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**Health & Safety Policy**

**Summary**

This document details the policy and processes for handling complaints and taking disciplinary action relating to the conduct of ENSA’s Sports Clubs, Student Societies and their committees and members.

**Effective Date:** 20/05/2022

**Approved by:** Head of Student Communities and Engagement

**ENSA contact:** Student Activities Coordinator

**Last Reviewed/Updated:** 20/05/2022

**Date due for review:** June 2023

**Applies to:** Sports Club & Society Office Holders/Members

1. **Reason for Policy**

As a requirement under the Health & Safety at Work Act 1974, the following Statement and Policy Guidance sets out the health and safety objectives for Edinburgh Napier Students Association.

ENSA’s public liability insurance will cover all activities run by students, provided all risk assessments and additional measures are completed to satisfactory levels. In cases where additional insurance is needed for larger, more obscure events, appropriate cover must be sourced and approved by ENSA.

1. **Risk Assessments**
   1. All required Risk Assessments must be submitted at least 2 weeks prior to any event or block of continuous activity sessions.
      1. Sports Clubs which participate in match fixtures must complete separate Risk Assessments for both training sessions and fixtures.
      2. For reoccurring activities, assessments only have to be submitted at the start of the block.
   2. Both General and Site-Specific Risk Assessments must be completed by Committee Members on the template provided by ENSA found on the website.
   3. All Risk Assessments must be checked and approved by ENSA, prior to any event/activity taking place. ENSA will provide a notification, sent to the Club/Society Committee, to either provide approval for the event or outline what improvements should be made to the assessment for approval to be granted.
   4. Failure to provide a risk assessment means your activities will not be approved by ENSA. Unapproved events and activities will not be covered under ENSA’s insurance policies and will lead to disciplinary action, including suspension, permanent expulsion and/or fines.
   5. Sports Clubs/Societies fall into different risk categories of Risk Assessment, with different Risk Assessment requirements, depending on the nature of activities being undertaken. The requirements for each category are:

* Low risk – General Risk Assessment only
* Medium risk – General Risk Assessment & Site-Specific Risk Assessment
* High - General Risk Assessment, Site-Specific Risk Assessment & Skills-based Assessment

1. **Site-Specific Risk Assessments**
   1. For activities which take place in unusual or variable locations, settings and conditions, such as hiking, camping, rock climbing, surfing and snow sports, an additional Site-Specific Risk Assessment must be submitted.
      1. Site-Specific Risk Assessments must provide details of all specific risks posed by the unique location and conditions in which the activity will be taking place, alongside the ways these risks will be mitigated.
2. **Skill-Based Assessments**
   1. Where activities require a degree of skill to participate, clubs should ensure Skill-Based Assessments are taken by participants to ensure their safety, for example swim/float, strength/fitness or ability tests.
   2. Where required (see matrix below), Sports Clubs/Societies must provide a detailed report on how these assessments are planned, delivered, and signed off. This report must be submitted at least 2 weeks in advance of the assessments taking place.
      1. These Assessments must be referred to throughout the General and Site-Specific Risk Assessment, as well as and any other documents attached.
   3. Skills based assessments must directly reflect of the ‘real life’ activities participants will be undertaking (refer to the health and safety guidance notes).
      1. Skill-Based Assessments can also be used to identify the appropriate difficulty level of activities for individual participants, such as the ‘grade’ of ski runs or climbing/hiking routes they may undertake.
   4. Any individuals who fail a Skill-Based Assessment must not be permitted to participate in the relevant activity until a re-assessment is completed satisfactorily.
3. **Equipment Safety Checks**
   1. All Clubs/Societies must carry out equipment safety checks throughout the year to ensure all equipment is safe and in good condition and reduce the chance of injury/accidents, which may have been easily preventable.
      1. Where equipment requires mandatory specific tests to ensure its viability, such as scuba cylinders, life vests and helmets, these tests must be conducted by an official, accredited organisation.
      2. Electrical equipment must receive annual Portable Appliance Testing (PAT Tests).
   2. Each club must keep a record their equipment status (see inventory policy) and carry out the required number/type of checks for the Club/Society Risk Rating (see matrix below).
      1. Where events are held on an ‘ad-hoc’ basis, Clubs/Societies must ensure equipment is appropriate for use, meeting all relevant safety standards including National Governing Body standards, at least 2 weeks prior to the equipment being used.
   3. Types of checks:

* Annual – generic equipment with low risks, including consumer electrical items
* Per Event – specialist equipment with medium risks, including most sports equipment
* Before & After Every Session – specialist equipment with high risks, including safety equipment/PPE

5.4 External equipment use – ENSA equipment may not be used out with term times however clubs can access kit for events or personal use if declared to ENSA.

5.4.1 The individual must sign he External use declaration form (found on the website)

5.4.2 The individual takes full responsibility for the current state equipment is when using and replaces equipment if broken/damaged

5.4.3 ENSA is not liable for injuries when kit is used for personal use

5.4.4 The individual must notify the Elected officer in post for pick up/drop off of kit

1. **Risk & Safety Check Matrix**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Club/Society Name** | **Risk Rating** | **Risk/Skill Assessments Required** | | | **Safety Check Frequency** | | |
| **General** | **Site-Specific** | **Skill-Based** | **Before & After Every Session** | **Per Event** | **Annually** |
| Accounting | Low | X |  |  |  |  | X |
| Aeronautics and Rocketry | Medium | X | X |  |  | X |  |
| African Business | Low | X |  |  |  |  | X |
| American Football | High | X | X | X | X |  |  |
| Archery | High | X | X | X | X |  |  |
| Athletics/Triathlon | Medium | X | X |  |  | X |  |
| BAME | Low | X |  |  |  |  | X |
| Badminton | Medium | X | X |  |  | X |  |
| Basketball (Men’s) | Medium | X | X |  |  | X |  |
| Basketball (Women’s) | Medium | X | X |  |  | X |  |
| Beer | Low | X |  |  |  |  | X |
| Book Club | Low | X |  |  |  |  | X |
| Built Environment | Medium | X | X |  | X |  |  |
| Chamber Choir | Low | X |  |  |  |  | X |
| Cheerleading | High | X | X | X |  | X |  |
| Christian Union | Low | X |  |  |  |  | X |
| Coffee | Low | X |  |  |  | X |  |
| Computing | Low | X |  |  |  |  | X |
| Creative Writing | Low | X |  |  |  |  | X |
| Dance | Medium | X | X |  |  | X |  |
| Dungeons and Dragons | Low | X |  |  |  |  | X |
| Dr Who | Low | X |  |  |  |  | X |
| Drama | Medium | X | X |  |  | X |  |
| Engineering | Low | X |  |  |  | X |  |
| Enterprise and Technology | Low | X |  |  |  | X |  |
| Esports | Low | X |  |  |  | X |  |
| Events | Low | X |  |  |  | X |  |
| Equestrian | High | X | X | X | X |  |  |
| Feminist | Low | X |  |  |  |  | X |
| Football (Men’s) | Medium | X | X |  |  | X |  |
| Football (Women’s) | Medium | X | X |  |  | X |  |
| Futsal | Medium | X | X |  |  | X |  |
| Golf | Medium | X | X |  |  | X |  |
| Hiking and Outdoor | High | X | X | X | X |  |  |
| Hockey (Men’s) | Medium | X | X |  |  | X |  |
| Hockey (Women’s) | Medium | X | X |  |  | X |  |
| International | Low | X |  |  |  |  | X |
| Islamic | Low | X |  |  |  |  | X |
| Law | Low | X |  |  |  |  | X |
| Marketing | Low | X |  |  |  |  | X |
| Midwifery | Low | X |  |  |  |  | X |
| Motorsport | High | X | X | X | X |  |  |
| Mountain Biking | High | X | X | X | X |  |  |
| Musical Theatre | Medium | X | X |  |  | X |  |
| Netball | Medium | X | X |  |  | X |  |
| Occupational Therapy | Low | X |  |  |  |  | X |
| Orchestral | Medium | X | X |  |  | X |  |
| Physiotherapy | Medium | X |  |  |  | X |  |
| Pole Fitness | High | X | X | X | X |  |  |
| Pub Science | Low | X |  |  |  |  | X |
| Queer Napier | Low | X |  |  |  |  | X |
| Rock Climbing | High | X | X | X | X |  |  |
| Rugby (Men’s) | High | X | X | X | X |  |  |
| Rugby (Women’s) | High | X | X | X | X |  |  |
| Snow Sports | High | X | X | X | X |  |  |
| Sub Aqua | High | X | X | X | X |  |  |
| Surf | High | X | X | X | X |  |  |
| Sustainable | Low | X |  |  |  |  | X |
| Techno | Medium | X | X |  |  | X |  |
| Tennis | Medium | X | X |  |  | X |  |
| Volleyball | Medium | X | X |  |  | X |  |
| Yoga and Wellbeing | Medium | X | X |  |  | X |  |

