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# Safety Framework

## 1 Introduction

Lancaster University provides for the recreational and social needs of its students through the provision of facilities and activities supported and promoted by the constituent organisations of LUSU and LUSU's project based outreach programmes.

Lancaster University recognises a responsibility towards students involved in activities whether they are organised by LUSU or pursued independently. Through the University Policy for Safety in Sport and Student Activities clear procedures exist. In this LUSU, Sports Centre and Estates Office will undertake to agree on a defined set of criteria aimed at reducing the risks attached to such activities.

This safety framework is intended to provide recommended safe practices for both the constituent organisations of Lancaster University Students Union (LUSU), their associated activities, and any project based outreach programme.

The term 'Constituent Organisations of LUSU' is defined as all LUSU committees, organisations and groups operating under the LUSU constitution and also all recognised and affiliated Clubs and Societies.

The term 'Project based outreach programme' refers to any programme and associated activities of the type currently undertaken by LUVU, Create and Green Lancaster.

The term 'Officers' refers to all student officers of LUSU and its constituent organisations.

The term 'Staff' refers to LUSU staff members.

The term 'project co-ordinators' refers to those individuals taking the lead role in any project based outreach programme.

The term 'Members' means members of LUSU and/or its constituent organisations.

The aim is to ensure the highest possible standards in safe practice within the constituent organisations and project based outreach programmes both off and on campus.

### 1.1 The Role of the University

The role of the University is focused on advising LUSU on safe practice within the activities of its constituent organisations and project based outreach programmes.

The University is in no position either in terms of resources or constitutionally, to attempt to manage the procedures within LUSU. However, it does accept legislative responsibility to ensure and monitor safety within the organised activities of LUSU.

The University ultimately reserves the right of veto over any activity undertaken by any of the constituent organisations and/or project based outreach programmes within LUSU. The General Manager as the senior permanent officer of LUSU is responsible for ensuring compliance with safety policies and is empowered to act either in person or through a nominee.

In keeping with its duty of care, the University should help LUSU develop its procedures through liaison with the University Safety Office and regular joint appraisal meetings with the Sports Centre and Estates Staff. 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 as well as an opportunity for LUSU to express the concerns of its committees.

The University's aim is to support and encourage the development of a framework. To facilitate this, the University will where possible, offer advice and consider the financial implications of safety in agreeing LUSU's budget.

## **1.2 The Role of LUSU**

LUSU has operational responsibility for the activities of its constituent organisations and project based outreach programmes as well as the facilities under its control.

LUSU has a duty of care to ensure that its officers, the committee members of the constituent organisations, and the project co-ordinators leading project based outreach programmes who are responsible for organising activities, take all appropriate safety measures. It is effectively the manager of the safety systems. LUSU, via the General Manager, will ensure that it has appropriate administrative mechanisms to cope with the demands of such safety procedures.

## **1.3 The Role of the Activity Group; the Constituent Organisation**

Officers, staff, committees and members have a crucial part to play in ensuring risks are assessed and managed before activities take place. Officers and committees should be aware of the implications of duty of care as it relates to their activity or activities and be both familiar with this safety framework and any guidelines published and adopted by governing organisations such as the National Governing Body Codes of Conduct summary published by the Universities and Colleges Sport (UCS formerly known as BUCPEA). Failure to fulfil roles and responsibilities towards safety may result in disciplinary action and this may result in LUSU recognised status being withdrawn. Officers of these constituent organisations should also be aware of their responsibility to disseminate information through the membership of their organisation and proactively work towards the

development of safe practices within the organisation. All constituent organisations of LUSU should have an officer with designated responsibility for safety on their committees.

#### **1.4 Project Based Outreach Programmes**

The Project Co-ordinator must ensure all risks are assessed and managed before activities take place. Both Project Co-ordinators and Project Volunteers should be aware of the implications of duty of care as it relates to their activity or activities and be both familiar with this safety framework and any guidelines and policies that impact on the safety of those individuals and third parties in relation to the project activity.

Failure to fulfil roles and responsibilities towards safety may result in projects being suspended and or the removal of individuals from a project. Project co-ordinators should also be aware of their responsibility to disseminate information through training and briefings and proactively work towards the development of safe practices. All project volunteers should be made aware of the person with designated responsibility for safety in relation to their project.

#### **1.5 Conclusion**

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

### Why does the Safety Framework exist?

Everyone involved in the delivery of activities, including the University, LUSU, executive bodies, project co-ordinators and participants, holds a duty of care with everyone else. This document has been created as part of the duty of care that LUSU and the University holds with the constituent organisations and their members.

This framework is intended to create systems of safe practice to be adopted and implemented by the constituent, recognised and affiliated organisations of Lancaster University Students (LUSU) in the planning and delivery of their activities; including those volunteers involved in project based outreach programmes.

The aim is to remove, or at the very least, reduce the possibilities of injury occurring through negligence on our behalf.

Every effort has been made to ensure that the framework is as comprehensive in its approach to the types of activities and their associated risks as possible. This has in turn led to the creation of new and sometimes complicated procedures.

