

Socs Guide to Health and Safety



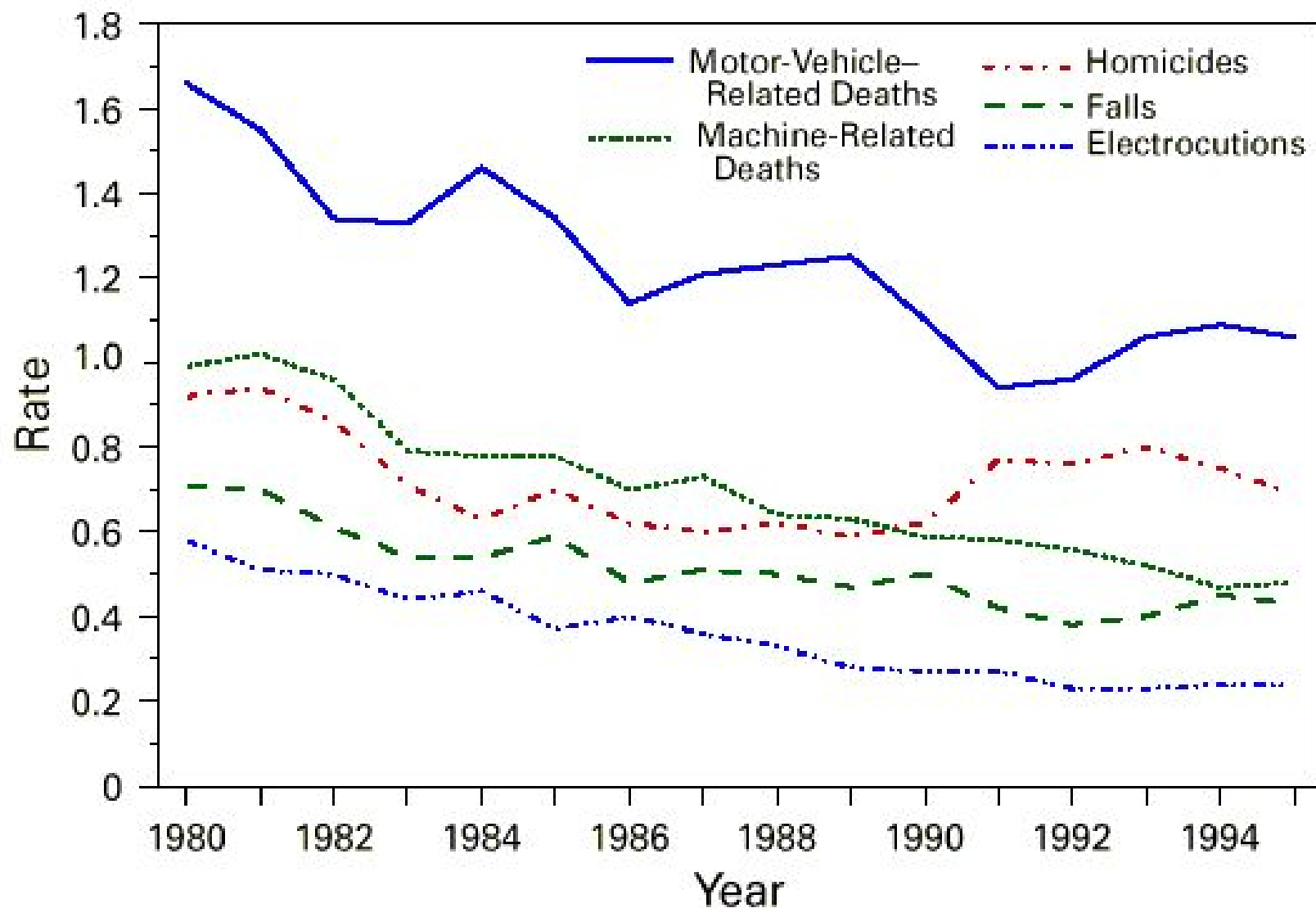
WHY??

health and
safety overkill?

Is it just common
sense?



FIGURE 3. Rates* for leading causes of occupational injury deaths, by cause and year — United States, 1980–1995



*Per 100,000 workers.

Health & Safety Overview

§ Safety Statements

§ How to create your own Safety Statement!

§ Fire Safety

§ Equipment Safety

§ Events Safety

§ Travel safety

Duty of care: As the organiser of any society you have a legal responsibility to ensure that all activities are undertaken in a safe and healthy manner, as far as reasonably practicable.

