date on changes in legislation which directly or indirectly affect any or all of LUSU's Activities and to communicate these appropriately to Activity Leaders.
 - c. Providing support and guidance to Activity Leaders in relation to risk assessment and necessary safety considerations to ensure safe systems of work.
 - d. Identifying and, where possible, providing training opportunities, both internal and external, to Activity Leaders in order to maintain safe systems of work.

- e. Providing public liability insurance for LUSU's Activities.
- f. Providing, where appropriate, personal accident insurance.
- g. Ensuring interactions with external bodies are conducted safely, with necessary checks implemented. This includes but is not limited to:
 - i. Suppliers of services.
 - ii. Supplier of food.
 - iii. Coaches and instructors.
 - iv. Partner organisations.

2.5 The Role of the Activity Leader

- i. Activity Leaders are required to proactively engage with the management of health and safety for their activity.
- ii. Activity Leaders are responsible for ensuring that the significant hazards associated with their activity are correctly identified and the risks adequately controlled and that safe systems of work are implemented within their activity. The responsibilities as an Activity Leader or Safety Officer include, but are not limited to:
 - a. To attend a Duty of Care Briefing session each year.
 - b. To familiarise themselves with the LUSU Safety Framework and relevant risk assessments and safety documents
 - c. To communicate issues of health and safety, including risk assessments and safety documentation to any person responsible for delivering part of their Activities
 - d. To identify and resolve any health and safety issues that may arise during the planning of projects, events, and activities.
 - e. To undertake risk assessments for each activity or project and produce clear systems of work from the assessment.
 - f. To ensure that all students involved in activities or projects are fully briefed in all matters related to safe working for that activity or project and that this is recorded.
 - g. To ensure that where appropriate all participants are effectively supervised and managed through the activity or project.

3 Risk Assessments

3.1 Introduction

- i. For any activity taking place, there must be safe system of work in place to ensure that activity takes places in a safe manner and with appropriate controls. A safe system of work consists of:
 - a. An operating procedure to enable the safe completion of the activity. This will likely include a risk assessment of the activity.
 - b. Adequate training for those taking part in the activity
 - c. Supervision to ensure the activity continues to take place in a safe and appropriate way.
- ii. It is the responsibility of the Activity Leader to ensure there is a safe system of work in place for their activity and that it is adhered to.
- iii. LUSU's role is to support Activity Leaders to ensure they have the necessary systems in place.

3.2 Risk Assessment Requirements

- iv. A risk assessment is a way of preventing accidents from happening; it identifies the possible accidents before they happen and then changes the way the activity takes place so that the accident is less likely.
- v. It is impossible to stop all accidents from happening; however a risk assessment will make them rare and will ensure that everything possible has been done to prevent them.
- vi. Risk assessments form part of the responsibilities placed upon Activity Leaders as part of their Duty of Care.
- vii. Any risk assessment should be stored and maintained by the Activity Leader. If a legal case is brought against the organisation, it will need to be evidenced that a risk assessment had been completed and was being followed.
 - i. LUSU's Tier Two and Tier Three risk Activities must have robust risk assessments in place, unless covered in the LUSU General Code of Practice, detailed later in this section. It is the duty of Activity Leaders to ensure that these are complete, in place and being adhered to.
 - ii. A risk assessment must be drawn up before activity takes place; this includes both regular activities and one off events and projects.
 - iii. Every risk assessment will be reviewed when there is any change in activity or a new hazard introduced.
 - iv. All risk assessments should be reviewed regularly. The review procedures for these risk assessments are as follows:

- a. LUSU Activity, excluding Constituent Organisations' regular activity, will review their risk assessments annually.
- b. Tier Two Constituent Organisations will, with support from LUSU, review and update their risk assessments every two years.
- c. Tier Three Constituent Organisations will have a health and safety audit conducted on their activity every two years. This will also involve reviewing and updating the risk assessment.

