

# Student Group Health and Safety Policy

Governance, regulations and  
procedures for societies



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The purpose of this document is to outline the processes and procedures that should be applied to activities in relation to student group activities, events and trips.

A copy of this document will be available to any member of NTSU online at [www.trentstudents.org](http://www.trentstudents.org) or on request by emailing [opportunities@su.ntu.ac.uk](mailto:opportunities@su.ntu.ac.uk)

### **Section 2 Changes to this Document:**

A simple majority at the Unions Health and Safety sub-committee can agree changes to this document.

### **Section 3 Annual Risk Assessments:**

Each student group will complete an annual risk assessment for their area of operation, which will cover their regular activities and function.

The following individual for each area will set a deadline of completion for the annual risk assessment:

Societies – Vice President Activities  
Halls – Vice President Services  
RAG – Vice President Activities  
Volunteering – Vice President Community

Each risk assessment will be considered by the relevant co-ordinator who will decide to:

Accept the annual risk assessment without amendments  
Accept the annual risk assessment subject to amendments  
Reject the risk assessment and provide feedback

Any group not completing an annual risk assessment or that have a rejected assessment not be permitted to undertake activities, events and trips until the point when an annual risk assessment has been approved.

### **Section 2 Events:**

Student groups must ensure that their events are registered with the Students' Union either through the annual risk assessment or one-off risk assessments can be submitted alongside online using the trip/event Form.

Should the trip or event not be included in the annual risk assessment a trip/event form must be completed a minimum of ten working days before the date of the event.

Each submission will be reviewed by the relevant co-ordinator within five workings days and they will be decided to:

Accept the event without amendments  
 Accept the event subject to amendments  
 Reject the event and provide feedback

NTSU reserves the right to prevent an event from taking place should the relevant paperwork not meet the required standards.

### Section 3 Trips:

Student groups must ensure that their trips are registered using the online trip/event form a minimum of ten working days before the date of the trip.

Each submission will be reviewed by the relevant co-ordinator within five working days and they will be decided to:

Accept the trip without amendments  
 Accept the trip subject to amendments  
 Reject the trip and provide feedback

The groups committee will ensure that a copy of the participant/attendee list is accurate and updated with any changes and is communicated to NTU security and the relevant co-ordinator.

Any attendee who is not on the official list will not be covered by the Students' Unions insurance and action will be taken against the group or members involved.

NTSU reserves the right to prevent any trip from taking place should the relevant paperwork not meet the required standards.

### Section 4 Emergency Procedures:

Each committee will be given a copy of the Unions emergency procedure and will be briefed on the process involved.

The committee will be responsible for communicating the procedure to event / trip leaders.

### Section 5 Use of Vehicles:

The use of Union vehicles shall be granted inline with the Unions transport policy of which each committee member will receive a copy.

### Section 6 Accidents and Near Misses:

In the event of an accident or near miss the event / trip leader will complete an accident and near miss form and email it to their relevant co-ordinator.

Following an accident or near miss the relevant co-ordinator will review the relevant risk assessment to see if any further risk prevention actions can be undertaken which will be communicated to the groups committee.

### Section 7 Rulings:

Should any health and safety matter arise not specified in this document a decision on a course of action will be decided by the health and safety sub-committee.

Should any matter in this document be subject to disagreement over interpretation the health and safety sub-committee will decide on the final course of action.