

Health & Safety Requirements

All affiliated clubs and societies are covered by the FXU insurance policy while training, competing as well travelling to and from official club activities. Societies and clubs must take responsibility for their own health and safety. Each society must produce a risk assessment and code of practice. The Sport and Recreation Co-ordinator and the Health and Safety Adviser are available to provide help and guidance.

Risk Assessment

As a club committee you have a duty of care to ensure the safety of those attending your activity or event (participants and spectators). This requires you to complete a risk assessment, which involves recognising hazards and how they may affect the individuals involved so that an activity can be conducted in a way that is as safe as is 'reasonably practicable'.

The process can be broken down into six sections:

1. Identify all the clubs activities:

Training, matches/games, transport, meetings

2. Identify who can be harmed:

Participants, spectators, members of the public, novice participants. Pay particular attention to activities involving novice members, people with existing injuries and those with disabilities, since these people may be more vulnerable.

3. Identify possible hazards:

Uneven/unkept playing surface, adverse weather, confined space, slips/trips/falls, manual handling, drowning, equipment, moving vehicles, poor participants poor fitness (this list is not exhaustive)

4. What precautions and risk control systems do you have in place?

If the result of the hazard and risk coming together is significant the risk must be controlled or the activity does not proceed.

Risk levels should be reduced by applying the following principles: (Examples in brackets are for surfing)

- 1) Try a less risky option (Surf at beaches that has lifeguard cover)
- 2) Prevent access to the hazard (choose a safe surfing area away from rip tides or rocks)
- 3) Organise your activity to reduce exposure to the hazard (Limit surfing time to reduce exposure to the sun)
- 4) Issue personal protective equipment (Advice surfers to wear sun protection)
- 5) Provide welfare facilities (Group leader to have a first aid kit)
- 6) Consider training, instruction and supervision

The main aim is to make all risks as low as possible by adding to the precautions as necessary and making sure that they are put into operation. You must do what is reasonably practicable to achieve this. It is worth noting that even after all precautions have been taken some risk usually remains.

5. Record you findings

Use the blank risk assessment to record all the information. The record of your assessment needs to show that:

- A proper check was made
- You considered who might be affected
- You dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable and the remaining risk is as low as possible

6. Review the assessment

All Risk Assessments must be kept up to date and reviewed at least annually to ensure that they remain valid or in the event of significant change. Factors that mean you **must** review your risk assessment sooner include:

- A change in legislation
- A change in precautions
- A major accident / incident
- Any significant change in the activity or environment in which it takes place
- Any other reason that makes you suspect that the original assessment is no longer valid or could be improved.

Once completed your risk assessments must be submitted to the Sport & Recreation Co-ordinator (who works closely with the campus Health & Safety Officer) for approval to ensure that student activities implement good safety practice and legal compliance.

Code of Practice (CoP)

From the risk assessment a code of practice is written. This is a statement of safety standards, precautions and systems for the activity you have chosen and developed for the club or society. CoP's are important for the continuity between committees to and to provide information for the new committee. It can be given to new members as part of the induction / welcome process and sets acceptable standards for the whole club to follow, when followed they make activities safer. A CoP demonstrates that acceptable precautions were taken and provide a defence against claims of negligence.

A typical CoP will include the following:

- Basic safety information
- Induction of novices
- Provision of suitable training and coaching / leadership
- Pre-activity check (*e.g. playing area, equipment set ups and checks*)
- Basic activity rules and guidance
- Information regarding equipment provided by the society
- First aid provision and accident report procedure (*an accident report form should be completed for all accidents and near misses*)
- Emergency procedures (*In the event of an emergency the committee members should take charge. If a qualified first aider is present they should take charge of the casualty. If the accident appears serious contact the emergency services*)