3.3 Writing a Risk Assessment

- i. Many Activity leaders will not have written a risk assessment before. If this is the case, writing a risk assessment can be a difficult thing to do.
- ii. There is guidance on the LUSU website on how to write a risk assessment. Using this will enable an individual to begin this process. Guidance is available from relevant LUSU staff to assist in this process.
- iii. A completed risk assessment will:
 - a. Identify the hazards of the activity.
 - b. Identify who might be harmed.
 - c. Identify controls that make the activity safer.
 - d. Identify who is responsible for those controls.
 - e. Demonstrate how these controls are communicated to participants.
 - f. Be followed every time the Activity takes place.
- iv. Activity must not take place until the risk assessment is complete and communicated. The information within a risk assessment needs to be communicated to all participants in an activity.
 - a. For one off events, it is recommended that all those responsible for the delivery of activity have read and understood the risk assessment.
 - b. For regular activity, a Code of Practice, detailed below, can be drawn up and communicated.
- v. Copies of risk assessments should always be kept as evidence that this process has happened.
- vi. The information within a risk assessment needs to be communicated to all participants in an activity.
- vii. Failure to follow a risk assessment would be considered negligent and will leave that Activity Leader liable to being sued.

3.4 Codes of Practice

- i. A Code or Practice draws the controls and responsibilities of a risk assessment and combines them to create an easily digestible document for use by all participants. There is guidance on how to do this on the LUSU website.
- ii. A Code or Practice, will list the procedures to be followed and equipment to be used to ensure participants stay safe. It makes clear what Activity Leaders are doing to make the activity safe and what the participant must do to keep themselves safe.
- iii. A completed Code of Practice, will:
 - a. Reflect the entire Risk Assessment.
 - b. Be broken down in to easily digestible sections.
 - c. Contain additional information to make the controls easier to understand.
 - d. Be followed every time the Activity takes place.
 - e. Demonstrate the level of training needed undertake the activity
 - f. Demonstrate the level of supervision needed for the activity to take place.

3.5 LUSU Activity General Code of Practice

- i. There are a number of hazards and controls that make up LUSU's Activities that are similar across large numbers of Constituent Organisations Activities. These include but are not limited to:
 - a. First Aid.
 - b. Transport.
 - c. Travel.
 - d. Lifting.
 - e. Trips & socials.
 - f. Food safety.
- ii. To ensure similar levels of control across these activities, there is a LUSU Activity General Code of Practice that must be followed by all groups. This document can be found on the LUSU Website.
- iii. If an activity is covered in the LUSU Activity Code of Practice then it is not necessary to risk assess this particular activity within other risk assessments.
- iv. The LUSU Activity Code of Practice should be used in conjunction with any other risk assessments and safety documentation that exist for that activity.
- v. If there is a conflict between the LUSU Activity Code of Practice and another risk assessment, the LUSU Activity Code of Practice takes precedence and will be used.

4 Accidents, Near Misses & Serious Incidents

4.1 Introduction

- i. The process of assessing activities to make them safe reduces the chance of an accident happening and an individual getting hurt, though it does not eliminate it entirely.
- ii. LUSU must have robust accident reporting and investigating procedures in place.

4.2 Accidents & Near Misses

- iii. An accident is defined as an occurrence that results in injury, damage or loss.
- iv. A near miss is defined as an occurrence that could have led to injury, damage or loss but was avoided by circumstances.
- v. All accidents and near misses must be reported. All accidents are investigated to discover whether anything could have been done to prevent the accident and make the necessary changes to safety procedures and documentation.
- vi. If an accident or near miss does happen, an Accident Report Form must be completed as soon as possible after the event; this should be within hours.
- vii. All accidents and near misses that happen during LUSU's Activities, both on and off campus, should be reported on LUSU's Accident or Near Miss Report Form which can be found at www.lusu.co.uk/accident.
 - a. The only exception to this is accidents that occur in the Sports Centre and are attended by a Sports Centre First Aider. In this case, this will be recorded by the Sports Centre.
- viii. Failure to report an accident can lead to Activity being suspended.
- ix. If an accident happens where a third party is injured or property is damaged, liability must never be admitted nor any potential claims discussed. They must be referred to the LUSU Financial Controller.
- x. Accident investigations are undertaken by the LUSU ASO, in line with the University's procedures. There is guidance on the University website.

4.3 Emergencies

- i. In an emergency situation, it may become necessary to take immediate and independent action.
- ii. The emergency services can be contacted by dialling 999. Request for the following services:
 - a. Police.
 - b. Fire Service.
 - c. Ambulance.

- d. Mountain Rescue Team.
 - e. Coastguard.
- iii. If an emergency situation occurs on campus, University Security must be contacted on 01524 594541.
- a. Contacting University Security before the emergency services means they can contact the emergency services, meet the emergency services and get them to location quickly as they know campus well.
 - b. If the emergency services are contacted directly, University Security must be contacted immediately afterwards so they know the emergency services will be on campus and are ready to assist, if needed.
- iv. In remote locations, Activity Leaders must have access to two, charged mobile phones.
- v. Outside of the UK, Activity Leaders will make themselves and participants aware of the emergency procedures and emergency services contact details in country. This will be reflected in their Risk Assessment.
- vi. There is guidance on the LUSU website on what to do if a participant is injured out of area and cannot return to Lancaster as planned.

