

Society How To Guide

Health & Safety

First Aid

The Students' Union runs First Aid courses throughout the Academic year. These are run at a subsidised rate for all Societies and Sports Club members:

- £10 members
- £35 Non-members

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 three years. The course lasts a full day and will take place on all campuses. The room for each session will be confirmed by email upon purchase of a ticket to attend.

To Book

You can purchase your tickets from [here](#)

- **Saturday courses** run from **9.30am to 5.30pm**
- **Sunday courses** run from **10am to 6pm**

Remember: You must provide 1 working days' notice for a cancellation or there will be a £35 administration fee taken directly from your club/society account.

Want to organise a First Aid Course just for your Club/Society members for a date and time that suits you?

All you need to do is this:

1. Find 10 members (names and email addresses) who would like to do a course
2. Come up with 3 dates where you can all attend a full day course.
3. Send the name of you Club/Society, the list of names, email addresses and potential dates to suopportunities@uwe.ac.uk and we will contact you to arrange a course.

Midas



A number of different driver training schemes are operated by The Students' Union to ensure transport provided by student for students is as safe as possible.

Minibus Driver Awareness Scheme (MiDAS)

Upon completion you'll be able to drive Minibuses up to 14 seats (including driver) and any type of van.

Requirements:

- Have held a **Full UK Category B Driving Licence** (car) for a minimum of **3 years**
- Be **aged 21** years or over
- You must hold a **clean licence** (please contact The Students' Union at UWE before booking if you do not satisfy this condition as other options may be available).

MiDAS MPV Course

Upon completion you'll be able to drive People Carriers up to 9 seats (including driver) and vans up to SWB (Short Wheelbase).

Requirements:

- Have held a **Full UK Category B Driving Licence** (car)
- Be **aged 19** years or over
- You must hold a **clean licence** (please contact before booking if you do not satisfy this condition as other options may be available).

Trailer Familiarisation

If you wish to undertake a Trailer Familiarisation session, please book onto the MPV People Carrier Practical Assessment and then simply send an email to thestudentsunion@uwe.ac.uk that you wish to do the Trailer Familiarisation in addition.

DVLA Legislation regarding towing trailers can be found [here](#):

If any aspect of the legislation or booking process is unclear, please contact thestudentsunion@uwe.ac.uk



How To Book

To book, simply click [here](#) and sign up on line at a date which suits you, or go to The Students' Union Reception at Frenchay and pay over the counter. The theory session costs £10 and the practical session costs £10.

The Rules

1. You must pass the MiDAS Theory component before taking the MiDAS Practical*
2. You will not be allowed to take a theory or practical course unless you have prepaid
3. You can't book onto a course on the same day as the course
4. You must be able to produce your driving licence at the MiDAS Theory Session**

* - You can book onto a practical before you have completed the Theory component, but you must have passed the theory by the date your practical takes place.

** - If you do not have your driving licence with you in Bristol, we will be happy to accept a scanned or photographed version by email sent in before the Theory session. Send emails to thestudentsunion@uwe.ac.uk

NOTE: *If you are unsuccessful in passing the Theory component, you will be refunded the cost of the practical component. In the event of cancellation, at least 24 hours' notice must be provided. Failure to do so will result in a £20 admin charge.*

Incident Forms

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 & Vehicle Accident Form

If any equipment owned or insured by The Students' Union 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 Students' Union at UWE you must fill in an Accident report form and submit it to the Opportunities team.

Risk Assessments

A Risk Assessment must be completed by all Sports Clubs and some Societies. This should encompass all your usual activity.

The Risk Assessment form can be found [here](#)

A Risk Assessment must also be completed for any activity which goes above and beyond your usual activity eg trip/event

Participation Form

Partners and children who are not members of the club can attend trips if the relevant Participation Form is filled in to ensure that it is The Students' Union at UWE authorised event, that The Students' Union at UWE Opportunities and the activity concerned has fulfilled its 'Duty of Care' and provided 3rd party liability insurance cover for the individual.

- [Under-18 Participation Form](#)