

**2025-2026  
COMMITTEE TRAINING**

# **HEALTH AND SAFETY**



**THE STUDENTS'  
UNION**  
AT UWE



# WHY DO WE DO IT?

**Safety of you, your club/ society members, and everyone else around you.**

**Health and safety procedures are in place to anticipate potential sources of harm, and to mitigate these sources to a practical level.**

## **IT'S THE LAW**

**We need you to be aware of these protocol areas:**

- **Risk assessments**
- **Food hygiene**
- **Driver registration**
- **First aiders**
- **First aid bags**
- **Incident reports**
- **Head injury**





# RISK ASSESSMENTS (RAS)

THE STUDENTS' UNION  
AT UWE

GENERAL RISK ASSESSMENT FORM

Ref:

This is a template for an Event risk assessment. Read through first to make sure you understand the risks and why they have been added. If there are any that are not applicable to you, please remove. Also, make sure you add any extras that you feel should be one here. Anything in **red** has to be adapted and filled in by you.  
If you have any questions, please email your coordinator for help.

<b>Describe the activity being assessed:</b> Event at <b>The Students Union/UWE-</b> (specify the area and room) (TIME)set up the room (TIME)attendants arrive (TIME)food served/activity commences (TIME)tidy up	<b>Assessed by:</b> (your society – this should be a group effort)	<b>Endorsed by:</b> (the SU)
<b>Who might be harmed:</b> <b>Students and staff?</b> <b>How many exposed to risk:</b> <b>Approximately ____ students? members of university? Society? members of the public?</b>	<b>Date of Assessment:</b> (needs to be before your event)	<b>Review date(s):</b>

Hazards Identified (state the potential harm)	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed
General injury	Will have <b>2</b> first aiders present at the event. This will include: _____  Will monitor the situation to ensure and hazards are avoided.  - There will be a first aid box at reception.	2	1	1	Any injuries will be reported to a member of students' union staff after the event. - Any serious injuries will be reported to security via internal phones on 9999.	2	1	1	(YOU some time before your event)	
Setting up – Injury  Muscular-skeletal, strains	General manual handling guidelines will be followed. Multiple people will assist in anything excessively heavy.	2	1	2	(Anything you find appropriate or nothing if you deem the risk low enough)				(YOU some time before your event)	
Trips and falls- Broken bones, cuts, bruises, sprains	Will ensure all spillages are cleared up. Cleaning equipment is available from the Students' Union Reception. We will obtain this prior to the event.	2	1	2	(Anything you find appropriate or nothing if you deem the risk low enough)				(YOU some time before your event)	

RISK MATRIX: (To generate the risk level).

Very likely 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Extremely unlikely 1	1	2	3	4	5
Likelihood (L) ↑ Severity (S) →	Minor injury – No first aid treatment required 1	Minor injury – Requires First Aid Treatment 2	Injury - requires GP treatment or Hospital attendance 3	Major Injury 4	Fatality 5

ACTION LEVEL: (To identify what action needs to be taken).

POINTS:	RISK LEVEL:	ACTION:
1 – 2	NEGLIGIBLE	No further action is necessary.
3 – 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 – 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity/ do not start the activity

- A general risk assessment must be completed by all clubs and societies, and forms part of your committee checklist. This should encompass all your usual or recurring activity.
- For any events or one-off activities (including trips) you are required to complete a new RA.
- All events and trips must have a RA that has been authorised by your relevant club or society coordinator. WITHOUT AN AUTHORISED RA YOUR EVENT OR TRIP CAN NOT GO AHEAD.

# DO I NEED A RISK ASSESSMENT?

## YES

- **One - off events:**
  - Anything that your club or society doesn't regularly do e.g. Movie nights or games nights
- **Activities that involve food:**
  - External catering
  - Self-catering
  - Pre-packaged goods
- **Fundraisers**
- **Events with an external speaker**
- **Trips:**
  - Trips ALWAYS require a RA, regardless of the activity
- **Events in Bristol that you are coordinating/hosting**
- **Initiations**



## NO

- **Regular club matches or society activity:**
  - These activities should be covered in your general RA at the start of the year
- **AGMs or Committee meetings**
- **Events in Bristol where you are guests:**
  - e.g. attending events organised by venues, or by a non-UWE group
- **Going to the pub**
- **Going for a walk**
- **Socialising with your club or society at a committee member's house.**





# FOOD HYGIENE

**For any events with food, the type of food and the precautions must be included in the event risk assessment. This includes shop-bought, pre-packaged food.**

**External catering (food provided by a business or restaurant):**

- Public liability insurance **certificate** that is in date.
  - NOT an invoice, NOT employers liability insurance.
- The food hygiene rating of the business.

**Self - catering (events where committee members or club/ society members prepare or serve food e.g. bakesales or pot-lucks):**

- Level 2 food hygiene certificates for each person preparing or serving food.
- We recommend this course: <https://food-safety.org.uk/courses/>

**Shop-bought, pre-packaged goods:**

- Packaging should be left out and accessible for attendees to check ingredient lists.
- Allergen information should be accurate and clearly displayed.