By identifying potential hazards and threats, the risk of an accident or incident happening is reduced. It is therefore necessary for procedures to be in place that will aid in the management of health and safety. By doing so, you will have demonstrated a 'duty of care'.

Safety Statement

A Safety Statement is required by law

Every society must produce their own Safety Statement

It is the responsibility of the club captain / society auditor to ensure the safety statement is:

- Up to date

- Signed by the relative responsible person

- Communicated to all members

How to create your Safety Statement

(1) Outline roles and responsibilities of Safety Officer

Ensure that everyone is familiar with the safety statement

There are first aiders and first aid equipment available if needed

Trip leaders are suitably experienced

Ensuring novices are well looked after

Relevant training is provided where necessary

Everybody is aware of the actions to be taken in an emergency

(2) Draw up a health and safety policy

**This is your society's commitment
in writing to:**

Safeguard the health and safety of your members and any other persons partaking in your Societies activities

Comply with relevant health and safety legislation

Provide framework for continual improvement

(3) Outline roles and responsibilities of society members

Be aware of the hazards involved

Must not jeopardise their own health and safety or that of others

Must follow instructions given by officers, instructors and trip leaders.

Must attend training provided for them

Must inform officers/trip leaders of any medical condition that may affect their ability to participate in activities or affect emergency first aid treatment.

(4) You must then fill out risk assessment forms

When filling out this form you must list all the hazards that exist as a result of your Societies activities.

And implement controls to ensure the hazard is eliminated or likelihood of the hazard occurring is reduced to an acceptable level.

Fire Safety



Make a safety announcement at the beginning of all of your meetings or events and draw attention to safety exits.

Ensure fire exits are free from obstruction.

Ensure your committee members are familiar with the exits.

In the event of an emergency raise the alarm by operating the nearest fire alarm call point and ensure that everyone evacuates the building.

Evacuate the building by the nearest exit route and proceed to the nearest fire assembly point.

Close all doors after you. If time permits turn gas supplies and electrical equipment off but leave lights on.

Do not use lifts.

Do not re-enter the building.

Avoid overcrowding which could present a hazard in the case of an emergency.

Equipment Safety

Whilst equipment will in most cases remain the property of the college, all societies are responsible for maintaining their equipment. Societies must maintain the following records:

- Place and date of purchase

- When it was used

- When safety checks were carried out

- Where repairs were carried out

- All safety and repair certification

- Storage locations for insurance and security purposes.

In the event of an accident, these records will be required.

Failure to produce such documentation may indicate a breach of the duty of care principle.

Event Safety

Building Event Checklist



Buildings Office, NUI Galway –Events Checklist

(to be completed with reference to <http://www.nuigalway.ie/buildings/events.html>)

Event Details:

Date(s) of your event:	
Title of your event	
Event Organiser Contact Name, Phone Number & Email	

Venue(s) (Please complete the following indicating when set up/set down needs to be completed and event start/finish time)

Venue	Event Set up Date/Time	Event Start Date/Time	Event End Date/Time	Event Set Down Date/Time

Set up Requirements: Please clarify number of each item required below and location where these items are required:

Item Required	No.	Venue	Location/Set up Description
Trestle tables (dimensions 1.8m x 0.75m)			
Chairs			
Poster Boards			
Lectern			
Stage - size required (Sections of 2.44 X 1.83 m available in certain locations only)			
Directions Stands (approved locations only) Internal()External()			
Conference Cloths (Please note buildings provide burgundy cloths for trestle tables only - catering tablecloths must be ordered from caterer)			
Electrical Requirements: Please confirm if additional power is required giving details			
AV requirements should be confirmed with Audio Visual: audiovisual@nuigalway.ie			

Please attach diagram / layout if available.

Completed Risk Assessment attached: Yes / No

Catering: If catering is provided for the event, please complete the following:

Catering Company	
Contact name, telephone & email	

Risk Matrix

Factor	Details	Value	Score	
Event Nature	VIP Visits	1		
	Classical / Folk / Theatrical Performance	1		
	Athletics and Sport	1		
	Fetes / Fund Raisers	1		
	Pop / Rock / Dance events	2		
	Parades and Carnivals	2		
	Fireworks Display	2		
	Aviation Sport and Display	3		
	Motor Sport and Display	3		
	Marine / Waterway Events	3		
	Celebrations and Parties	3		
	Travel to third world countries	4		
	Event Venue	Indoor	1	
		Arena / Stadium	2	
Outdoor, defined boundaries		3		
Outdoor, Widespread / street		4		
Numbers	<500	1		
	500 – 1,000	2		
	1,000 – 3,000	3		
	3,000 – 4,000	4		
	5,000 – 10,000	5		
	>10,000 plus	10		
Participant accommodation	All seated	1		
	Mixed (at least 50% seated)	2		
	Standing	3		
Participant age and profile	Full mix, in family groups	1		
	Full mix, not in family groups	2		
	Predominately adults	3		
	Predominately children and young persons	4		

