Rules and Safety Handbook

Those running a society or committee have a duty of care in law to ensure the safety of its members and any other people who may be affected by its activities and events. Therefore, if you organise an activity for people, you need to take the necessary precautions to keep the activity safe - otherwise the society could be liable for any accidents and injuries which occur as a result. You must also report any accidents/incidents to the Students’ Union.

At the beginning of the year, all committee members are asked to read and accept this Rules & Safety Handbook (this is a tick box on your online committee details form). This is to agree that you’ve read through this guide and you understand the necessary steps you need to take to ensure that your activities are safe and sound! There are key staff members to help you – please email society.coordinator@sheffield.ac.uk for advice and help.

Society and Committee Insurance
Your society or committee is covered for its ‘usual activities’ under the Students’ Union’s public liability insurance. Member-to-member cover is included (e.g. one ballroom dancer crashes into another, causing injury) but Members are not insured against accidental injury or loss, nor for loss or damage to personal effects. (Members can obtain their own personal accident insurance if they wish.) Public liability insurance provides cover for injury or damage to people or property, however it would only pay out if negligence can be proved against your society or the Students’ Union. Successful claims increase the cost of premiums and potentially damage the reputation of the Students’ Union.

Negligence means the failure to use reasonable care, which results in damage or injury to another.

This insurance is essential for your society or committee in case:
- There is an accident or injury in your society/committee, and
- Your society/committee is blamed, and
- The person involved is seeking compensation.

IMPORTANT: This insurance only covers your society or committee for its ‘usual activities’ - these are the activities that were detailed in the original ‘new society application form’ and in your Constitution, as well as any other conditions that were applied at the time of approval/registration.

You can find your Constitution on the Society Support Hub or contact activities@sheffield.ac.uk if you need help finding this information.
**Equipment**

It is your responsibility and legal duty of care to ensure the any equipment that your society or committee owns and/or uses is safe and regularly inspected. If you fail to regularly inspect your equipment or if your equipment is not safe for use, you’re putting your participants at risk. Remember that:

1) You should visually check/inspect your equipment regularly (e.g. every 3-12 months depending on the type of equipment)
2) If you are using electrical equipment as part of your activities, it must be PAT-tested (Portable Appliance Testing). PAT-tests certify that your electrical equipment isn’t faulty and is safe to use. You can pete.brenchley@shef.ac.uk to arrange PAT-testing;
3) The people using your equipment should be adequately experienced or trained to do so.

If you have any concerns about the safety of your equipment, or training needed to use it, please contact society.coordinator@sheffield.ac.uk.

Most society or committee equipment belongs to the Students’ Union and is therefore insured by the Students’ Union. All your equipment must be listed annually on your Committee Details Form Part A. You can insure any additional equipment that you buy throughout the year by submitting details of the item(s) to society.coordinator@sheffield.ac.uk. If this equipment is damaged, lost or stolen, a claim can be made (so long as reasonable precautions have been taken to protect the equipment). The excess the society or committee would pay is £100. However, equipment is not covered if:

- It is damaged during use.
- It is left overnight (7pm-8am) in an unattended vehicle.
- It is left in a locked vehicle during the day but not covered up.

- It is not locked away (e.g. in a house/locker/cupboard).
- It does not belong to the Students’ Union, even if it belongs to society or committee members.

**External Equipment:** If you wish to hire or borrow equipment externally, contact society.coordinator@shef.ac.uk to arrange extra insurance cover. Items from outside the EU that don’t carry the CE symbol must not be used. All ladders, scaffold towers, step-ladders, step-stools must be registered and tagged. If your society have one of these items please let us know and we will help to arrange this.

**First Aid**

If you require First Aid cover for an event, then contact the St. John’s Ambulance Society (Sheffield Links) for a quote on providing first-aid cover: sheffieldlinks@gmail.com. If you feel your members would benefit from First Aid training to make things safer for your society or committee (e.g. for your usual activities or your trip abroad) then contact society.coordinator@shef.ac.uk who may be able to place you on a free course, giving you an accredited First Aid qualification.

**N.B. For events which require extra safety, you can borrow First Aid kits and high visibility jackets – just ask at the Activities Zone Desk.**

**Recording Accidents & Near Misses**

Any accidents, incidents or near misses (unplanned events that did not result in injury, illness, or damage – but had the potential to do so) that occur during society or committee events or practice sessions must be reported within 24 hours. You must complete an Accident Reporting Form (you can find this on the Society Support Hub) and submit this to society.coordinator@shef.ac.uk.
Participation and Medical Statements
For some activities involving risk, it is advisable to ask members to complete a Participation & Medical Statement. This is to make it clear they agree to take part in an activity which involves an element of possible risk and asks them to inform activity organisers of any medical conditions which may affect their safe participation in activities. However, this still means you have a duty of care in law to ensure any activities you organise are as safe as possible, with a risk assessment being submitted.

