

Health and Safety Training

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1 Students' Union Mission Statement

"The mission of the Students' Union is to improve, enhance and support the lives of students at the University of Leicester."

"The Students' Union accepts responsibility for the health and safety of its student members whilst engaged in activities which are recognised, supported and funded by the Students' Union."

"It is the policy of the Students' Union to provide and maintain , as far as is reasonably practicable, a safe and healthy environment, equipment and systems of work for all student activity and to provide information and training for this purpose."

Excerpts from Student Activities Health and Safety Policy Manual

The *Student Activities Health and Safety Policy Manual* has been developed to reduce or eliminate the likelihood of injury through a proactive approach to risk management. The manual covers arrangements for;

- Code of Practice
- Risk Assessment
- Accident and Dangerous Occurrence Reporting
- First Aid
- Off Campus Activity Registration
- Emergency Reporting
- Minibus Driving
- Coaching and Tutoring
- Equipment Registration
- Complaints

The manual is available from the Student Support Center.

2 Codes of Practice

“A code of practice is a set of guidelines written by the leaders of a student group, which govern the way it operates with regard to health and safety. It should include specific safety information relevant to the activity and also procedures that will be followed in order to comply with the student activities health and safety policy.”

Excerpt from Student Activities Health and Safety Policy Manual

All student groups will be required to submit a code of practice which details how they intend to carry out their activities with due regard for health and safety.

3 Risk Assessment

The risk assessment forms, which are available from the Student Support Center, are compulsory for any activities held by any society in the Students’ Union. The leaflet is intended to help activity leaders to perform risk assessments.

3.1 What is Risk Assessment?

Risk assessment is a careful examination of what, in the activity you are planning, could cause harm to people, so that you can deduce if enough precautions have been taken or should be taken to reduce harm. The aim is that no one gets hurt or becomes ill.

3.2 The Five Steps to Risk Assessment

3.2.1 Step 1: Look for the Hazards

A **hazard** is anything that can cause harm to an individual or group of individuals; this can include lifting, noise, working alone, etc. It is important that you consider the activities of your group and look at what is a potential cause of harm. You can ignore trivial hazards, but concentrate on the hazards which can affect several people or cause serious harm. This should be done as a group as some people may be able to identify potential hazards better than others.

3.2.2 Step 2: Decide who might be harmed, and how

Here, you want to identify who is at risk; bear in mind that not all people may be involved in certain activities all the time, but those people still need to be taken into account.

3.2.3 Step 3: Evaluate the risks

Using the tables in the form, you need to assign a likelihood and consequence rating to the hazard. Then, you can assign a risk score, and the risk score will indicate the general status of the risk in relation to the activity. The scale rates from Trivial, i.e. no action required to deal with the risks, up to intolerable, which states the activity cannot be started or continued until the risk is brought down to a much lower level. The aim is to make all your risks acceptable or trivial.

3.2.4 Step 4: Record your findings

You must record the significant findings of your assessment. This means writing down the more significant hazards and recording your most important conclusions. When recording, you do not need to show how the assessment was done as long as you have done it properly.

3.2.5 Step 5: Review your assessment

Your assessment form can be kept, and re-used. What is important is that if any changes are made to the activity for which the assessment relates, you update the assessment form with the new hazards that are brought about by the changes: This is not required for trivial changes; e.g. changing rooms, etc. The Students' Union insists that risk assessments are reviewed **at least** every twelve months, even if no changes are made.

4 Reporting Accidents

“Any accident, however minor, must be reported to the Students' Union as soon as practically possible but certainly not later than 72 hours after the event and recoded in the accident/dangerous occurrence book.”

Excerpt from Student Activities Health and Safety Policy Manual

All the details regarding this is fully explained in the *Student Activities Health and Safety Policy Manual*.

5 First Aid and further training

It is the responsibility of the student groups to identify whether they require appointed First Aid representatives and to organise training accordingly. First aid training is provided at various points throughout the year at a cost.

There are other training schemes that some student groups may find useful to attend, or organise. These include lifting and handling of heavy equipment, food preparation, etc.

6 Off Campus Activity Registration

“Any off campus activity that takes place as part of a recognised student activity must be registered with the student activities staff to ensure that the Union is aware of the off campus activity and that adequate safety procedures have been put in place to protect the participants.”

Excerpt from Student Activities Health and Safety Policy Manual

This also applies to over night trips; there is a form at this website.

7 Transport and Minibuses

The Students' Union has two minibuses that can be made available for use by student groups in pursuance of their activities. Anyone wishing to drive the minibus must have held a full driving license for at least two years and be at least 21 years old. For more information regarding the minibus, the policies and for the request forms please see the *Student Activities Health and Safety Policy Manual* and the Student Support Center.

8 Coaching and Tutoring

“The Student’s Union aims to protect students from harm by unqualified, unsafe, poor or incorrect coaching or tutoring practice.”

Excerpt from Student Activities Health and Safety Policy Manual

All coaches and tutors must be agreed by the student activities staff and activity leader; and also will also be subject to two satisfactory written reference, proof of qualifications and appropriate personal insurance. See the *Student Activities Health and Safety Policy Manual* for more details.

9 Safe Use of Facilities and Equipment

“Facilities provided in the Percy Gee Building are the responsibility of the Students’ Union. If a student group wishes to make use of these facilities, they must first get authorisation to do so from the student activities staff or Students’ Union reception.”

Excerpt from Student Activities Health and Safety Policy Manual

Much of the policy regarding the safe usage is common sense, however, if you find yourself in the situation where equipment is being used, ensure you are familiar with the policies regarding it. All equipment must be registered and used with due regard to health and safety.