



University of Lincoln Students' Union Health and Safety Policy for Student Members

Introduction

This policy outlines the general Health and Safety considerations and necessary emergency procedures that all Group, Group Member, Representative or Academic Opportunity Participant of University of Lincoln Students' Union (ULSU) should be aware of and adhere to at all times. This Policy is not intended as a substitute for a thorough an activity or event-specific Risk Assessment.

Glossary

The following gives clarification on the definitions within the policy:

- Group(s) – referring to the relevant Society, Sports Club, Campaigns Network or Volunteer Group.
- Staff Contacts for respective Groups, Representatives, or Academic Opportunity participants are listed below:
 - Sports Clubs – Activities Manager - sports@lincolnsu.com
 - Societies – Activities Manager - societies@lincolnsu.com
 - Campaign Networks – Employability and Campaigns Manager – campaigns@lincolnsu.com
 - Volunteer Groups - Employability and Campaigns Manager – employability@lincolnsu.com
 - Representatives – Student Voice Manager – studentvoice@lincolnsu.com
- Group Member – A member of or participant within a Society, Sports Club, Campaigns Network or Volunteer Group organizing an event on behalf of that cohort.

Risk Assessments

All Groups will be required to submit an Annual Risk Assessment at the beginning of each academic year, or when a new Group is set up. This must cover all known or planned activity that the Group will take part in throughout the year.

Any further events that have not been covered by the Annual Risk Assessment will require an Adhoc Risk Assessment to be completed alongside the Event or Trip Request Form, which can be found via the Student Dashboard.

In the case of a proposed trip or overseas event, the Risk Assessment will need to be completed by the Group, Group Member, Representative or Academic Opportunity Participant and approved in conjunction with the ULSU Trips and Events Policy or the ULSU Foreign Travel Policy as applicable.

A suitable Risk Assessment is an essential part of any event or trip and therefore events cannot be advertised to any ULSU members without this being in place and accepted as sufficient; if the Risk Assessment is not completed to a suitable standard, the Event or Trip Request will be declined.

First Aid Training – Sports & Societies



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At the start of the academic year, it is a prerequisite that a representative from each Sports Club undergo First Aid Training; ideally, this member would be on the Committee for the club in question although it is not a requirement.

First Aid training will be offered to Societies at the beginning of each academic year, subject to need and availability. As before, ideally this member would be on the Committee for the club in question although it is not a requirement.

A First Aid Kit will only be provided upon successful completion of the training. Under no circumstances should an untrained member administer First Aid.

First Aid Kit

All Sports and Societies with a trained First Aider will be allocated an essential First Aid Kit when training is completed. It is the First Aider and Committee's responsibility to ensure the kit is taken with them during all activities and that it is replenished when used; supplies are available from the Activities Department.

Any incidents, accidents and near misses must be reported within 24 hours via the Lincoln Students' Union Incident Report Form: <https://incidents.sums.su/incident/report?siteId=LN>.

Risk Assessments must also be reviewed following any incident or accident, taking it into consideration whether there is a requirement for further measures to be taken or changes in process are required.

All kits must be signed out at the start of the year and must be returned to the Activities Department by the 1st May of each year.

In the event that a First Aid Kit is not returned, all financial accounts for the Club or Society in question will be suspended until it is received; a charge of £17 will be incurred for any replacement kits.

Training is sometimes also offered by ULSU to further members, however this will be on an individual basis and First Aid Kits will not be supplied.

Emergency Procedure

The full details of the emergency procedures that must be implemented are listed below, and can also be found:

- the online Health and Safety training module
- handbooks for Committee Members.

In the event of any accident, the Group, Group Member, Representative or Academic Opportunity Participant must:

- Ensure that the injured party receives suitable medical treatment as necessary



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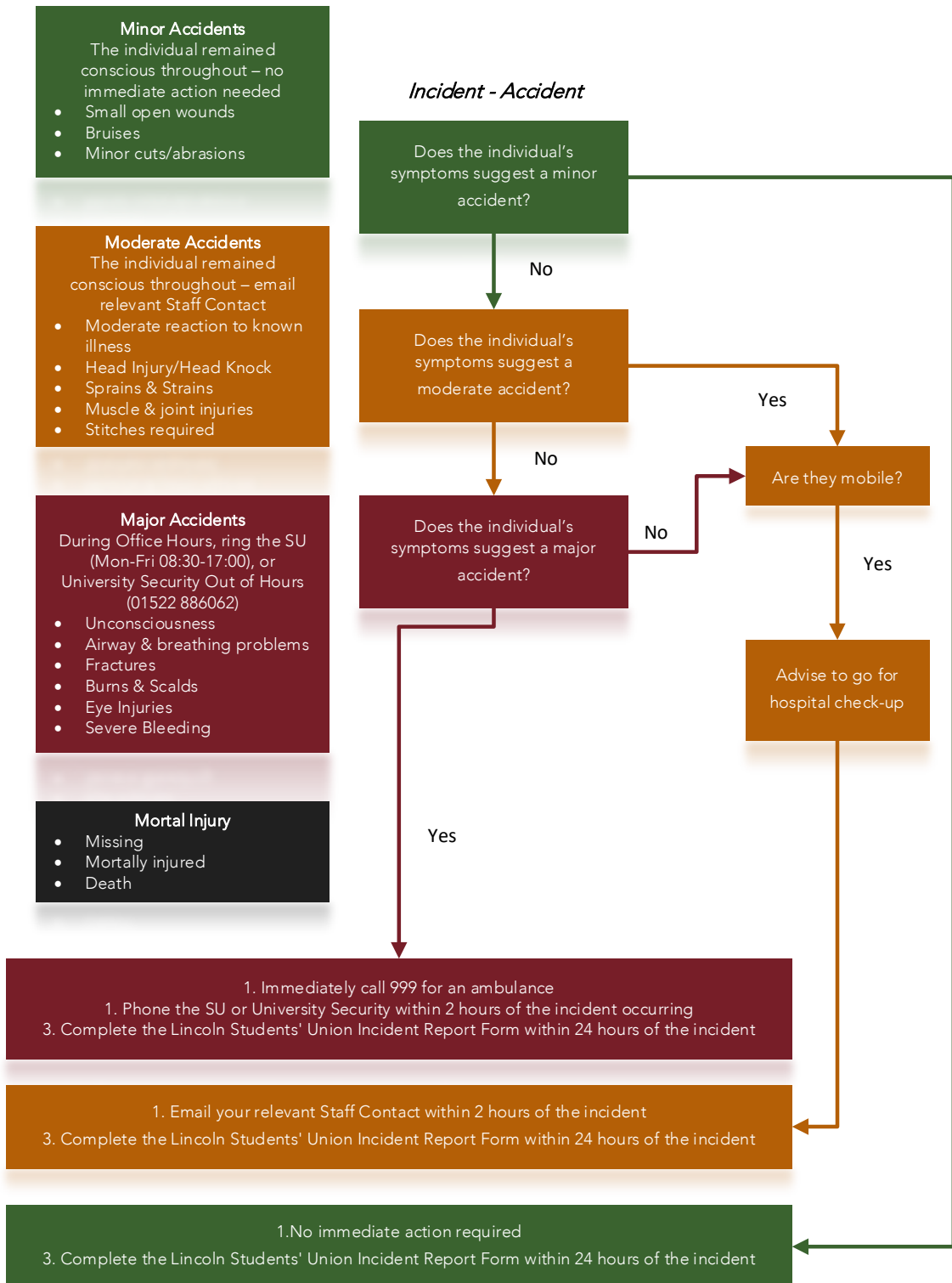
- Inform their Staff Contact of the accident within two hours of the incident occurring; if the accident occurs outside of office hours, it must be reported to the University Security Office
- Follow the traffic light flow chart below depending on the severity of the accident/incident
 - green - minor
 - orange - moderate
 - red - major
 - black - mortal.

All accidents and near misses must be reported via the Lincoln Students' Union Incident Report Form regardless of the severity; emergency procedures are detailed on the next page.



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ULSU Health & Safety Emergency Procedures for Member Groups

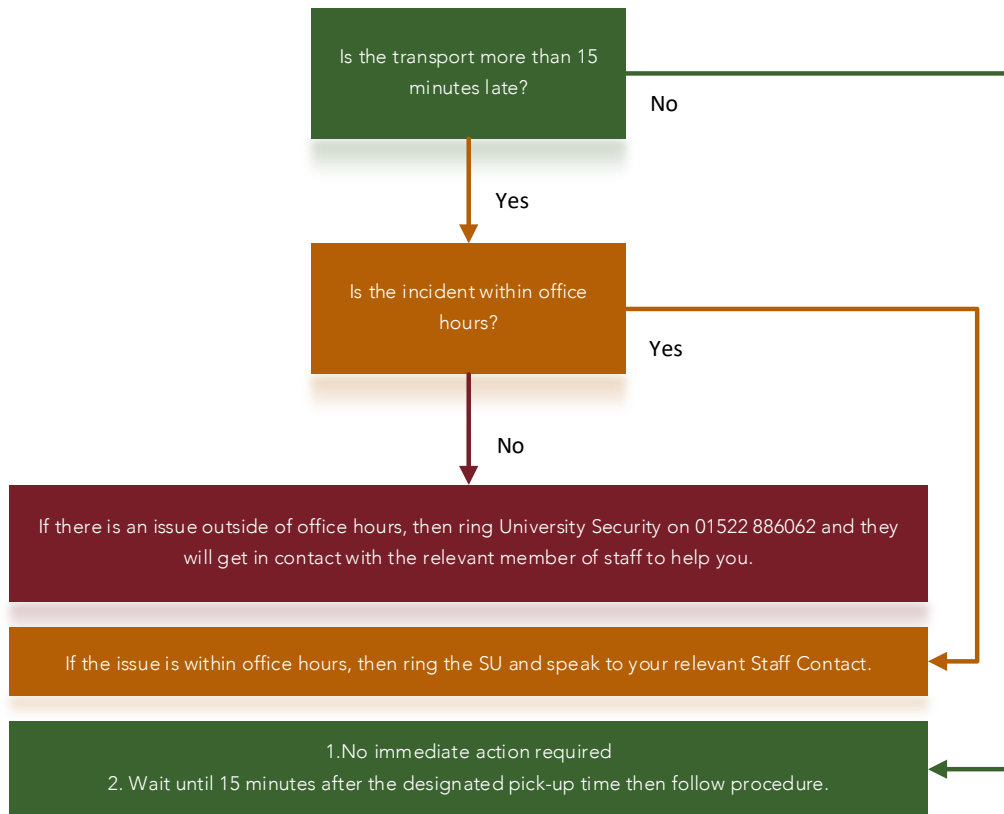




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ULSU Incident Procedures for Member Groups

Incident - Transport



Incident – Playing Under Protest

