



Student Groups Health and Safety Policy

Owner: Director of Community and Opportunity
Approval: Trustees



Date created: Dec 2024
Date reviewed and approved: Mar 2025
Date next review: Mar 2026

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1. Introduction

1.1 University of Bristol Students’ Union (Bristol SU) believes that the health, safety and wellbeing of its members, visitors and staff is essential as we work towards delivering our vision: “A Union for All”

1.2 We are committed to creating an environment that supports Health & Safety best practice, and we recognise that for this policy to be effective it requires the full commitment of all staff, students, members and associates, to ensure Bristol SU and the activities of our affiliated groups are safe for all.

2. Scope of policy

2.1 Bristol SU’s Health and Safety Policy is a separate document from this one, and sets out the responsibilities of specific Bristol SU staff, and in some cases is applicable to Student Groups, notably those based in UOB premises.

2.2 This Student Groups Health and Safety Policy relates specifically to the activities of affiliated student groups, and sets out the responsibilities of:

- 2.2.1 Student group members and activity participants
- 2.2.2 Student group committee members and activity leaders

2.3 Student groups are led by a committee of student members and have their own organisational structure. They seek to affiliate with the Union through an affiliation process. In doing so they agree to abide by the Union’s Code of Conduct, byelaws and other policies. From time-to-time Bristol SU may also give specific

instructions on health and safety matters, these must be followed, and non-compliance will be considered a breach of the Code of Conduct.

2.4 This policy will be reviewed annually, or sooner if required.

3. Responsibilities

3.1 Members, participants, committee members and activity leaders must comply with all relevant SU and University policy, including but not limited to:

- 3.1.1. Bristol SU Member Code of Conduct
- 3.1.2. Bristol SU Student Group Code of Conduct
- 3.1.3. Bristol SU Safeguarding Policy
- 3.1.4. Bristol SU Byelaws

3.2 If at any point the responsibilities set out in our policies are not understood, it is the responsibility of the individual to contact the SU and seek clarification.

3.3 In addition to other prevailing SU policies, the following sets out a summary of specific responsibilities related to health and safety.

4. Student group members and activity participants

4.1 These individuals must:

- 4.1.1 Always behave safely and responsibly, avoiding actions that result in undue risks to themselves or others
- 4.1.2 Comply with health & safety standards e.g. risk, control measures, codes of practice, National Governing Body (NGB) guidance, qualified persons, relevant legislation / guidance, and systems of work
- 4.1.3 Be aware of emergency procedures, including access to out of hours support as required
- 4.1.4 Bring any health and safety concerns to the attention of an appropriate person
- 4.1.5 Cooperate fully with Bristol SU to help ensure compliance with our statutory duties and duty of care
- 4.1.6 Report all accidents and incidents (including near misses) via the SU incident report form
- 4.1.7 Not interfere with or misuse anything provided in the interest of Health & Safety
- 4.1.8 Not proceed with any activity if they feel it poses a threat to their Health, Safety & Wellbeing or to that of others, and report it to an appropriate person

5 Student group committee members and activity leaders

5.1 In addition to the responsibilities set out under student group members and activity participants, these individuals must adhere to the following.

6 Regulation

6.1 Student groups and their committees must operate in compliance with our policies, procedures and instructions, as well as those of the National Governing Body (NGB) to which they are affiliated. Where a student group is not a member of a NGB, or a NGB does not exist they must still adhere to published NGB, guidance, or other leading UK Authority as determined by Bristol SU.

6.2 Ensure the advice given in this document is implemented and followed by themselves and so far as is reasonably practicable, their members and participants

6.3 Ensure advice on best practice received from Bristol SU, NGB's and others is implemented and followed without delay

6.4 Participate in health and safety training / information sessions coordinated and / or delivered by Bristol SU, as required

7 Risk Assessment

7.1 Risk assessments are the key part of your health and safety planning and are a vital when planning your activity, determining whether an activity is safe to go ahead and what needs to be done to make it safe.

7.2 Produce a risk assessment for the group's primary activity, and review it comprehensively annually, submitting it during reaffiliation.