4.4 Serious Incidents

- i. Often accidents and incidents are not serious and are remedied by first aid or a trip to A&E. However, there are some incidents that are considered serious and further action needs to be taken.
- ii. LUSU has a robust Serious Incident Management policy enacted by named individuals with the LUSU Management Team.
- iii. The following is a list of examples of serious incidents but is not exhaustive:
 - a. Students hospitalized.
 - b. Missing student.
 - c. Violent attack.
 - d. Incidents involving the police.
 - e. Arrest of a student.
 - f. Incident likely to cause reputational damage to the University.
- iv. In the event of a serious incident, LU Security must be contacted immediately on 01524 594541. The following details should be given:
 - a. That the Activity is related to LUSU.
 - b. Contact Details of the Activity Leader.

- c. The names of participants involved.
- d. The basic details and scope of the incident.
- v. If there is any doubt whether the incident is serious or not, it should be reported.
- vi. If there is contact by the media to the Activity Leader or any participant, no details should be given to them. They should be referred to the University Press Office. University Security will have contacted them to keep them abreast of the situation. This will ensure no information is misreported.

5 First Aid

5.1 Introduction

- i. It is a requirement for LUSU's Activities to have adequate first aid cover.
- ii. The purpose of the First Aider is not to perform any complex medical procedures but to have the ability and confidence to make an immediate assessment of the situation in respect of a casualty and, if necessary, either:
 - a. Contact the emergency services.
 - OR
 - b. Arrange for the casualty to be taken to the local A&E department.

5.2 First Aid Requirements

- i. For Tier One Activities, the Activity Leader must ensure that:
 - a. They know where the nearest first aiders are and how to access them.
- ii. Tier Two Activities must have a first aider present where the activity is taking place. To do this, the Activity Leader must ensure that either:
 - a. The group has a member present who is first aid trained and prepared to act whenever their Activity is taking place.
 - OR
 - b. There is a trained first aider provided by the venue or easily accessible whenever their Activity is taking place.
 - OR
 - c. First aid cover is provided by an external supplier.
- iii. Tier Three Activities must have a member present who is first aid trained and prepared to act whenever their Activity is taking place. To do this, the Activity Leader must ensure that:
 - a. The group has a member present who is first aid trained and prepared to act whenever their Activity is taking place.
 - OR
 - b. First aid cover is provided by an external supplier.
- iv. The following list is not exhaustive but intended to act as a guide. The levels of First Aid Cover needed for the listed activities would be:
 - a. First Aid at Work
 - i. Activities that involve large crowds.

- ii. Staff.
 - b. Emergency First Aid
 - i. High Risk Activities.
 - ii. Tier Two and Tier Three Constituent Organisations.
- v. LUSU will provide opportunities for constituent organisations to undertake Emergency First Aid Courses on campus.
 - a. These courses will be subsidised for members of Tier Two and Tier Three Constituent Organisations, who are not final year students.
- vi. For specialist Activity in remote locations, it is recommended that specialist first aid training is undertaken. Guidance on this can be sought from the LUSU ASO.

6 Equipment

6.1 Considerations

- i. Most of LUSU Activities will possess and use equipment in their operation. It is the responsibility of the Activity Leader or their delegate to ensure that this equipment is fit for purpose and in good working order.
- ii. For any item that could cause harm if it were not maintained should be considered a hazard and must be maintained correctly. This would include, but is not limited to:
 - a. Safety equipment
 - b. Personal Protective Equipment
 - c. Electrical Equipment
- iii. The following applies to purchases of any equipment that could cause harm if they were not properly maintained:
 - a. Equipment must be purchased from reputable companies.
 - b. Purchases must be made to meet any minimum national safety standards as set out by the Health and Safety Executive or relevant National Governing Body.
 - c. Purchases from new are the preferred option. Where second hand equipment is purchased, it must:
 - i. Be up to the minimum safety standards.
 - ii. Have a guarantee of safe operation.
 - iii. Have proof that it has been checked or serviced within one month of the sale.
 - d. Hiring equipment must be done from reputable companies with a proven track record in safety. Further guidance on this may be sought from LUSU ASO.