Additional Factors	Adverse weather potential	2	
	Queuing over one hour	1	
	Parking on site	1	
	Livestock	1	
	Temporary structures	2	
	Bouncy castles / sideshow	2	
	Onsite catering	2	
	Overnight camping	3	
	Traffic movement in crowd area	3	
	Helicopter operations	4	
	Dangerous goods storage and use	4	
	Funfair rides	4	
	Alcohol available	5	
Distance from major A & E facility	Under 5 miles	1	
	5 – 10 miles	2	
	Over 10 miles	3	
Distance from fire station	Under 3 miles	1	
	3 -5 miles	2	
	Over 5 miles	3	
			Total
<p>Note – when the Risk Assessment above totals 20 or over, a full event plan is required.</p>			

n Name of Event:

n Date of event:

n Person (s) in charge of event:

n Risk Assessment conducted by:

1. Permanent Structure

2. Temporary Structure

3. Hygiene Facilities

4. Fire Safety

5. First aid

6. Crowd Control

7. Special needs

8. Waste management

9. Communication and emergency response

10. Others

11. Priority Actions before commencement of event:

Travel Safety



When going on trips, societies should:

Appoint an event leader and safety officer for the trip.

To facilitate activities, all societies are required to complete an Activity/Trip Registration Form.

This form demonstrates that planning has gone into an activity and the necessary arrangements made to meet health and safety criteria.

SocsBox Travel Rules and Sign-Up Sheet

(To sell tickets at the Socs Box Till, you will also need a Sales Request Sheet.)

Trip Name:	
Destination:	
Society:	
Trip Type (National/ Abroad/ Day):	
Trip Date(s):	
Number of Places	

By signing up to this Society Trip, members agree that they have read and understood the rules and information below and on page 2, and that they agree to comply with those trip rules.

- Note: If you are in breach of any of the rules, you may be subject to university disciplinary action or banned from future Society trips.
- Note: If you present a danger to yourself or another member or multiple members on the trip you may also be asked to return to NUI Galway immediately, and you may be liable for any costs incurred.
- Everyone who signs up for the trip must be a current student of NUI Galway for the duration of the trip.
- **Deposits on flights are non-refundable once flights are booked.**

Society Guide lines for organising the trip

A safety officer will be appointed to ensure all procedures are adhered to.

- All attendees must sign that they have read and agreed to abide by the rules.
- All members will be given a card with safety officer's phone number and times and location of departure.
- The safety officer will have contact details of everyone on the bus.
- The safety officer will have phone numbers of emergency services and local Garda Service in the case of an accident or emergency.
- A safety statement will be made at the start of the trip to make sure all members are aware of the rules.

Society name _____

Safety officer _____

signed _____

Members' Rules for Society Trips

Members are required to obey the following rules. Members must:

- Be aware of the hazards involved
- Must not jeopardize your own health & safety or that of others.
- Must follow instructions given by trip leaders and officers.
- Must attend any training provided.
- Must inform officers or trip leaders of any medical condition that may affect your ability to participate, or affect emergency first aid treatment.
- You are responsible for making an informed decision as to whether it is a suitable activity for you.
- If consuming alcohol, you must drink responsibly and in a manner which will not endanger your own safety and health and that of others.
- You must never participate in potentially hazardous physical activities while under the influence of alcohol.
- Inform yourself of, and respect, local customs and laws
- Must stay in groups of no less than 3.
- Ensure in the event of receiving medical treatment that you are 100% satisfied that you have received all the medical treatment you require before being discharged.
- Inform the society at the time of booking if you have annual insurance, if not, insurance will be purchased for you at time of booking the flight.
- If driving, you will do so in a safe and responsible manner.
- Members must implement the buddy system and make sure the other 3 appointed are present and safe and ready to get on the bus.
- Must not leave the venue during the evening.
- Must be ready for the bus at the appointed time.
- You must inform the trip leader if you don't intend to return on the bus.
- No drinking on the bus.
- Must wear any protective gear provided.

Additional rules judged necessary for this trip by the Society or the Societies Office: