

Health & Safety

WHAT

Health and Safety guidelines and risk assessments may seem like the boring part of running a Club, but they are an essential consideration, whether you are running a training session, playing a game or doing an extra activity. Whatever kind of activity you're running it's better to be prepared and expect the unexpected particularly when it involves outdoor activities, expensive equipment, or alcohol!

As a student led club your committee has a duty of care to its members. To ensure you are fulfilling your duty of care your club must have:

- Completed a ratification form at the end of the previous academic year to officially register your committee and club.
- Up to date risk assessments for all your activities.
- A completed code of practice where appropriate.
- Have submitted leadership registration forms for any person(s) acting in an official leader role.

If you have any concerns over your club's health and safety please contact the office: 01273 642871 studentsports@brighton.ac.uk.

WHO

Your society MUST have a committee member who is responsible for making sure activities are planned and carried out in a responsible and safe way. This may be your President or Captain, or you may have a designated Safety Officer role depending on your sport. It should be someone who is going to be present at most club activities.

By law any individual, group or organisation undertaking any activity, has a duty of care to make certain that all that is reasonably practicable is done to ensure the safety of participants and others likely to be affected by the activity.

WHEN

Health and safety MUST be considered at all times and risk assessment is a compulsory part of the Sports Fed Process. A member of the department will come to a training session and conduct a health and safety audit during the year. This includes things such as all participants having valid Sports Fed Cards, without a Sports Fed card you aren't insured!

WHERE

Accidents can happen anywhere, that's why every possible risk must be prevented to minimise and stop the chances of anyone getting hurt.

WHY

Duty of care means that, while you cannot guarantee the safety of others, you agree to act responsibly towards your colleagues and friends and not injure them through negligent acts and omissions.

Look after each other! Many activities can be made safer through common sense precautions and a little forward planning.

HOW

This is achieved by filling out a Risk Assessment at the beginning of the season and then making sure the committee are familiar with it. You should also work out whether you have any first aiders and if not who you will book on to the Sports Fed first aid course at the start of the year. If you are going to be doing anything outside club activity (ie. Tour) you need to fill out a trip form so that the department can log the details.

The Safety Officer should also make sure that there are people in charge of looking out for the safety of others at events.

Any large events **MUST** have a First Aider on site. If you require a First Aider or would like to receive the training please the office.

LINKED SECTIONS

Risk Assessments Toolkit

Trip Form

Risk Assessment Form

Leadership Form

Accident/Incident Form

Insurance Policy

Serious Incident Policy

Trip Policy