6.2 Maintenance

- i. To ensure that equipment is safe to use and maintains the longest life, Activity Leaders must:
 - a. Ensure the equipment is stored suitably and correctly in a dry, secure location. This will also ensure it cannot be interfered with by third parties.
 - b. Check the condition of the equipment before every use to ensure its suitability and it is fit for purpose.
 - c. Ensure that equipment is maintained and serviced where appropriate, Activity Leaders should ensure they have sufficient budget to allow for this. This includes, but is not limited to:

- i. Portable Appliance Testing (PAT)
 - ii. Servicing of equipment including motors
 - d. Remove equipment from use if it becomes damaged or has not been serviced within the correct period.
 - ii. Any equipment that could cause harm if it were faulty should be recorded. There is guidance on how to do this on the LUSU Website. Any record must detail:
 - a. Item
 - b. Date of Purchase
 - c. Condition of purchase
 - d. Lengthy of Warranty
 - e. Maintenance schedule and service history, including certificates issued.
 - f. Repairs
 - g. Removal from use
- iii. It is important to maintain this log, as, if a piece of equipment fails and causes harm, the Activity Leader needs to be able to demonstrate it was safe. If this cannot be demonstrated, the Activity Leader, or Activity, could be considered negligent and personally liable.

7 Insurance

7.1 Details

- i. It is a requirement that all of LUSU's Activities are adequately insured to minimise the risk of loss through negligence. There are also certain legal obligations that LUSU has in this respect.
- ii. LUSU's insurance certificates are displayed in the LUSU Building. Copies are held centrally and may be requested by contacting the LUSU Financial Controller or LUSU ASO.
- iii. Activities, Activity Leaders and members will be protected by the various insurance policies provided they follow this Framework and related safety documents and protocols.

7.2 Public Liability Insurance

- i. Public Liability Insurance is the general term for any liability coverage for claims brought against the insured by a third party or member of the public.
- ii. This ensures LUSU is insured against loss through claims by third parties due to accidental harm or damage to property that occurs.
- iii. This covers approved and risk assessed Activities of LUSU.
- iv. Any new activities or travel abroad must be notified to the LUSU ASO.

7.3 Motor Insurance

- i. Motor Insurance is a mandatory policy as part of prevention of public liability to protect the general public from any accident that might take place on the road. It is a legal requirement
- ii. This is a specialist policy to cover vehicles hired for LUSU's Activities.
- iii. This policy does not cover the personal vehicle of LUSU's members and staff.
- iv. The details of how to register for this can be found on the LUSU Website.

7.4 Employer's Liability Insurance

- i. Employer's Liability Insurance is the coverage that LUSU is legally required to have to meet the cost of compensation for its employees' injuries or illness whether they are caused on or off site.
- ii. This policy covers all LUSU employees.

7.5 Claims

- i. If an accident happens where a third party is injured or property is damaged, never admit liability or discuss any potential claim; you must refer them to the LUSU Financial Controller.

- ii. For any claims that would be made against the policies, the Activity Leaders and members would need to demonstrate that they had acted in line with relevant risk assessments, safe systems of work and complied with any regulations.
- iii. Any losses, either insurance excesses or full claims, will be recharged by LUSU centrally. This may mean the end of the Activity.

8 Transport & Travel

8.1 Introduction

- i. Without due regard for using reputable suppliers, one of the most significant hazards within LUSU's Activities is the transportation of groups and individuals.
- ii. All Activity Leaders using transport must ensure that all transport and vehicles are booked with reputable companies with an exemplary safety record.
- iii. Any individual, in control of a vehicle, must:
 - a. Hold the relevant qualification
 - b. Have experience in driving this mode of transport.
- iv. All drivers, with the exception of professionally hired drivers, driving in connection with one of LUSU's Activities must be registered with LUSU.
- v. LUSU will keep a record of all registered drivers:
 - a. Driver's licenses and validity will be checked on an annual basis.
 - b. Copies of registered drivers' licenses will be retained.
- vi. For any trip outside of the local area, the Activity Leader should keep a record of those travelling and provide a copy of this to LU Security before leaving campus.
- vii. There is guidance on travel, driving and hiring vehicles on the LUSU website.