**THIS SHOULD ALL APPEAR ON A RISK ASSESSMENT WHERE RELEVANT**

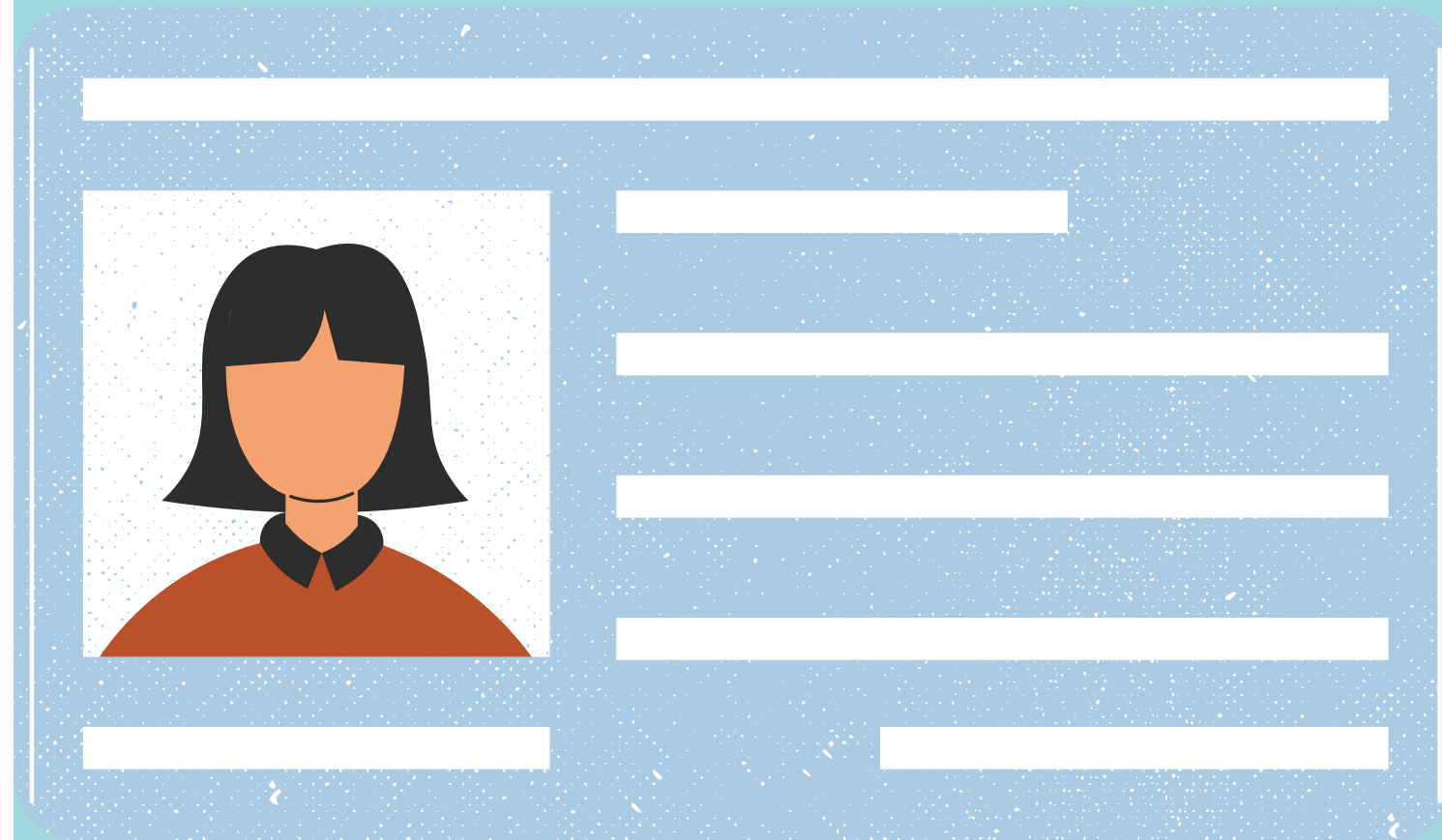




# DRIVER REGISTRATION

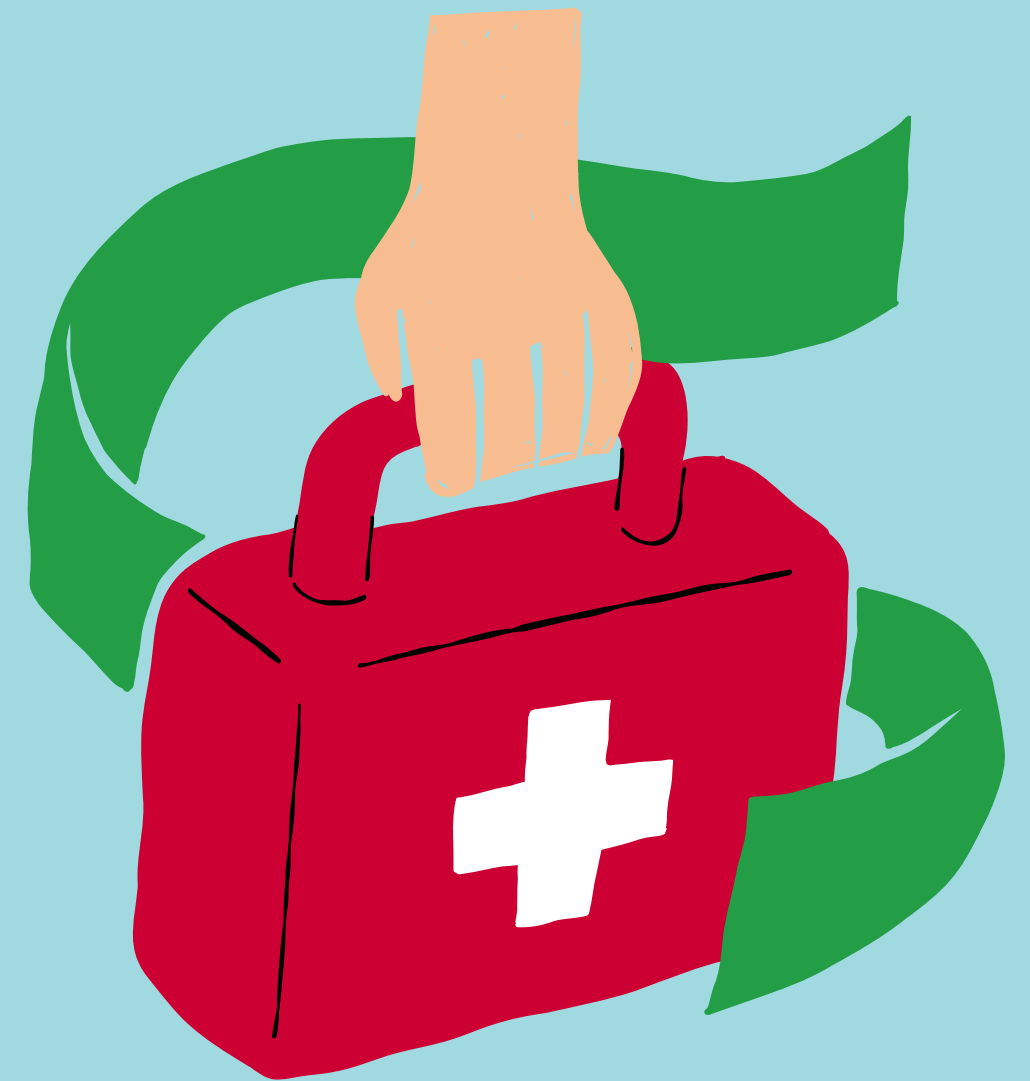
**It is important to be aware of the driver registration process-**

- **If you or someone from your club/society are driving to a BUCS game or a trip/event, you must fill out a trip form and be a registered driver.**
- **This is to check that you are covered by our insurance. You cannot drive and have members as passengers if you have not filled out the drivers reg form.**
- *If you have an international license, please let the SU know as there are additional checks required.*



# FIRST AID

- You must have a minimum of **2 First Aid trained members** of the committee on any trips and events
- First Aid courses are run sporadically throughout the year-  
<https://www.thestudentsunion.co.uk/dosomething/howtoformsanddownloads/firstaidcourse/>
- Upon completion of the First Aid Course, you will receive a nationally recognised Emergency First Aid at Work Qualification (including a certificate) which lasts for 3 years.



# FIRST AID BAGS

- Every sports team + society has an allocated first aid bag at the start of the academic year! It is the responsibility of the team to do the following:
- **Collect and return the first aid bag before & after fixtures/competitions/trips**
- **Let us know what needs topping up/replacing**
- **Report all accidents to the Students' Union using the accident report form**
- *If your club misplaces your First Aid bag, club funds will be used to replace it!*





# INCIDENT REPORTS

- **Accident Report Form**- This form should be filled out and submitted to the Opportunities Manager whenever there has been an accident, incident or a near miss during a training session, meeting, trip or any activity.
- **Equipment Incident**- If any equipment owned or insured by the SU at UWE is damaged, then an Equipment Incident form must be filled in and submitted to the Opportunities Manager.
- **Vehicle Accident Form**- If any damage is sustained while you are using a vehicle owned or insured by the SU at UWE, you must fill in an Accident Report Form and submit it to the Opportunities Team.





# HEAD INJURY

**The head injury protocol must be followed for any suspected, or actual head injuries that have occurred during training or matches.**

- Fill out an Accident Form (Stipulating the head injury)
- Inform the Opportunities Manager a head injury has occurred
- Referral to Glenside Clinic following the return to play protocol





# WORKSHOP ACTIVITY

**OVER TO YOU!**

**THINK ABOUT YOUR REGULAR CLUB OR  
SOCIETY ACTIVITY AND START PLANNING  
YOUR GENERAL RISK ASSESSMENT**