It is critical that all involved understand and accept their responsibilities in respect of safety and approach the planning and delivery of activities with safety in mind. There is no room for complacency at any level.

The Framework has been designed to:

- Involve the University in the issue of safety within student activities.
- Remove the culpability of individuals.
- Ensure that novice participants are monitored and receive sound instruction in relevant basic skills.
- Create a situation where safety is a valid and important consideration to everyone, encouraging activity leaders and organisers to assess and manage associated risks.
- Emphasise personal responsibilities and the awareness of the actions of others in relation to the retention of life and limb.

Duty of Care Statement:

*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.*

### **2.1 LUSU's Role in the Management & Support of Health & Safety in Activities**

- a) To keep up to date on changes in legislation which directly or indirectly affect any or all student activities
- b) To communicate to all relevant areas of student activity all legislation, policy or procedure relating to health and safety via appropriate methods.

- c) To provide support and guidance to constituent organisations and project co-ordinators in relation to risk assessments, food safety, and off campus trips.
- d) To provide training opportunities with external bodies to constituent organisations and project co-ordinators in relation to first aid and other relevant safety courses as required by organisations in order to maintain their activities safely.
- e) To provide personal accident and public liability insurance.
- f) To ensure that all coaches and instructors are registered with LUSU and are qualified and insured.

***LUSU has a strong commitment to Health & Safety and will regularly monitor the above through the LUSU and University Health and Safety Committees.***

## ***2.2 Activity Groups' Role in the Management & Support of Health & Safety in Activities***

The activity groups are defined as the following:

- a) Clubs and Societies
- b) Sub-committees of the Union
- c) JCR's
- d) Project based outreach programmes; LUVU, Create, Green Lancaster

Elected executive bodies and project co-ordinators are required to proactively engage with the management of Health & Safety for their activity group. To achieve this they must address the following key area:

In the case of affiliated groups; identify an executive officer with designated Health and Safety responsibilities. In the case of high or medium risk activity groups as identified by LUSU (see the list on the Safety section of the Execs area of the Activities website) a Safety Officer would need to be appointed. For other groups, including low risk activity groups and JCR's, this will need to be determined by the group and identified to the Student Activities Office. In the case of project based outreach programmes; the project co-ordinator should be identified as the person with health and safety responsibilities in each project.

**2.2.1 The responsibilities of the executive officer and project co-ordinator with designated Health and Safety responsibilities will include all of the following:**

- a) To familiarise themselves with all the relevant LUSU safety documents (for clubs and societies these are available on the Safety section of the Execs area of the Activities website) and regularly check for any updates.
- b) To identify and resolve any Health and Safety issues that may arise during the planning of projects, events, and activities.
- c) To undertake risk assessments for each activity or project and produce clear systems of work from the assessment.
- d) 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.
- e) To ensure that where appropriate all students are effectively supervised and managed through the activity or project.

The executive officer with designated Health and Safety responsibilities for clubs and societies are also required:

- a) To provide up to date contact details to the Student Activities Office. If the person or the contact details change they must also immediately update the Student Activities Office with the new information
- b) To communicate to the whole exec all Health & Safety matters on a regular basis.

The full list of responsibilities for the Safety Officer (or executive officer with designated Health and Safety responsibilities) is in Appendix 1.

## **3 Risk Assessments and Code of Practice**

### ***3.1 What is a risk assessment?***

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. 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.

### ***3.2 Why do risk assessments need to be done?***

In all activities there is an element of risk and this needs to be minimised for the safety of all participants. In British and European law all organised groups have a legal duty of care to their members, you as the executive of the group and the Students Union as the overseeing body have responsibilities based on the duty of care; risk assessments form part of these responsibilities. It is also in the University Safety regulations that groups must complete risk assessments for their activities.

### ***3.3 When do you need to do a risk assessment?***

The basic answer is that you always need a risk assessment for an organised activity; however LUSU breaks down clubs and societies into three different levels of risk due to their main activities; these are high, medium, and low risk. Each level of risk requires different safety systems; these are as follows:

High risk groups will be inspected and audited by LUSU staff bi-annually to ensure they have suitable safe systems of work in place; the group will be required to review and update their risk assessments as part of this process.

Medium risk groups are required to complete a full risk assessment for all their activities every two years.

Low risk groups who do not currently have any risk assessments are advised, although not required, to also complete risk assessments to cover themselves. If a low risk group changes their activities or starts a new activity that would put them into the medium or high risk category then they must notify LUSU and complete a full risk assessment.

Although audits and documentation review takes place every two years; this does not mean that groups do not need to consider their risk assessments and codes of practice in between. Every time a group changes one of their activities or does a new activity there are new hazards associated with the group and therefore they must reassess their risk assessment and make the appropriate changes.

If you are unsure whether your activities are considered to be high or medium risk then contact Student Activities for advice. All events should also have a risk assessment with equal consideration given to spectators or members of the public attending.

