

CLUB ACTIVITY

Fact Sheet

This fact sheet will give you advice on how to run a club activity which is outside your core activity. It will also guide you through the process of completing a Risk Assessment (RA).

When is your activity not a 'core activity'

If your activity is a one off, or doesn't fall under your 'normal' activity, chances are you will need to register the activity with the Activities Committee. You will need to complete and return the activity registration form and ensure that an adequate RA is in place. Check with the SU Activities Team (SUActivities@chi.ac.uk) as we may already have a RA for your chosen activity that will just need to be reviewed.

Why is it important to register the activity with the Activities Committee?

By registering your activity with the Activities Committee means you will be covered by our Insurance. As a committee, you have a duty of care to your members and you must ensure all activities are carried out in a safe environment. Failure to register the activity may result in disciplinary. The Activities Committee also has an extensive list of contacts from approved transport companies to room bookings.

How to write a Risk Assessment

A RA looks at what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent them. It will also help you plan, deliver and review your activities and protect you and your members, as well as complying with the law.

Example of risks likely to apply:

Risk/Hazard	Consideration
Physical activities	There is a risk to all physical activity so it is important you show this has been thoroughly assessed – first aid, safety checked equipment, qualified officials etc.
Transport	Think about how you're going to get safely to and from an activity. Are drivers suitable qualified and experienced? Do you need to allow rest breaks? How much kit will you need to transport?
Lighting	Indoor and outdoor lighting – is this adequate for your activity?
Slips, trips & falls	Maintain the area you are active in – promote individual responsibility for keeping the area tidy and safe.
Electrocution	Electrical equipment – is it safety checked and do your members know how to use it?
Fire	Emergency procedures of the venue – fire exits, evacuation procedure, fire extinguishers. Is there a risk of fire with the activity?

Steps to Risk Assessment

When putting together a risk assessment follow the steps outlined below. Remember to use your common sense, think about all areas of the activity including the facility as well as club members.

Identify Hazards	<p><i>Only those hazards that you could reasonably expect to result in significant harm.</i></p> <ul style="list-style-type: none"> <i>The equipment you will use</i> <i>The tasks/activities you will undertake</i> <i>The environmental factors of the area you are using</i> <i>Human factors e.g. experience of members</i>
Decide on who might be harmed and how	<ul style="list-style-type: none"> <i>Members, public, audience, road users, volunteers from other organisations, Union and University</i> <i>Consider those who might be at particular risk, e.g. those less experienced, people with disabilities and children</i>
Evaluate the risks and decide on precautions	<ul style="list-style-type: none"> <i>Can you eliminate the hazard/risk?</i> <i>Can you implement controls? These need to be "reasonably practicable"</i> <i>Can you reduce the time exposed to the risk?</i> <i>Can you implement safer systems?</i> <i>Can you give more training and information?</i> <i>Do you have adequate personal protective equipment, first aid provision, robust emergency procedures and welfare provision?</i>
Record your findings & implement them	<ul style="list-style-type: none"> <i>Who did the assessment?</i> <i>When and where?</i> <i>What activity was assessed?</i> <i>If more precautions are needed who will do them and by when?</i>

Activity registration forms and RA templates can be found online committee resources.

If you have any questions or need help registering or risk assessing your activity please book an appointment with a member of the SU Activities Team (SUActivities@chi.ac.uk)