

# Safety in your Club, Society and Activity



[www.kclsu.org](http://www.kclsu.org)

Accidents can and do occur in KCSLU activities whether it be within a sports club, society or volunteering activity. However, we all have a duty to run activities in a way that minimises the likelihood and severity of accidents/incidents.

This booklet aims to help YOU to do this.

Special points about accidents that YOU need to know.

Record all the accidents in your sports club, society, activity or team.

- The information you provide is important for:
- Looking for patterns and trends.
- Taking actions to prevent the accident happening again or to limit the effects.
- Predicting the most suitable first aid provision.
- Providing evidence for insurance claims.

Accidents occur during social activities, outdoor pursuits and sport.

**Causes** can be inexperience, inadequate training, a lack of planning, drunkenness, tiredness, or poorly maintained equipment.



The smallest injury may have a large impact on YOUR career, future health or lifestyle.

Responsibility belongs to YOU if you organise an activity or event. Even if you employ someone else to run it YOU need to check that they have done it safely.

- Committees have a DUTY of CARE to everyone who could be affected by their activities & events
- This means taking reasonable steps to prevent foreseeable harm
- The level of care owed depends on the skills, knowledge and experience of all those affected

### Example – Canoe Polo

<p><b>Pure Accident</b> A world-class player hits the poolside whilst trying to intercept a pass and breaks his/her wrist.</p>	<p><b>Negligence</b> A club takes members to a competition without 1<sup>st</sup> testing if they are able to successfully control the canoe. Broken wrist is foreseeable but unintended.</p>	<p><b>Crime</b> The Club eliminates competition by running them over in the minibus.</p>
<p><b>No Liability</b></p>	<p><b>Compensation Could Be Sought</b></p>	<p><b>Go To Jail</b></p>

### **Risk Management**

What can go wrong during your activities?  
 What can you do to prevent any incidents?  
 What will you do when there is an accident?

### **LEGAL COMPLIANCE**

Road Traffic Act, Health & Safety At Work Act, Risk Assessment, First Aid regulations, Electrical Safety, Fire Regulations, Equipment Safety.  
 If you are unsure what is relevant to you, then ask!

### **BEST PRACTICE**

Does your Sports Clubs or Society have the following information: SU Guidelines, Guidelines from your National Governing Bodies, Trade Associations or industry standards. Do you know what your best practice is? Are you conforming to these standards?

## SETTING YOUR OWN STANDARDS

### Risk Assessment

RA is the process for checking the effectiveness of your safety management systems.

### Code of Practice

Every Sports Club/Society needs to begin thinking about a CoP. This is your definitive safety statement.



### Main Points

- Is your Sports Club or Society complying with best practice?
- If not, can you justify your actions or inactions?
- Can you do more to reduce the risks?
- Do you check the experience & abilities of participants & leaders?
- Do you actively promote safety precautions to your members?

Dissemination of safety information on an annual basis

- Legal
- NGB
- SU
- Club

The SU needs to make information available to Sports Clubs and Societies and the Sports Clubs and Societies to their members.

Provision of advice and training for Committees

- Safety Awareness
- Risk Assessment
- Basic First Aid
- Trip Planning Advice

### Maintenance of safety records

- Accident Reports
- Risk Assessments
- Safety Meetings
- Audits of Equipment

Important for action planning, monitoring and insurance.

### Events and off campus trips

These need to be registered with the SU. Trip Registration forms available on [www.kclsu.org](http://www.kclsu.org) and from the Student Resource Centre on Strand Campus and Student Activities Resource Office on Guys Campus.

Forms must be handed in before departure...

### Insurance

- SU Public Liability for affiliated Sports Clubs and Societies
- BUSA Platinum Cover for all Sports Men and Women registered with the Student Activities Department.
- SU Equipment insurance for affiliated Sports Clubs and Societies who have completed up to date inventories.
- SU insurance for Sports Clubs and Societies wishing to use the minibus
- Incidents and accidents must be reported immediately.

### Travel Insurance

- Committees must ensure that trips outside the UK have adequate insurance cover. A group policy is the best way.

### Safety Equipment

- Selection
- Acquisition
- Regular Inspection
- Maintenance

Committees need to ensure members have adequate safety equipment. Speak to the Student Activities Manager if unsure.

The main way to ensure safety at all times is simple:  
**USE YOUR COMMON SENSE!**

### Social Events

Committees need to consider:

- Suitability of the venue
- Venue capacity and fire/emergency precautions
- Nature of crowd and entertainment
- Written proof of contractor competence, compliance with safety legislation & public liability insurance
- Read through all contracts – bring them in and show the Student Activities Manager