7.3 Produce additional risk assessments for any activities, scenarios or instances not covered by the primary risk assessment, and submit this to Bristol SU for approval

7.4 Take all reasonable precautions to ensure risks associated with group activities are reduced to a minimum level

7.5 Ensure control measures identified in risk assessments are implemented and always followed

7.6 Ahead of each instance of activity, check that all reasonable measures are in place to ensure the safety of all participants

7.7 Dynamically risk assess any situation that unexpectedly deviates from what has been set out in the submitted risk assessment, including the introduction of further control measures, postponing, or cancelling activities as appropriate. This may include: Significant changes in weather, changes in travel arrangements, sickness / illness / injury affecting members, Changes in accommodation arrangements or location

7.8 If a dynamic risk assessment suggests it would be unsafe to proceed with the activity, it must be cancelled or postponed to a point when it would be safe.

7.9 Ensure the level of activity is suited to the competence, knowledge and experience of the participants

8 Trip Registration

8.1 Student groups MUST notify Bristol SU of any planned trip or tour, whether UK based or abroad.

8.2 This does not apply if:

8.2.1 Your activity is a sports fixture organised by SEH

8.2.2 Where your main premises and /or location is located outside of Bristol. This should feature on your annual risk assessment

8.3 Trip registration is a mandatory requirement, and all student groups must register trips to ensure safeguarding, insurance, and emergency arrangements are in place.

8.4 Trip registration must be completed in advance, and no trip can take place without approval from Bristol SU

8.5 Student groups are required to submit a trip risk assessment to accompany the trip registration form

8.6 Trip organisers must ensure all participants have in place appropriate insurance for any overseas activity (appropriate for the trip / activity being undertaken)

8.7 Trip organisers must obtain the necessary emergency medical / next of kin contact information (appropriate for the trip / activity being undertaken)

8.8 In the event of a significant incident student groups must notify University of Bristol Security Services who are contactable 24/7 on +44 117 331 1223

8.9 Trips to coastal locations, bodies of water, and inland waterways

8.9.1 If your club or society is not a watersport group and your primary activity does not take place in water, you must adhere to all of the following:

Do not	Do
Coordinate or encourage activities in the water unless it is led by a qualified and insured instructor	Carefully consider the locations you visit with regards to proximity to water
Promote or advertise that swimming or watersports is a part of your trip - unless you have hired an instructor to lead that activity	Check the qualification, insurance and experience level of any instructors you hire and submit these with your risk assessment
Lead or convene drunk or intoxicated people at any body of water where there is reasonable risk they might enter the water, either voluntarily or accidentally. You must set this out in your risk assessment controls for 'Alcohol consumption and dehydration'	Use your trip risk assessment to set out what action you will take if trip attendees make a personal decision enter the water, either voluntarily or accidentally. This should set out what should be done if anyone gets into difficulty in the water, or after leaving the water
	Take opportunities to remind people that water safety information is available, for example through the Royal Life Saving Society
	Challenge any members engaging in unsafe or reckless behaviour, whether it occurs during your scheduled activity or not

8.10 If your society is a watersports group or your primary activity takes place in water, you may decide to run one-off trips, or travel to different locations from time to time. When these activities meet our definition of a trip, you must submit a separate risk assessment for approval, considering all risks including those that are new or additional e.g. around the specific location, seasonal conditions, travel and transport, the skill and training level of those in attendance.

9 Kit, Equipment and Storage

9.1 The quality and condition of equipment should never be compromised. You are expected to know and understand the operating, storage and maintenance procedures for all kit used for your activity, as well as its limitations.

- 9.1.1. Storage areas must be kept clean, tidy and free from hazards
- 9.1.2. Ensure that any waste is regularly disposed of
- 9.1.3. Where used ensure any fuel, liquified petroleum gas (LPG) such as propane and butane is stored in minimum quantities and ONLY in designated areas
- 9.1.4. Ensure that all equipment has been checked by a competent person and is fit for use
- 9.1.5. Keep an inventory of all kit and equipment, and a record of service or maintenance schedules
- 9.1.6. Store kit and equipment safely, in an appropriate environment
- 9.1.7. Any dangerous kit or equipment must be locked away
- 9.1.8. Hazardous material must be handled in accordance with relevant regulation e.g. DSEAR, COSHH
- 9.1.9. Any faulty kit must be removed from circulation immediately, if this needs to be stored in the interim – the item/s should be appropriately marked
- 9.1.10. Not permit any item of kit or equipment to be used / loaned to any person other than current club /

society members. Groups may seek permission from Bristol SU to loan equipment where there is a significant impact to the student body