All new projects in project based outreach programmes must be risk assessed and a safe system of work produced before the project activity begins.

### ***3.4 How do you complete a risk assessment?***

As stated above a risk assessment is about identifying the hazards connected with your activities and thinking of ways of reducing the hazard causing an accident. You need to consider all the different activities you do, including trips and socials then identify all the different hazards connected with those activities. A hazard is anything which has the potential to cause harm and can be physical, environmental, or human. The risk is the likelihood of the hazard to cause harm and the risk rating is the two combined. When you have identified all the risks you need to identify the controls. The controls are ways of making the hazard safe, less likely to cause an accident, or cause less harm in an accident. There is a hierarchy of controls with elimination of the hazard as the best option. You will also need to list the actions which will take place to make the control happen; this includes listing who is responsible for each control (ultimately the whole exec is responsible for ensuring all controls happen, however it is easier to organise if individual positions are assigned controls to complete). Appendix 2 & 3 show a blank activities risk assessment form and event risk assessment form. Appendix 4, 5 & 6 explain how to do a risk assessment and complete the forms; they include information on identifying hazards.

### ***3.5 How do you use a risk assessment?***

A completed risk assessment will give you the list of hazards associated with the activity/s, the controls to make them safe, and what needs to happen for the controls to take place and who is responsible for them. This documentation should be stored with the group for future reference and so you can prove the process took place if any legal cases are brought against the group. Now that you have all the information on paper you need to make it all work in practice. The controls and actions will most likely look like a list of procedures that must be followed or a list of equipment which must be used. This information must be given to everyone who is organising or taking part in the event/activity, this will make them aware of any safety responsibilities they have and what the organisers will be doing to make the activity safe. The best way to inform everyone involved of the controls and actions is to write a safe system of work that lists all the procedures to follow and who is responsible for ensuring they happen. This way everyone is clear about who does what and there is no confusion on the day, a large number of accidents happen due to poor communication. It is essential that once the method statement is completed all its procedures are followed for all activities; not following your risk assessment would be considered negligent and will leave you liable to being sued.

### ***3.6 What is a Safe System of Work?***

Clubs and societies have safe systems of work which they refer to as safety codes of practice. They contain the controls and actions from the risk assessment and are a collection of all the safety measures and procedures that members, execs, and officials must follow every time the groups' activities take place. It is essential that once they are completed all procedures are followed for all activities; not following the risk assessment or safe system of work would be considered negligent and will leave you liable to being sued.

### ***3.7 How do you write a Code of Practice or Safe System of Work?***

You should break down your activities into different sections so that whenever you do an activity you will only need to reference the relevant sections rather than the whole document. The controls and actions from the risk assessment need to be put together into clear statements so that all parties are clear as to what needs doing for the activity to take place safely; this will end up as a list of procedures which must be followed. The procedures should include what will happen, where it will happen, who must do it (or is responsible for it happening), and when it will happen. The whole of the risk assessment must be reflected in the code of practice; you will often find that extra information is also required. All participants must be made aware of the code of practice because it will contain procedures that affect everyone.

For clubs and societies Appendix 7 shows a blank copy of a Code of Practice and Appendix 8 explains how to complete a Code of Practice.

### ***3.8 Is there a general code of practice?***

Yes, there is now a general code of practice that ALL groups must follow. It covers a few general activities that all groups are likely to partake in. This is not however to be used instead of the code of practice that high and medium risk groups have, it is to be used in conjunction with them; if there is a conflict between the groups code of practice and the general one, the general one will take precedence. Please make sure you read the general code of practice for all groups; it is in Appendix 9.

## 4 Reporting Accidents

### ***4.1 What needs to be done if there is an accident?***

Accidents happen and when they happen you need to complete an accident report form. The University requires accident report forms to be completed particularly when those who are injured need to be taken to the Accident and Emergency department of the hospital.

If someone participating in your activity is injured in such a way that they are taken to hospital or if they incur an injury that is more serious than a scratch or a cut then you must fill in a form.

If your activity takes place within the sports centre then a form will be completed by a recreation assistant and we will get a copy from them. If an accident occurs on a sports pitch or in another area of the university or off campus then you must fill in an accident form as soon as possible after the accident has happened.

Accident report forms can be obtained from the Student Activities Office. This is an important procedure and will be necessary if the injured person wishes to claim on the insurance so don't prevent them from claiming by not filling in a form.

**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. For full information see section 7.1.**

### ***4.2 What needs to be done if there is a serious incident?***

Occasionally a situation may arise where it is necessary to write a comprehensive report on a more serious incident. This would be something that may lead to further enquiry by an external body.

On such occasions there are often more people involved including the University Safety Office. It is common for risk assessments to be revisited and for safety codes of practice to be re evaluated.

There may also be the added complication of litigation.

If there is a serious incident whilst travelling the trip list that you will have left at the University Security lodge will be of vital importance to the emergency services. You can read more about this in the section on transport and trip lists.

