



Society Health & Safety Awareness

2018-19

University of St Andrews Students' Association
SSC Societies Committee

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Successful Risk Management

Successful Risk Management

- ★ The careful consideration of hazards presented by the operations of a society seeks to identify and disclose risks posed to the health and safety of their members, as well as the general public.
- ★ Ensure, to the maximum capabilities of committee members that risks identified are mitigated during all official society undertakings.
- ★ Risk management, in this regard, is thus composed of a process of conceptualisation, calculation, and actualisation.



Formal Obligations



General Risk Assessment (GRA)

- ★ All societies **MUST** submit a General Risk Assessment as part of their annual affiliation paperwork.

- ★ Societies must include in their GRA:
 - Thorough analysis of all hazards posed to society members, guests, and persons in the vicinity of ordinary undertakings; and
 - Commitment to a plan of action for lessening the same.

- ★ GRAs can be edited each year or as required by sending amendments to socs@

Supplemental Risk Assessment (SRA)

- ★ Under **ANY** circumstance in which societies undertake any unusual, extraordinary, dangerous, or new activity – in addition to any undertaking that might reasonably be understood to present different hazards than those disclosed in the GRA – **MUST** submit a supplemental risk assessment.
- ★ *Due no later than 14 days before event!!*
- ★ *If you fail to submit a risk assessment in adequate time your event may not be covered by insurance.*
- ★ Must be submitted by electronic copy to the Societies Events Officer (**soselect@**)

Why do we need to do a risk assessment?

- ★ To safeguard society members against injury or ill health.
- ★ To prove that you are properly managing any risks from your activities.
- ★ You should be able to show from your assessment that:
 - A proper check was made
 - All people who could be affected were considered
 - All significant risks were assessed
 - The precautions are reasonable
 - The remaining risk is as low as is practicable

What risks should you assess?

- ★ Your risk assessment should include consideration of what might cause harm and how, as well as the people who might be affected.
- ★ It should take into account any controls which are already in place and identify what, if any, further controls are required.
- ★ You do not need to include insignificant risks.
- ★ You do not need to include risks from everyday life unless your activities increase the risk.

What is a hazard?

- ★ A **hazard** is anything that may cause harm.
- ★ Examples include chemicals, electricity, working from ladders, noise,...etc.

What is risk?

- ★ **Risk** is a combination of the chance, high or low, of someone being harmed by the hazard and how serious the harm could be.

How to do a risk assessment?

- ★ To do a risk assessment, you need to understand what, in your activities, might cause harm to people and decide whether you are doing enough to prevent that harm.
- ★ Once you have decided that, you need to identify and prioritise putting in place appropriate and sensible control measures

5 steps for your risk assessment

1. Identify the hazards of your activities?
2. Decide who might be harmed and how?
3. Evaluate the risk and decide on precautions?
4. Record your findings
5. Review and update

Identify the hazards

- ★ What are the foreseeable hazards, risks and dangers? Also, don't forget about long-term health hazards!

- ★ Think about what you are going to do
 - What hazards can you foresee?

- ★ Visit the location of your activity?
 - Are there any environmental hazards?

Decide who might be harmed and how

- ★ Identify groups of people. Don't forget about people not directly involved in your society event/activity!

- ★ Who is affected by the activity?
 - Society members, public, anyone else?

- ★ How might these people be harmed?

- ★ What harm could the hazards cause?

Evaluate the risk and decide on precautions?

- ★ Decide how severe the harm could be.
- ★ Decide how likely it is that harm could occur.
- ★ List what is already in place to reduce the likelihood of harm or make any harm less serious.
- ★ Decide on further control measures.
- ★ Your risk assessment should only include what you could reasonably be expected to know - **you are not expected to anticipate unforeseeable risks.**

Record your findings



- ★ Complete the risk assessment form and email it to dosda@.



