



## Health & Safety for Activities

**Warning! Getting this wrong could cost YOU unbelievable amounts of money if you are sued for negligence**

## Why???

- Think of three good reasons why getting your H&S in order is a good idea.
- OK, here's the first one, which you are not likely to know. The SU is a registered charity and an employer. This makes EVERYONE, including students, subject to legal H&S requirements. Therefore, as an organiser or officer of your Student Group, YOU are also bound by the law.
- Next slide for the other two...

## Why???

- **Moral** reasons: it's your moral duty that anyone attending your event should leave it in the same state of health (if not better!)
- **Financial** reasons: Mistakes cost money, sometimes lots of money, sometimes unbelievably eye-watering amounts of money if H&S is involved.

## Examples...

A. In a 2007 canoeing incident, a student from Edgehill College died when swept away. This event has become an example of how NOT to run an event.

B. A Bath Students' Union vehicle caught fire on the motorway. The SU Transport Office gives training to drivers on how to evacuate in an emergency, and all the driver's passengers evacuated safely.

# What is an “accident” ???

- Can you define the word “accident?”
- something bad that happens that is **not expected** or intended and that often damages something or injures someone (Cambridge online dictionary)
- What is “not expected” about falling over when drunk, or crashing a car, or breaking a leg when you trip over a rucksack, etc? All these things **are** predictable and are therefore **not** accidents!

# Your Duty of Care 1

*...to* Deliberate Injury



...everything in between is a **Negligent action**



*Ranges from* Pure Accident



# Your Duty of Care 2

- To prevent negligent actions, you have to ask yourself:
  - Is the risk **foreseeable**?
  - Do you have **added responsibility** due to your position in the Club/Soc/Area?

# So what do we do?

- SU Policies & Procedures
- They are there for a good reason!
- Policy no. 1: **Risk Assessments**. Don't worry, it's a lot easier than you think!

# Making a risk assessment

- **Step 1:** break the activity into its component parts, then assess how dangerous each part could be if it went wrong, on a scale from “trivial” to “fatal.” This is the **hazard**
- For example, failure of a rock climbing belay rope is a potentially fatal hazard. Someone tripping over a rucksack left lying around because of poor “housekeeping” is a hazard because it can potentially mean a broken leg, quite a major injury.

Here's the  
scale – where  
does the  
hazard fit in?

Trivial	Minor	Moderate	Serious	Fatal
1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

- **Step 2:** now for each part, assess how likely it is that the hazard will actually happen, on a scale from “remote” to “very likely.”
- For example, that belay rope is unlikely to fail, but with well-know student messiness (joke, obviously!), a carelessly placed rucksack causing a trip hazard is quite likely.

Here's the complete matrix. Use it to determine a level of risk. What do you think red, amber & green mean?

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

- **Step 3:** Decide what you need to do, to control the risk
- If a risk is green, you should be able to carry on without further control measures, but obviously still need to keep an eye on things
- If a risk is amber (for example, the belay rope), then you need to put in control measures to reduce the risk (e.g. insisting that every climber checks their rope before using it and discards the rope if necessary)

- If a risk is red, you cannot proceed with the activity until you have put in sufficient control measures to reduce the risk to at least amber
- Daft as it sounds, there is a much greater risk of a broken leg from bad housekeeping than falling off a mountain because of a bad rope, which is why it scores more highly on the matrix.

- **Step 4: Fill in a risk assessment form, which you can get emailed to you by office staff**
- In the following example, “A” is the number across the top of the matrix (the potential outcome) and “B” is the number up the side (the likelihood), which you multiply together to get “AxB”

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Trip hazards from bad housekeeping, e.g. rucksacks, boxes, etc.	All attending	None	4	4	16	<ol style="list-style-type: none"> <li>1. Suitable area for storage of bags etc. is identified</li> <li>2. Event leader checks and moves bags to storage area if necessary</li> </ol>

- Your risk assessment form doesn't become “valid” until it's been signed off by your area manager

# No risk assessment for me!

- No risk assessment for me, it's too much work and I'm too big and clever for all that! And I'm not even going to tell the office staff about my event!
- Oh dear. Then you have a serious problem. Guess what it is...

- You're not insured.
- The SU insurance does NOT automatically cover anything you do. Unless the office staff know about your event and the manager has signed off a risk assessment, you're on your own.
- “So what?” you ask...

- It means that if anything does go wrong, you are personally liable to be sued for thousands or millions of pounds in compensation to the victim.

- The SU has “Public Liability” insurance to cover you in the event of your negligence or other problem which causes a victim to seek compensation. However, it only operates if the manager is aware of your event and has approved it, through your risk assessment
- The SU’s Public Liability policy is for £10,000,000 – which gives you an idea of the amounts of money you could be sued for if you’ve organised an event without talking to your office staff

## Other things to consider

- Handling money? – get advice from office staff
- Location – do you need to get permission? (e.g. Estates, Security, Electricians...). You can't just rock up on the Parade without booking some space

- Personal possessions are NOT covered in the SU's public liability insurance
- If anyone is using their private car, they must register it with the Transport Office in the SU Info Point

- If using your private car, it's advisable to let your insurance company know! Some policies do not cover "volunteering." Ask the Transport Office for advice.
- Insurance "fronting" is a crime – don't pretend that Mum is the main driver in order to get cheaper insurance. You're lying, and the insurance will be worthless anyway in the event of a serious incident. Both you and Mum will be liable for 6 points and a nasty endorsement code that will increase your premiums for 5 years.

## Under 18s

- May be in your activity group. SU staff will tell the group leader – but only if you go through BathStudent “sign-up.”
- Under 18s are absolutely forbidden for legal reasons from taking part in some things

# Club/Soc/Area equipment

- Belongs to the SU, **not** the Student Group
- Must be properly maintained and safe – how do you check this?
- Must be declared to the SU in an “asset register” so that it is fully insured. Ask your office staff for details.

# Club/Soc/Area equipment

- **Cannot** be disposed of without permission from your manager
- Electrical and safety equipment **cannot** be passed on, given away or sold (University regulation)

# The SU Safety Handbook

- Is here:  
[BathStudent.com/health-and-safety](http://BathStudent.com/health-and-safety)
- Links are available from your area web pages – follow the exclamation mark!