Avoidance of accidents is an area covered by the section on risk assessments and you are advised to familiarise yourself with all aspects of this.

You should also be familiar with the procedures relating to calling emergency services which are explained in the section on First Aid.

### ***4.3 Who do we contact in an emergency?***

In an emergency situation it may become necessary to take immediate and independent action.

**DO NOT USE MOBILE PHONES TO RAISE EMERGENCY ASSISTANCE DIRECTLY WHEN ON CAMPUS.**

If you are on the sports pitches and need an ambulance you must contact University Security first. You may use your mobile phone to do this to save time. The University will contact the emergency services for you.

**UNIVERSITY SECURITY = 01524 594541 AND ASK FOR SECURITY**  
**The procedure for calling the emergency services when on campus can be found in Appendix 19**

In the event of a serious accident or incident either in transit or at a remote location it is important that the appropriate emergency services are alerted for the activity.

Police Fire and Ambulance – dial 999 and ask for whichever one is necessary

To call out a Mountain Rescue team, dial 999 and ask for 'mountain rescue'

To call out the coastguard search and rescue, dial 999 and ask for the 'coastguard'

It is therefore important that the trip is managed effectively and this means putting procedures in place for the trip taking account of the possibility that an emergency may arise.

Considerations:

- Who knows where you are going?
- When are you due to return?
- Who is taking part
- How will changes in the planned itinerary be indicated?
- Who is carrying emergency equipment?
- Who is the contact person in the event of an emergency?

### ***4.4 Does the University need to be told?***

If any of the emergency services are called an able member of the party must call University Security at the earliest available opportunity to let them know what has happened.

#### ***4.5 What should be done if the press arrive?***

If the press arrives on the scene you are advised to say nothing until you have spoken to the University Press Office. The reason for this is that information passed on in the heat of a crisis can often be miss-reported and it is not helpful for parents of injured students to find out on the radio or by having a reporter phoning them for a story when they may not know about an incident themselves. Give details to the University Press Office and they will handle the press.

## **5 First Aid**

### **5.1 Do we need First Aiders?**

It is a requirement that for all activity groups who fall within the medium to high risk categories to have access to a first aider when undertaking their activities. For sports clubs this means training as well as competition. This requirement will be indicated in the activity group's safety code of practice.

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 either call emergency services or arrange for the casualty to be taken to the local A+E department at the Royal Lancaster Infirmary if necessary.

### **5.2 Are there first aid courses?**

LUSU organises First Aid Courses for groups every year and will subsidise the cost. This subsidy is currently 1/3 of the total cost of the course. The individual and the group are expected to contribute the remaining 2/3 of the overall cost. The subsidy is open to 1<sup>st</sup> and 2<sup>nd</sup> years on Undergraduate and Postgraduate courses. Third year students may undertake the qualification but LUSU will not provide a subsidy for this.

The course is an 'Appointed Persons' qualification. This is not a full first aid qualification but is enough to fill the requirements as laid out above. An appointed person's qualification allows the holder to assist a fully qualified first aider. The qualification lasts for 3 years. After this time it must be renewed or reassessed.

Any requirement for volunteers on projects to acquire First Aid qualifications will be assessed on an individual and project basis.

### **5.3 What to do in an emergency?**

If you think that you need to call for an ambulance you must do this via the University security. If you have access to an internal phone then call the operator on '0'. This will connect you to security. If you are using a mobile phone then use the number 01524 594541.

**DO NOT PHONE 999 DIRECTLY**

The reason for this is that security must liaise with emergency services on campus and direct these services to the casualty. See Appendix 19

## **6 Equipment**

Most groups use equipment during their activities; some also have items they hire out to their members. There are two types of equipment that groups own and use; Safety equipment and General Equipment, and they are defined as follows:

- ▶ Safety equipment is equipment that should it not be present (being utilised) and fit for use would significantly endanger the health or life (or lives) of those involved in the activity. Examples of safety equipment include Hockey Goalkeeping kit, life jackets, climbing harnesses and helmets
- ▶ General equipment is all other equipment which the group uses during its activities. For example, martial arts sparing pads which are not safety equipment but must be fit for use.

Any equipment used as part of a project will be suitable for the task and maintained. Volunteers will be trained in the safe use of all equipment where it is used. Volunteers will be provided with Personal Protective Equipment where this is deemed necessary.

### ***6.1 What to consider when buying equipment?***

When buying equipment it is important to research what you are buying. Using rogue websites or auction sites for buying equipment can cause problems with getting poor products which do not work properly or are not up to the full safety standards. When buying second hand safety equipment, it must come with guarantees and certificates to prove it has been checked independently within one month of resale and certified that it is still up to the correct safety standards. Buying cheap products may be cheaper in the short term, however they usually wear quicker and will need replacing fairly quickly, therefore it may not be cheaper in the long term. If you have a national governing body (NGB) then all equipment you purchase **MUST** meet the standards set by the NGB and by the manufacturers. If you hire equipment then this must be from reputable companies with a good safety record.