Review your risk assessment and update if required

- ★ Annually at re-affiliation
- ★ If anything has changed
- ★ If there has been an accident or incident

Some common hazards

- ★ Fire
- ★ Slips, trips, and falls
- ★ Electricity
- ★ Manual handling
- ★ Falls from height
- ★ Vehicles & transport
- ★ Noise
- ★ Violence
- ★ Bad weather

Societies General Risk Assessment



Society: Dolphin Appreciation Society

Description of Event/Activity (please be as detailed as possible): Freshers' Week Bonfire

Date(s) of the Event/Activity: 12/09/18

VENUE(S): East Sands

What are the hazards?	Who might be harmed and how?	What are you doing already to reduce risk?	What further action is necessary?	How likely is this risk to occur? How severe are the consequences?	How will you put this risk assessment into action?
Beach area	Persons attending event. Slips, trips & falls	Instruct all attendees to walk (not run) and to tread carefully. Obvious hazards to be moved out of the way beforehand.		possible Mild-serious	Organizer responsible for actioning control measures
Tide	Persons attending event. Could be swept away or stranded	Check low/high tide times & plan bonfire for low tide time & locate a sensible way up the beach.		Possible Could be serious	Organizer responsible for actioning control measures
North Sea	Persons attending event. Drowning or hypothermia	Do not permit attendees to go in the sea		Possible Could be serious	Organizer responsible for actioning control measures
Adverse weather	Persons attending event. Hypothermia Poor visibility Lightning strike	Check weather forecast. Encourage persons attending event to dress appropriately. Be prepared to cancel event if weather is too bad.		Possible Could be serious	Organizer responsible for actioning control measures



Accidents and incidents

- ★ You must report accidents and/or incidents in writing to union@ as soon as is practicable.
- ★ For example, you must inform the Union if someone on a society trip falls out of a caravan window and breaks their arm.



Trips Abroad

- ★ Prior to any official or quasi-official trip abroad societies must contact Student Services and notify them to that effect, as well as liaise with them as is necessary.
- ★ Societies must do this in addition to filling out a **Supplemental Risk Assessment (SRA)**.



Use of Private Residences for Official Business

- ★ Private residences are suitable for society use **ONLY** when a society has petitioned for, and been subsequently granted leave to proceed, by the Societies Committee.
 - Email **socs@**

- ★ However, societies may, without formal exemption, conduct committee meetings of ten or fewer persons in a private residence so long as the activities therein are specifically related to ordinary committee meeting matters.



Serving Alcohol

- ★ If you require alcohol at an unlicensed venue, you must apply for a license *at least 6 weeks in advance*.
- ★ Email Colin Rattray, Food and Beverage Manager, via cr239@ about getting a license, or come into the Union and speak to them.

Why risk assessments matter

<https://www.dailypost.co.uk/news/north-wales-news/llangollen-bike-race-spectator-death-13693286>

News > North Wales News > Llangollen

Organisers of mountain bike race where spectator was killed deny health and safety charges

The British Cycling Federation, an official and a marshal appeared in Mold in relation to the death of Judith Garrett at Llangollen



By Elwyn Roberts
13:24, 29 SEP 2017 | UPDATED 13:32, 29 SEP 2017

NEWS



Judith Garrett, who died after being struck by a mountain bike during the Llangollen bike race in August 2014, with her boyfriend Pete Walton

Risk assessment is not about

- ★ Stopping recreational and/or learning activities for individuals where the risks are managed;
- ★ Scaring people by exaggerating or publicising trivial risks;
- ★ Generating useless paperwork mountains.

Good risk assessment is about

- ★ Preventing people being killed or injured;
- ★ Enabling events to proceed;
- ★ Reducing significant risks or ensuring they are effectively managed;
- ★ Reducing your exposure to legal action (Criminal or Civil) or insurance claim.



Forms and Information Access

- ★ All documents discussed in this session may be accessed electronically via the Students' Association website:

<https://www.yourunion.net/activities/societies/runningyoursociety/resources/>

- ★ Health & Safety Executive: <http://www.hse.gov.uk/>



Critical Contacts



Don't hesitate to get in contact!

- ★ Director of Student Development & Activities – dosda@
- ★ Phil Hulse – Deputy Building Supervisor – prh@
- ★ SSC Societies Officer – socs@
- ★ Societies Committee Events Officer – socevents@