

QUICK GUIDE TO HEALTH AND SAFETY

WHY IS THIS GUIDE IMPORTANT?

Health and safety doesn't have the most exciting reputation and we aren't planning on adding lots of red tape. Instead this is a quick guide to simple steps, which we should all take to increase the safety of anyone joining in with your group and/or its events. Note, that guidance from the Student's Union takes precedence over this document.



THE BASICS OF HEALTH AND SAFETY

Risk assessments

You create a risk assessment ahead of an activity to help identify potential risks, judge their severity and likelihood, and to help decide which measures to put in place to reduce the risk.

There are five steps to creating a risk assessment:

- Identification – Figuring out what the potential risks there may be for your activity.
- Assessment – Taking the list of risks and looking at what their impact would be. Giving it a score for likelihood and severity.
- Control measures – The steps you will take to make a risk less severe or less likely.
- Residual risk – The remaining risk with your control measures are in place.
- Response – This is your plan for if an incident occurs despite your control measures.



Make sure you bring your risk assessment along to the activity it was designed for. This way you can update it if new risks come to light and also look back at the control measures and responses you had planned.



Wellbeing of participants

When people come along to an event, there are some things that they take for granted. These can vary depending on the season and event, but as a minimum we would advise you make sure there is access to drinking water, toilet facilities, seating, shade or shelter, hand washing (or hand sanitiser), and first aid provision. If for whatever reason these can't be provided then it is a great idea to find out where they can be accessed nearby.

Another thing that be of use is collecting a sign in sheet. You can also ask them to join a social media group at this point, or for their contact information and consent to be added. While people sign-in you can also ask them to share verbally any relevant pre-existing medical conditions, and the response they advise you take if a medical situation occurs.

Communicate risks and control measures

Introducing your event, and the activities you have planned, is a chance to discuss any tools and techniques your participants may not be familiar with, as well as sharing some of the outputs of your risk assessment. By sharing information about the control measures you have in place and any residual risks you can boost the safety of your event.



MORE INFORMATION

Access more guidance from the Student's Union, National Council of Voluntary Organisations and the UK government run Health and Safety Executive.