1. **Working with External Partners/Venues**
   1. Where any events held by a Club/Society utilise an external venue or partner, it is Club/Society’s responsibility to obtain a copy the Venue/Partner’s Risk Assessments and related safety procedures. These must be referred to throughout the Club/Society’s Risk Assessments, to evidence that the Club/Society have addressed all areas of risk and are aware of the measures and procedures in place.
   2. Clubs/Societies should also submit a copy of the venue risk assessment for ENSA records.
2. **Accidents & Injuries – First Aid**
   1. Any injuries that occur must be treated by the first aider, if this isn’t a club member the facility staff must contacted immediately.
   2. For instances which require serious intervention, i.e. a 999 call and trip to the hospital, a committee member must go with the injured individual and support any way where possible (contact family etc).
   3. For activities which are remote, it is advised that members download what3words and ensure other measures are in place in the event of any accidents (this must be detailed in your risk assessment).
   4. All clubs must have access to their first aid kit at every session/event.
   5. All clubs also must have a designated First Aider who has a valid certificate.
   6. All accidents must be logged on the ENSA accidents form found on the website
   7. Any near misses which occur more than twice must also be logged (also found on the website) and risk assessments adjusted where necessary.
3. **Transport**
   1. All students must adhere to the rental companies own health and safety guidelines when using their vehicles.
   2. The driver must complete departure forms and a travel risk assessment (found on the website) prior to any journeys.
   3. All students must ensure additional driver’s insurance is completed by ENSA before any journey. They must also have access to the confirmation details as proof in case of any issues.
   4. If you have a bump or accident you must report it to ENSA (found on the website) and the rental company.
   5. For all other transport information please refer to the Transport Policy.
4. **Socials and Safety Guidance**
   1. A risk assessment must be completed for any events clubs or societies may host. Failure to provide a thorough details assessment may result in the club/society being banned from hosting any future events.
   2. ENSA promotes positive choices around alcohol consumption (see initiations policy).
   3. Any behaviour deemed peer pressure is a health and safety issue – poor conduct and will be dealt with according to ENSA code of conduct policy.
   4. Social events may require additional risk assessments – venues own risk assessment etc it is the clubs responsibility to include this.
   5. ENSA does not accept any risk assessments for Pub Crawl events or Bonfires. These will not be signed off/approved.
   6. Events on council land have to be accepted by Edinburgh Council and meet their health and safety standards.
5. **Breach of Policy**
   1. Failure to follow the policy outlined above will result in disciplinary action being taken, against individuals, full Committees and/or entire Clubs/Societies. (See ENSA’s Sports & Societies Disciplinary Policy).
6. **Health & Safety Policy Guidance notes**
   1. For additional information on how to complete risk assessments, skills-based assessments, equipment checks etc please refer to the health and safety policy guidelines & additional videos on the Moodle committee training.