8.2 Travel Abroad

- i. Any of LUSU's Activities that take place outside of the UK carry with them further risks that would not exist otherwise. As a result of this, it is necessary for further protocols to be in place.
- ii. For trips abroad, the Activity Leader must ensure that:
 - a. Details of the trip and their details are logged with the LUSU ASO.
 - b. A risk assessment is completed for both travel and activity to be undertaken whilst abroad
 - c. All members of the trip have:
 - i. Travel insurance.
 - ii. European Health Insurance Cards, for trips within the EU.
 - iii. Appropriate visas for international travel.

8.3 Driving a Personal Vehicle

- i. To drive a personal vehicle in connection with one of LUSU's Activities, a driver must:

- a. Hold a driving license that allows them to drive in the UK
- b. Register the vehicle with LUSU, demonstrating that:
 - i. It is roadworthy including necessary vehicle tax.
 - ii. There is adequate motor vehicle insurance in place.
- ii. Staff, who are using their own vehicle in connection with LUSU's business, must also:
 - a. Ensure that the vehicle is covered by motor vehicle insurance in connection with the driver's business.

8.4 Driving a Hired Vehicle

- i. To drive any hired vehicle, a driver must:
 - a. Be driving for one of LUSU's Activities groups.
 - b. Be over the age of 21 and under the age of 70.
 - c. Hold a full UK Driving License or, where permitted, a license that allows them to drive in the UK
 - d. Have two years driving experience.
 - e. Ensure that:
 - i. The vehicle is roadworthy including necessary vehicle tax.
 - ii. There is adequate motor vehicle insurance in place.
- ii. In addition, to drive a minibus, a driver must:
 - a. Hold the relevant driving qualification.
 - OR
 - b. Meet the following conditions, as part of the Community Permit scheme:
 - i. Have completed a Lancaster University minibus driving assessment for vehicles.
 - ii. Ensure the vehicle has a maximum gross weight not exceeding 3.5 tonnes. This increases to 4.25 tonnes for vehicles including specialised equipment for the carriage of passengers with disabilities.

8.5 Driving a Towing Vehicle

- i. To driver a towing vehicle, a driver must:
 - a. Hold the relevant driving qualification.

9 Working with Vulnerable Individuals

9.1 Introduction

- i. LUSU is bound by the Lancaster University policy for safeguarding vulnerable individuals. They are defined as follows:
 - a. Children
 - i. Anyone under the minimum school leaving age.
 - b. Young people
 - i. A person past school leaving age but less than 18 years old.
 - c. Vulnerable adults
 - i. A person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation.
 - ii. Adults may be vulnerable due to: old age or frailty; mental health; or learning or physical disabilities.
- ii. It is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and LUSU recognises its responsibility to safeguard such individuals, by a commitment to practice which protects them.
- iii. LUSU's Safeguarding Policy, which can be found on the LUSU Website, details the procedures LUSU undertakes in respect of safeguarding the children, young people and vulnerable adults engaged within project activity.
- iv. All volunteers working with these groups will attend a relevant training session on child protection or working with vulnerable groups.

9.2 Disclosure & Barring Service

- i. When working with vulnerable individuals, often there is a need for individuals to undergo DBS checks. These checks demonstrate where an individual has a police record during their time in the UK.
- ii. The results of these checks may mean that an individual is not suited to working with vulnerable individuals.
- iii. Activity Leaders or participants of LUSU's Activities will undergo an enhanced DBS check, where permissible within the law, when involved in the following circumstances:
 - a. Where the Activity Leader or participant of LUSU's Activities is working with vulnerable individuals involving close and unsupervised contact and continuous supervision cannot be guaranteed.

9.3 Working with Schools

- i. The class teacher or nominated person retains ultimate responsibility for the young people in their charge.
- ii. Schools will declare whether:
 - a. Activity Leader or participant of LUSU's Activities will be supervised at all times.
 - OR
 - b. There are periods of unsupervised contact and continuous supervision cannot be guaranteed.
- iii. Where individuals are left unsupervised, the Activity Leader or participant of LUSU's Activities will have undergone an enhanced DBS check.

9.4 Working with Young People

- i. Activities delivered to young people, engaged as part of LUSU's Activities, will be age appropriate.
- ii. LUSU retains responsibility for the safe delivery of activity.
- iii. Activity Leaders or participants of LUSU's Activities will not work with young people unsupervised.

9.5 Working with Vulnerable Adults

- i. Activity Leaders or participants of LUSU's Activities may work with vulnerable adults without supervision from a third party but must not do so alone; a minimum of two participants are required.
- ii. All unsupervised visits to vulnerable adults will be arranged directly by LUSU.