

Health & Safety

As a committee member, you have a duty of care to ensure the safety of your members and anyone taking part in your events and activities.

Risk Assessments

Each year, your group will need to complete a risk assessment dependent on the level of risk your activities pose. You can either be a low, medium or high risk group which will entail different risk assessment processes.

You will be prompted to fill these in when you start up a new group or when you re-register your group each year. You will also need to fill in a risk assessment form before your group takes part in any new activity.



[Click to read guidance on filling in a general risk assessment.](#)



Agreements

For some clubs and societies (usually competitive sports) agreements will need to be signed by your coach. Come and speak to the Student Opportunities Team for more information.

These agreements are designed to outline what the club or society expects from its coaches and members but also what those coaches can expect from you as a club.



First Aid and Training

If a member of your group holds a valid First Aid qualification, please bring us a copy to keep on file. We will also operate basic First Aid courses throughout the year at a reduced rate. These can be paid for by the individual or the committee.

For any groups identified as higher risk clubs or societies, there is a more comprehensive First Aid course available at a reduced rate.

To ensure all committee members are operating to the best of your ability, e-learning training modules will be available throughout the year to complete.

Accident Reporting

It is important that all members of a society are aware of the accident reporting procedure. When any accident takes place, SUBU has to record the details to help us improve and prevent a reoccurrence in the future, and as a requirement for insurance. Fill in the accident form as soon as possible and send this back directly to SUBU.