*Please see the example ‘Participation and Medical Statement’ for a useful template which can be adapted, located in the Society Support Hub: sheffieldsu.com/societysupport

Non-student Members and Associate Membership of the Students Union
Society and committee constitutions do allow non-students to become members; however non University of Sheffield students must become ‘Associate’ members. This costs £10 and can be done by submitting an application form at the Welcome Desk. There is no charge for Sheffield Hallam University students if they apply showing their Hallam Cards.
However, as with claims made by student members, if such a person were to cause injury to someone else or damage their property, then a claim under the Students' Union's public liability cover would only succeed if negligence could be proved against the Students' Union, not the person.

N.B. Only University of Sheffield students can hold the four ‘executive’ positions of a committee (President, Secretary, Treasurer, Inclusion Officer). Associate or Life members of the Union can hold optional committee roles.

Consent for Photographic/Filming at Society events
It can be really useful to take photos or videos at your event. You can use them afterwards to publicise your activities and people often like to see photos of their Society or Committee having fun together. However, you should make sure the people you are photographing/filming are happy with this and understand how the images will be used. Remember that people might have their own reasons for not wanting themselves to be photographed/filmed, and it is important to respect this. It is particularly important to make sure that everyone knows if the images or footage might be used on a website or on social media.

With this in mind we have produced a simple consent form which you can ask your members to sign: Filmimg and Photography Consent Form.
If you are organising an event for non-Society members you can let those attending know they are being photographed/filmed by:

- Displaying signs at the event – this is one our Events Team use.
- Advertising in the publicity for the event
- If practical, making an announcement.

Photographs, videos and other media (e.g. audio) in which individuals can be identified can be seen as personal data in the eyes of the law, and must be taken, stored and used in line with data protection principles. This means that:

- They must only be used for the purpose they were taken for, and no other purpose. So, if you took the photos to help your Society to publicise your activities, you should only use them for this purpose.
They must be suitable for the purpose they are taken for, and not excessive. So, for example, in order to publicise your Society you probably don’t need hundreds of photos of the same person, or photos of someone doing something which is nothing to do with your Society’s activities.

They must not be held longer than necessary. So, once they have been used as intended, you should no longer keep the photos.

They must be destroyed if the people in them ask you to destroy them.

They must be held, and disposed of, securely so that they don’t end up in the hands of a third party.

_N.B. In most cases, it is against the law to take and use photos of people without their consent. There are some exemptions to this – photos and videos can be taken and used without consent if they will be used for journalistic, literary or artistic purposes that are in the public interest but you shouldn’t rely on this unless you are sure it applies to your Society._

**What is a Risk Assessment?**

As organisers of activities, societies and committees have a duty of care in law to assess the risks associated with the activity or event and take appropriate measures to reduce those risks as far as is reasonably and practicably possible. This is where a risk assessment form comes in! This is a written checklist which ensures that you are conducting everything as safely as possible, so that the chance of accidents is minimised or avoided – you’ll submit to your relevant SU staff member. In the event of an accident or incident, you’ll be asked to produce this documentation.

There may be some instances where you simply need to ‘adhere’ to a risk assessment that’s already on the Society Support Hub - please get in touch and ask if you’re not sure.

**How Do I Complete a Risk Assessment?**

Think of a risk assessment as a checklist form of how safe your activities are. You are, quite literally, assessing the risks. There are some real-life society examples below and a blank template and the end of the handbook.

**First**, you’ll need to complete the basic information at the top of the risk assessment. This includes your group name; date; the name and location of your activity; the name and contact details of the person completing the risk assessment; the names of anyone else consulted.

- If your risk assessment is covering a variety of dates, make sure all dates are covered, e.g. 1st July 2017 – 31st June 2018;
- Be specific: remember that your risk assessment will need to be produced in the event of an accident, so ensure all your dates are correct and contact details are accurate.
Next, your risk assessment checklist will ask you for five pieces of information about each ‘risk’. These are:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>What might cause harm?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk</td>
<td>Who might be harmed and how?</td>
</tr>
<tr>
<td>Control Measures (Existing and Proposed)</td>
<td>What are you already doing to control the risk? What else do you need to do?</td>
</tr>
<tr>
<td>Action by who?</td>
<td>Who is in charge of the making sure control measures happen?</td>
</tr>
<tr>
<td>Action by when?</td>
<td>By what date to the control measures need to be in place?</td>
</tr>
</tbody>
</table>

Let’s take a look at some real-life risk examples from societies:

1. **Dance Society rehearsal**:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Wet dance floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk</td>
<td>Participants might slip or trip, causing injury</td>
</tr>
<tr>
<td>Control Measures (Existing and Proposed)</td>
<td>The floor will be checked before every practice. If any areas are wet or hazardous, it will be swept and dried before use. Participants will be advised to wear sensible shoes at all times.</td>
</tr>
<tr>
<td>Action by who?</td>
<td>The dance teacher.</td>
</tr>
<tr>
<td>Action by when?</td>
<td>Every rehearsal.</td>
</tr>
</tbody>
</table>