- 9.1.11. Maintenance all equipment at the appropriate intervals as set out in law, NGB guidance, supplier manufacturer instructions, or similar guidance
- 9.1.12. Ensure electricity is used safely, electrical equipment testing (EET) is undertaken at the required intervals and any personal electrical equipment is safe
- 9.1.13. PPE must be used where necessary, for example following a risk assessment or where indicated by NGB guidance, activity providers or similar. It should be clear if participants are expected to provide their own
- 9.1.14. When operating any item of plant, tool, or equipment, safe noise levels must be adhered to and / or PPE used

10 Food Safety and Standards

10.1 Student groups serve, purchase, handle, prepare and serve food to other people in a variety of different settings. This may involve home-prepared food, or food provided by caterers. Some scenarios where groups may be providing food would include: cake sales, BBQs, Food Fairs, charity and voluntary work, or the sharing of food at student group meetings and organised events.

10.2 Events organised by student groups involving food need to be safe, and comply with food safety legislation as required. This includes specific information on allergens, and duties under the Food Hygiene Act, Food Hygiene (England) Regulations 2014, and the Food Information Amendment 2021.

10.3 Student Groups who serve food, whether for sale or given away, have a legal duty of care and need to follow this policy food and standards guidance which should ensure you store, prepare, transport, label and serve food in accordance with the food legislation rules and good practice. This is to ensure that the food served is safe to eat and will cause no harm to consumers, whether fellow students or the public. It is good practice to ensure vegetarian or vegan food is kept separately to those containing animal products.

10.4 Food Safety Management

10.4.1 Where a student group plans to serve food falling into a 'high risk' group they will be required to complete and submit a checklist for prior approval. This checklist can be found [here](#) and should be submitted at least 10 days prior to the event.

10.5 High risk foods themselves include:

- 10.5.1 Anything containing rice or pasta (including samosas)
- 10.5.2 Cakes with Fresh Cream (including cheesecakes)
- 10.5.3 Poultry, meat, fish or dairy products that require temperature control
- 10.5.4 Soups, stews and gravies even if vegetarian

10.6 Student groups involved in the organising and running of low-risk events must ensure that they have produced and submitted a risk assessment for that event or activity, but completion of the food safety checklist is not required. Low risk events might include simple breakfasts or activities where packeted foodstuffs such as chocolate, serial bars, cakes, and crisps are served.

10.7 Training

10.7.1 Student groups who prepare and serve food are encouraged to provide food hygiene and allergen awareness training to its members. Free on-line allergen training can be accessed at www.food.gov.uk

10.8. Allergies and Intolerance

10.8.1 When student groups serve food, consideration must be given to the allergies and intolerances its members or public being served might suffer from. Those who are allergic or intolerant of the 14 named ingredients can become very unwell or even die if the food is unknowingly consumed.

10.8.2 If your student group purchases or produces food, you must establish which allergenic ingredients food contains and make this information available in the form of packaging or accurate labelling. The food standards agency (FSA) provides posters, information sheets and checklists that student groups may find useful to complete and display at events and similar www.food.gov.uk. You may be asked about other ingredients to which people are allergic or intolerant of but are not included in the 14 allergens listed in food safety legislation.

10.9 Using External Caterers

10.9.1 If your student group is planning an event with external caterers a food safety checklist must be completed and submitted 10 days before the event. Good practice when using an external caterer include:

- 1) Use only legitimate caterers
- 2) Caterers must be registered with a Local Authority
- 3) Caterers must have a Food Hygiene rating of 3 stars or above
- 4) Caterers with lower ratings must not be used
- 5) You must obtain a copy of the business liability insurance
- 6) You must confirm that the caterer will provide information on all food which contains allergens
- 7) Allergen information must be made available to consumers

10.10 Most events will not require detailed review except those where high risk foods are being prepared and served. If you have any question, please contact TBC

11 Under 18s

11.1 Occasionally members and participants may be under the age of 18. You must be mindful of this when you plan and conduct your activities and ensure that no under 18 is put in a position of danger or is subject to risk of abuse.