### ***6.2 Who is responsible for the equipment?***

For Clubs and Societies a specific Equipment Officer may be appointed if the group has a large amount of equipment; the Safety Officer would normally be responsible for the safety equipment. It is advisable to have an exec position which is responsible for the equipment; they would be responsible for ensuring that all the equipment is stored correctly, looked after, and that it all gets returned after use. It is important that all equipment is checked regularly, if not before every use, to ensure that it is still safe to use; equipment could have got damaged during the previous use or during storage. Groups must ensure that equipment is maintained properly and will need to budget for this, any equipment that is not safe or fit for use must not be accessible to

members and stored away until it is repaired or replaced. All electrical items must be regularly PAT tested and this can be organised through the Activities Office.

The same principles apply to the project based outreach programmes and the Project Co-ordinator will take responsibility for all equipment associated with the project.

### **6.3 *Why keep an inventory?***

For all activity groups including project based outreach programmes it is important that an inventory of all equipment is made and kept by the group. From time to time the inventory may be requested by LUSU to check for compliance and also to store for clubs and societies as an archived reference. Project based outreach programme inventories should be held within LUVU.

The equipment should be regularly checked and the condition of it updated on the inventory so that the group can budget for servicing and replacements; this is especially important for safety equipment.

It is important to keep records of all servicing and repairs because if there is an accident the documents would be required to prove that the equipment was safe; you will need to keep your own records together with any paperwork given to you by companies during testing and maintenance. It is recommended that the group keeps a box file that contains all the paperwork connected to the group's equipment; it is also recommended that you have dividers which split the file into years (and possibly terms) so that you can easily track when work was done and when it needs to be done. If equipment is not maintained and someone is injured the exec would be considered to be negligent. Examples of all the forms you will need are in the appendices (Appendix 10-14); they will give you an idea of what information should be included on these forms.

As well as an inventory all equipment should be logged in and out when it is used. There can be a large amount of equipment and it would be impossible to keep track of it all unless there is a log of who has what. If equipment is needed and is not in the group's storage area then it will be possible to track the equipment through the log and locate it. On the log there should be an area where when returning equipment it can be noted that it is damaged, the officer in charge of equipment can regularly check the list and remove damaged equipment to be repaired. This action should be noted on the log as well as when it is returned for use, it is important to have a link between the usage log and the repair log so that the history of the equipment can be fully tracked.

If more than one person can access equipment you will need to keep the equipment log with the equipment and train members to use it; it is important that it does not go missing and that the officer in charge of equipment is able to access the log and trace equipment at any time. If the officer in charge of

the equipment is the only one with access then they can keep the log safe and ensure that it is always completed. An example equipment usage log is in Appendix 11.

#### **6.4 What needs to be done specifically for safety equipment?**

The following must be done when considering safety equipment because of its importance to the safety of an activity:

- ▶ Keep an up to date inventory of all safety equipment including the condition of the equipment and how often it needs servicing. A copy of this must be sent to the Student Activities Office for clubs and societies.
- ▶ Keep records of all repairs and replacement of safety equipment.
- ▶ Regularly check safety equipment to ensure it is still safe and fit for purpose.

Remove all damaged equipment from the members access and organise for it to be repaired or replaced.

- ▶ Create a logging system for the use and location of all safety equipment and where applicable, inform relevant personnel and LUSU of this system.
- ▶ Educate members how to use and look after safety equipment.

**It is essential that equipment is managed properly and is safe and effective; failure to manage equipment for your group could lead to serious injury and the group will be deemed to be negligent and liable.**

## 7 Insurance

Insurance is required by anyone affiliated to LUSU and playing sport or who is engaged in recreational activity. This is a requirement of the University and not optional.

There are two types of insurance.

Public Liability

Personal Accident

### 7.1 What is Public Liability Insurance?

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.

What this means for activities is that if a group or member causes accidental harm or damage to the property of a third party then LUSU may be able to pay out to that third party in respect of damages. However, the constituent organisation will be required to pay the excess on any insurance claim; this is £250 for any public liability claim.

The full public liability insurance terms and conditions are held within the Finance Office in LUSU and in the event of such an accident occurring you should come into the Finance Office and explain the situation.

#### 7.1.1 What does the Public Liability Insurance cover?

LUSU's Public Liability covers the following:

- ▶ Accidental Bodily injury to any person
- ▶ Accidental loss or damage to property

Happening anywhere within the geographical limits during the period of insurance, which are:

- ▶ Great Britain, Northern Ireland, the Channel Islands or the Isle of Man
- ▶ Elsewhere in the world arising out of temporary business visits by employees ordinarily resident in any of the aforesaid countries
- ▶ Engaged in non-manual work

The safe systems of work (codes of practice) are there for a reason and the individuals involved would need to demonstrate that they acted in line with safe system of work or they would be personally liable for any claim made.

Full details of insurance can be obtained from the Student Activities Office.

**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, LUSU, Slaidburn House, Bailrigg, LA1 4YA.**

Another form of public liability insurance is for Motor Vehicle Cover.