2. **Duke of Edinburgh Society Peak District walk**:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Bad weather when walking in the Peak District.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk</td>
<td>Participants may get injured from slips, getting cold, hypothermia.</td>
</tr>
<tr>
<td>Control Measures (Existing and Proposed)</td>
<td>The walk will be cancelled if weather conditions are bad on the day. Students will be advised to wear appropriate clothing, including sturdy footwear.</td>
</tr>
<tr>
<td>Action by who?</td>
<td>Eric Thomas (President)</td>
</tr>
<tr>
<td>Action by when?</td>
<td>07/06/2017</td>
</tr>
</tbody>
</table>
3. History Society trip to York:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Large number of students in an unfamiliar city.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk</td>
<td>Participants may get lost.</td>
</tr>
<tr>
<td>Control Measures (Existing and Proposed)</td>
<td>The trip leader will take all participant names and phone numbers on the coach, and will take a register before departing York, to ensure all participants have returned. All participants have the trip leader's mobile number and a map of York with the coach drop-off point clearly labelled.</td>
</tr>
<tr>
<td>Action by who?</td>
<td>Catherine Wright (Secretary - trip leader)</td>
</tr>
<tr>
<td>Action by when?</td>
<td>08/04/2017</td>
</tr>
</tbody>
</table>

**Top Tips**

- Think of a risk assessment as a checklist of how safe your activities are;
- Keep an electronic copy for easy updating and send your risk assessment through to society.coordinator@shef.ac.uk who will let you know if amendments are needed;
- Don’t get bogged down in minor details but think about the main risks posed;
- Do your risk assessment as a group, maybe in a committee meeting;
- Be completely honest – don’t say you’re going to do something in your risk assessment if you can’t do it!

If you have any questions or just need some advice, email: society.coordinator@shef.ac.uk

**Higher-risk (or red) activities**

If your Society or Committee is listed below, then your risk rating is ‘Red’ – this is because your usual or regular activities are higher risk than other groups’. Therefore, you must:

a) submit an annual risk assessment; and
b) attend risk assessment training or arrange a meeting with Tim: society.coordinator@sheffield.ac.uk.

As well as your annual risk assessment, you may also need to submit a risk assessment for one-off higher risk activities throughout the year. As an example, Dance Society will produce an annual risk assessment detailing their usual classes (as a ‘red-risk’ society) but will also submit a specific risk assessment for a national competition.
“One-off” activities
If you’re planning on undertaking a “one-off” activity, you may need to complete a risk assessment and/or take specific precautions in order to keep those affected by your activities safe - and to comply with SU’s insurance requirements.

There’s a big range of activities that may require a risk assessment. To help you, please look at the list below for the rules relating to some of the most common activities. Just click on the activity that your Society or Committee wants to do for the rules or guidance around this.

If you need further advice or support, or want to do something that isn’t on the list below and hasn’t already been risk assessed as part of your usual activity as a ‘red risk’ society, please contact: society.coordinator@sheffield.ac.uk.

Activity:

Activities Involving Food: e.g. cake sales, baking, BBQ & picnics, cooking (member to member).

Balls: e.g. Society & Committee Balls.

Campaigning Activities: e.g. stalls, awareness-raising & petitions – our Campaigns team are here to help.

Creative Activities: e.g. craft activities, make-up & beauty, cocktail-making, circus skills.

Dance Rehearsals, Performances & Competitions: e.g. for all dance styles, rehearsals & performances, attending competitions.

Education & Self-help.

Events in the SU: e.g. our Events Team are here to help.

External Speakers.

Fitness and Mind & Body Activities: e.g. yoga, pilates, zumba, lishi tai chi.

Fundraising Activities: e.g. fundraising and RAG.

Hazardous Activities: e.g. fireworks, bonfires & inflatables.

Hiring a Vehicle and Driving Cars & Minibuses

Making a Claim under the Students’ Union’s Insurance Policy: guidance

Manual Handling

Meetings, Workshops & Debates: e.g. meetings, workshops, revision meetings, debates.
Receiving Payments for Services Provided

Social Activities: e.g. board-games, paint-balling & laser-quest, film screenings, meals out, religious activities.

Socials Involving Alcohol: e.g. bar crawls.

Sport

Trainers and Instructors

Trips Abroad: e.g. with & without a Tour Operator.

Trips in the UK: e.g. day-trips, residential trips, camping, hiking.

Volunteering with Under-18s and Vulnerable Adults

Well-being Support services

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Sheffield Students’ Union Activities Risk Assessment

Need help with your risk assessment? Visit www.sheffieldsu.com/zoneonline/safety or contact your designated staff member (For Societies/Committees: society.coordinator@sheffield.ac.uk)

<table>
<thead>
<tr>
<th>Society/Committee:</th>
<th>Date of Risk Assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event/Activity:</td>
<td>Completed by (Name/Position):</td>
</tr>
<tr>
<td>Event/Activity Location:</td>
<td>Contact details (telephone &amp; email):</td>
</tr>
<tr>
<td>Date of Event/Activity:</td>
<td>Other Persons Consulted (if any):</td>
</tr>
</tbody>
</table>

### SIGNIFICANT HAZARDS

<table>
<thead>
<tr>
<th>What might cause harm?</th>
<th>RISK</th>
<th>CONTROL MEASURES: EXISTING AND PROPOSED</th>
<th>Action by who? Person(s)</th>
<th>Action by when? Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>What are you already doing to control the risk? What else do you need to do?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>