- a) Familiarise yourself with the Bristol SU Safeguarding Policy
- b) Ensure that Under 18 members and participants are not involved or encouraged into prohibited, age-restricted activities
- c) Parental or guardian permission should be sought for trips and tours, and for high-risk activities
- d) Ensure anyone in a position of responsibility for/in a relationship of trust with an under 18, is aware of the legal position and has been DBS checked
- e) Check the rules and regulations from your governing body if you have one. Some governing bodies may not permit under 18 participation in some activities or competitions

12 Travel

As well as being responsible for your activities, in cases where you have arranged, coordinated or advised on travel – you have a responsibility around that too, and should ensure:

- a) All road users adhere to the highway code
- b) Adhere to any guidance issued around weather warning and safe travel
- c) When using public or hired transport, use only reputable and registered transport providers for travel
- d) Home Office guidance is consulted / adhered to when travelling abroad
- e) All members participating in activities abroad hold appropriate travel insurance for the duration of, and appropriate to the activity being undertaken

13 Driving

Where members of student groups who use their personal vehicles for group activities, trip organisers must ensure:

- a) The vehicle has a valid MOT certificate (where required)
- b) The vehicle is taxed
- c) All vehicle drivers hold appropriate insurance
- d) All drivers hold a full valid UK driving licence, or are driving in accordance with the terms of an international driving permit
- e) The vehicles occupancy is not exceeded
- f) The driver is not under the influence of alcohol or drugs
- g) Drivers adhere to the highway code
- h) Adequate time is allowed for the journeys and now one is under pressure to travel faster than would be safe or legal
- i) The outward and return journey is planned to allow for sufficient rest stops, and takes into consideration fully the needs of the driver/s needs

Where Bristol SU arranges insurance for vehicles owned by clubs and societies any member, affiliate, coach or instructor who is designated as a driver must:

- a) Provide a copy of their driving licence to Bristol SU, prior to driving a vehicle and annually thereafter
- b) Immediately notify Bristol SU of any changes to their licence, for example expiry or international driving licences, new UK driving licences or driving license suspensions
- c) Immediately notify Bristol SU of any endorse-able offence of which they have been convicted in order the insurers can be notified

14 First Aid

Despite taking all reasonable measures, sometimes accidents will happen. First aid gives you the tools to prevent someone's injuries or medical situation getting worse.

- a) Put in place adequate first aid arrangements – if your activity carries a high risk of injury, a first aider should always be on site / present
- b) After administering first aid, ensure that affected individuals understand their options for further treatment or medical attention and that it is safe for them to be released from first aider supervision
- c) As appropriate, make arrangements for injured members to be accompanied to hospital or home, and ensure their personal belongings are taken care of
- d) Ensure all accidents, incidents, and near misses are reported as soon as possible after the event using Bristol SU's on-line incident report form

15 Fire

You must ensure that the necessary steps are taken to prevent fire or respond appropriately should a fire occur.

- a) Ensure everyone is familiar with the fire arrangements in place within any premises used for meetings, visits or similar activity
- b) Ensure electrical appliances, including personal electrical appliances are safe and maintained as necessary
- c) Maintain high standards of housekeeping
- d) Consider the risk of fire in your risk assessments
- e) Store LPG or other flammable gas in designated storage areas when not in use
- f) Ensure emergency exits, fire escape routes are always maintained

16 Communication

Your members and participants need to know where they stand, and your safety planning should be transparent to everyone affected by it.

- a) Disseminate any relevant health and safety information i.e. risk assessments, to all group members and activity participants – for example by discussing in meetings, pinning on club social media or including in event / activity briefings
- b) Ensure that members and participants are aware of who to escalate safety concerns to within the committee
- c) Inform members that it is their personal responsibility to research their insurance status (including understanding the level of cover in place through the university) and be clear that the student group is not providing them with insurance

17 Suppliers and Providers

Suppliers and providers can help enable student group activities, but failure to select appropriate suppliers or providers may result in creating unsafe situations for your members.

- a) Undertake due diligence into any external suppliers and providers, ensuring that they have adequate policies, procedures and systems of work in place
- b) Ensure the appropriate insurance is in place and valid for the activity period
- c) Ensure that key contacts and escalation routes are known
- d) Ensure all internal and external activity leaders are suitably qualified and experienced to undertake the role

18 Failure to adhere to this policy

If this policy is not followed, the activities of your group may not benefit from the insurance cover the university provide to groups, this could result in individuals being held personally liable for accidents and incidents.

Any person found to be in breach of this policy will be subject to the Bristol SU Member disciplinary policy and procedure and/or the Bristol SU complaints procedure. Upon risk assessing the situation, Bristol SU may remove one or more persons from activity, pending an investigation.

Where a group has been negligent or collectively failed to adhere to this policy, the Student Group Code of Conduct will provide a framework for the SU to act. This may result in disaffiliation.

In some instances, Bristol SU may be required to refer the matter to the University of Bristol, the Local Authority Environmental Health / Health and Safety Executive (HSE), or the Police.