## **7.2 Does LUSU have Motor Vehicle Insurance?**

LUSU has motor vehicle insurance for the vehicles hired by clubs, societies, and project based outreach programmes. The insurance is for drivers 21 and over where the excess [the bit paid by the organisation] is £275 in the event of damage being caused.

If you want to hire a vehicle from a vehicle hire company such as Enterprise or Marshall's and you are a club or society you should do this through the Student Activities Office as there are terms and conditions attached to the vehicles being placed on our insurance policy.

Project co-ordinators involved in project based outreach programmes will be able to organise their own hires directly with the hire company.

If you are using your own vehicle to transport members of your activity group you must make sure that your insurance policy covers you to do this. It is your responsibility to do this.

## **7.3 What does the Personal Accident Insurance cover?**

Personal Accident Insurance covers the policy holder against personal injury as a result of an accident.

An insurer will require payment of what is called a premium for a variety of conditions that may form the policy.

The personal accident insurance cover provided through LUSU is very basic and depends upon your accident in order for the policy to pay out. You are strongly advised to make an assessment of your activity and obtain your own personal accident insurance if you wish to have additional cover for physiotherapy, dental treatment etc as the group policy does not cover these things.

### **7.3.1 Why doesn't the LUSU policy cover these things?**

Simple answer...if you think about it Insurers don't like paying out money if they can help it. The least likely something is to happen the cheaper the policy so things like sporting or activity accidents where people may need physiotherapy or dental work the policy would be unaffordable because these things are most likely to happen. The University insists that we provide basic cover but this has to be affordable. The policy cannot cover the detailed variables that all of our activities may require given the diverse range of activity and we have to insure around 3500 people. Therefore the things it will pay out for are things that are generally perceived by the insurers as being less likely to happen.

If you look around you will find that most policies are like ours unless you discuss your specific needs with an insurer where you will find that as soon as

you start to try to insure things that are most likely to happen the premium goes up.

For details on the personal accident insurance policy see Appendix 15.

#### **7.4 Who is covered by LUSU Insurance?**

This depends on which insurance you are talking about; they are as follows:

The Public Liability insurance covers all the constituent organisations and project based outreach programmes including anyone who is involved in an activity which is run by the organisation or as part of the project.

The Personal Accident insurance covers only those people who are registered members of the constituent organisation or project based outreach programme. For clubs and societies membership is defined as a purple card (or non-student card) holder who is registered as a member of that club or society on the LUSU database.

## **8 Transport**

What does this cover?

Coaches  
Minibuses  
Hire Cars  
Personal Vehicles  
Towing Trailers  
Trip List

### **8.1 Why should we use a coach?**

This is by far and away the preferred option for transporting people safely; the advantages are:

- ▶ Qualified experienced drivers
- ▶ Insurance covered
- ▶ Driving hours regulated
- ▶ Fully maintained vehicles

Coach transport is comparatively more expensive and unless you have enough people in your party to fill it the costs can be prohibitive. Coaches also may not be able to undertake certain trips.

#### **8.1.1 What you should look for:**

You should use coach companies:

- ▶ Where all the seats have seatbelts
- ▶ Where the coach company has an exemplary record of safety
- ▶ Where the coach has a good record of maintenance e.g. few breakdowns

It is up to your trip organiser or the person responsible for booking the transport to investigate these criteria.

### **8.2 How do we hire a minibus?**

Minibuses require a driver from your group and the licensing requirements since January 1997 have made it more difficult for people to drive and hire these.

In addition to this it is University Policy that whoever is going to drive for your group must undertake the assessment offered by the University Safety Office. Without having taken the assessment you cannot drive on any University business where a minibus is involved.

Generally speaking most students will not be able to hire a minibus due to the age requirements in terms of the insurance for most hire companies. This is usually 25.

If you are a group recognised by the University and LUSU i.e. an affiliated club or society there are special arrangements in place with insurance that allows drivers aged 21 and over to drive a minibus **BUT** the minibuses must be booked through the Student Activities office. However, you must have a current EU Licence.

### **8.2.1 What do I need to do?**

If you are planning to drive a minibus for your activity group you need to do the following:

- ▶ Fulfil the licensing criteria outline below
- ▶ Undertake the University minibus driver's assessment
- ▶ Attend a briefing meeting explaining the terms and conditions attached to hiring and driving
- ▶ Read and understand this document section
- ▶ Visit the Student Activities Office for advice and to book a vehicle

### **8.2.2 How do I arrange to take the assessment?**

You will need to go to the University Safety Office to register your desire to undertake the assessment. You must take your driving licence with you and **both paper and plastic card will be required**. You may be offered some dates there and then but mostly you will have to offer some times when you will be available and a date and time will be allocated. You will be informed of this. The key is not to leave it to the last minute. If you need to drive by a certain date for your group make sure you have arranged your assessment at least 2 weeks before.

### **8.3 Excess on Insurance – what is it?**

The excess on an insurance policy is the sum that must be paid by the driver in the event of an accident to repair the vehicle. Because of the age of the drivers on the policy the excess is £275 so your group should make sure that it has a spare £275 set aside in case this happens. Drivers with more than 3 points on their licence will not be able to hire minibuses on the LUSU insurance policy. There are different arrangements for the Sports Clubs.

The driver licensing regulations for driving a minibus are in Appendix 16 and give details of the legal requirements for driving a minibus. You need to remember that drivers must be voluntary and can only receive out of pocket expenses when driving.

### **8.4 What are the requirements for using hire cars?**

Very occasionally your activity group may need to transport fewer people and a hire car may be appropriate. Similar rules apply as with the minibuses in terms of insurance and hiring.

You don't need to do an additional assessment.

Clubs and societies must book the vehicle through the student activities office and the drivers licence must comply with the insurance requirements

You should come to seek advice from the student activities office if you think you need to book a hire car.

### **8.5 Can we use personal vehicles?**

If you are using your own vehicle to transport members of your group to an event or anything that is the official business of the activity group then you need to make sure that your own insurance policy covers this type of use otherwise you may not be covered if something happens.

This usually requires you to have business use listed on your insurance; otherwise you will not be covered for use of your car on behalf of your activity group. Many insurance companies include volunteering to drive for an activity as part of the insurance but you need to check with your insurance company. It is very simple to sort out and just requires a phone call to your insurance company to find out if you need business insurance and to add it to your insurance.

Please be aware that if you are using your own vehicle it must also have a valid MOT certificate so make sure before you agree to transport anyone that this is the case. You will be required to produce your current MOT certificate if you are using your own vehicle as transport for clubs, societies, or project based outreach programmes.

### **8.6 What do we need to do to use a towing trailer?**

Drivers who passed their test after January 1997 cannot tow a trailer with a minibus.

For most drivers with basic car driving licences the rules are as follows:

1. The combined MAM weights of the trailer and vehicle when fully laden cannot exceed 3500kg
2. The unladen weight of the towing vehicle must be greater than the fully laden weight of the trailer [GVW or MAM]

So for example, a trailer with a MAM [maximum authorised mass] of 1200kg must be towed by a vehicle whose unladen weight is more than 1200kg but whose MAM is not more than 2300kg.

If the combined weights exceed 3500kg then an additional test must be taken by the driver to gain an additional category for towing.

This quite often means that large 4X4 vehicles cannot be used by drivers whose licences were gained after January 1997.

## **8.7 What are trip lists?**

Trip lists are essential for all groups travelling on official business to organised events and/or locations outside of Lancaster and Morecambe. Any organised trip by an activity group is classified as official business; this includes all social activities. The trip list is important because it allows the University to deal with any critical incidents effectively and efficiently without causing any unnecessary panic.

Trip lists should be easy to compile given that most trips are organised in such a way that information is gathered about those who are going.

An example trip list is in Appendix 18, however all trip lists must contain the following information every time:

1. Names and library or LUSU card numbers of those travelling
2. The name of the transport company and their contact details
3. The type of transport being used
4. The destination of the journey
5. The purpose of the journey
6. The departure date, day and time
7. The expected date, day and time of return to campus
8. The contact details of the trip organiser

If someone is travelling to the event but not returning OR if someone is joining the return leg of the journey their names **MUST** be included on the list and their special circumstances need to be flagged up on the list. This is because in the event of a serious incident the University will be dealing with emergency services and trying to do head counts. If people are not on vehicles when the list says they are this can waste time and cause distress.

**The trip list MUST be handed in to University Security at the point of departure. Always nominate someone to undertake this task.**

## **9 Food Safety**

Many groups cook and prepare food for their members and for events which include non-members. We urge that you use caterers with relevant food safety and food hygiene certificates wherever possible. The caterers will have had full training, use inspected cooking premises, and follow the full safety standards. Food poisoning has many different forms with different symptoms and it can be life threatening. It is very easy to give someone food poisoning if you do not know what to do in the kitchen to prevent it. When cooking at home you will probably feel that you are safe enough and that you never get ill, however when you are cooking for an organised group then your cooking practices will need to comply with the food standards agency and this is much more than you would ever do at home.

### ***9.1 What do we need to do?***

LUSU and your exec have a responsibility to make sure that the food you prepare is safe for others to consume, if you do not take steps to prevent food poisoning then you could be considered negligent. Therefore if your group is preparing food then at least one member of your cooking group in a kitchen must have attended the food safety training provided by LUSU. The trained individual is responsible for ensuring that the procedures learnt in the course are followed by the whole group. There will be a booklet given out in the training which contains the important points and can be referenced; these are also available from the Activities Office.

The kitchens you use must also be safe, it is unlikely that you will be able to use a commercial kitchen therefore in any kitchen you are cooking in everything (including any cookers, surfaces, fridges, equipment etc) that you are using must be thoroughly cleaned and disinfected before you start and when you finish.

### ***9.2 Does this apply to barbeques?***

Yes, these are one of the areas where food poisoning is a high risk due to the type of cooking and the location of most barbeques. Also due to fire safety one of the exec will be doing the cooking for everyone and therefore preparing food for people. Due to the high risk the person cooking must have been trained in food safety to ensure that the risk is reduced.

To have a barbeque the group must also notify Estates and the Safety Office and have a fire extinguisher in case of a fire. A fire extinguisher can be loaned from the Safety Office for free, however it must be returned promptly afterwards or you are likely to be charged for a replacement.

## **10 Infringement of the Safety Framework – Affiliated Groups**

### **10.1 Introduction**

It is always the intention of LUSU to try to ensure that activities are organised as safely as possible so that those participating can do so with the minimum of risk and the maximum of satisfaction.

LUSU believes that the Framework facilitates this. All inclusions are deemed to be essential and important.

The Safety Framework is the basis upon which Duty of Care is discharged by LUSU to its constituent organisations. Therefore, any disregard for its contents may cause LUSU to be in breach of its Duty of Care.

Those who are responsible for leading and organising activity groups must recognise that they are responsible for the implementation of the procedures contained in the Framework and will be the significant link between discharging the procedures in respect of their group and LUSU.

Where this fails and for whatever reason, it is the responsibility of LUSU to make sure that the safety of members is maximised and any potential liability limited. This can in some cases mean that the activity will be suspended or at the worst closed down.

Organisations in breach of the framework may be putting the lives of their members at risk. This is considered to be serious.

LUSU's Trustees (who are responsible collectively for Duty of Care) will carry out the following procedures where an infringement has occurred

***NB. This disciplinary procedure is specific to the Safety Framework and should not be confused with the disciplinary procedure for LUSU as outlined in the LUSU constitution.***

### **10.2 Disciplinary Procedure**

10.2.1 The organisation/activity group in breach of the framework will be notified of the exact nature of its infringement in writing and/or by email to the email address that is the most accessible for the organisation/activity group.

10.2.2 For the period of investigation the activity will be temporarily suspended this will mean that any pending trips or activities related to the club or society in question will not take place immediately after notification has been given.

10.2.3 The organisation will have 7 days to respond to the points raised under [10.2.1] and present and submit a written explanation within or by the end of that period.

- 10.2.4 The infringement and the information submitted will be discussed in a meeting of a panel of one of LUSU's student trustees, the Area Safety Officer and another LUSU officer with relevant experience of the organisation involved in the issue appointed by the trustee.
- 10.2.5 If satisfied with the written explanation no further action may be taken, in which case the organisation will be informed in writing immediately after the meeting and activities may resume.
- 10.2.6 The Area Safety Officer will record the proceedings of the panel.
- 10.2.7 Where the written explanation is unsatisfactory, the organisation will have the opportunity to put its case and answer questions from the panel, which will normally meet within 7 days of receiving the written explanation.
- 10.2.8 The panel may impose an appropriate penalty and/or other course of action. These may include but not be limited to all or some of the following:
- Suspension from LUSU of the organisation for up to the remainder of the academic year
  - Financial penalties
  - Monitoring of the activities of the organisation concerned
  - Freezing of financial assets
  - Suspension of the organisation until specified conditions have been met.
- 10.2.9 The organisation will be informed of the panel's decision in writing (via letter or email) within 24 hours.
- 10.2.10 The organisation has the right of appeal, which must be submitted within one week of the panel's decision.
- 10.2.11 If an appeal is lodged, a second panel will meet to review the appeal. This panel will consist of another student trustee of LUSU and LUSU General Manager (or nominee).
- 10.2.12 The organisation will have the opportunity to put its case and answer questions from the panel, which will normally meet within 7 days of receiving notice of appeal.
- 10.2.13 After the appeal decision has been made the organisation will be informed in writing.
- 10.2.14 The Appeal decision is final and any further complaint may only be made regarding the procedures not being correctly followed. Such a complaint shall be passed to the Pro-Vice Chancellor for Student and College Affairs.



## 12 Appendices

The following appendices are available on the Safety section of the Execs area of the Activities website (<http://activities.lusu.co.uk/exec-members/safety-stuff/>):

- 1) Safety Officers Role
- 2) Blank Risk Assessment for all Activities Form
- 3) Blank Event Risk Assessment Form
- 4) Guidelines for Completing a Risk Assessment
- 5) Obsolete
- 6) Hazard Identification Sheet for Risk Assessments (RA 3)
- 7) Blank Code of Practice Form
- 8) Guidelines for Completing a Code of Practice
- 9) General Code of Practice for All Groups
- 10) Example Equipment Inventory Form
- 11) Example Equipment Usage log
- 12) Example Equipment Repairs Log
- 13) Example Equipment Maintenance Log
- 14) Example Equipment Testing Log
- 15) Personal Accident Insurance Information
- 16) Driver Licensing Regulations
- 17) Towing Trailers Regulations
- 18) Example Trip List
- 19) Procedures for calling Emergency Services when on Campus