



**SUBU**  
Students' Union  
Bournemouth University

# Do it once and do it right

Managing your members safety

# Introduction

All Committee members are responsible for the safety of your members during your events and activities. This session will give you an overview of your Health and Safety processes and a deep dive into risk assessments.

# Society risk rating

All SUBU Clubs and Societies are subject to a Risk Rating. Your clubs have been graded from 'Low' to 'High' Risk.

As of September 2025, the following Societies fall into this category:

Airsoft, Climbing, Mountaineering, Surf

Responsibility for these Societies and their compliance with Health and Safety processes sits with the Student Opportunities Manager, Tammy Bowie.

Risk ratings are subject to change so it's important that you are familiar with this rating system. One off activities for a Low Risk Society may be considered a high risk activity and require additional controls to be put in place on a temporary basis.

High Risk Societies have the following expectations:

- Your Health and Safety Officer (HSO) is now compulsory
- Your core Committee must attend Training
- Your HSO and one other Committee member must attend a High Risk Induction session



## The Six categories of Health and Safety Compliance



# 1. Guest speaker registration

Guest Speaker registration is required by BU.

Who counts as a Guest Speaker?

- One-off Instructors and Coaches\*, Performers, Live music, Speakers generally



## How do you register a Guest Speaker?

- Complete the form available on the Committee Zone.
- Send this to SU Clubs no less than 4 weeks in advance
- Once approved, if your event is on site upload the approved copy when booking your rooms





## 2. Club and Society Inventories

You are constitutionally expected to maintain a club inventory.

We provide a template document that once completed can be handed over to your next Committee and updated, at minimum, annually.





## 3. Patrons, Coaches and Instructors

We must have an up-to-date record of who provides support to our clubs through the completion of the relevant paperwork:

- Patrons: Completion of the Patron Agreement
- Coaches/Instructors:
  - o Paid: Coaches agreement
  - o Voluntary: Coaches agreement

## 4. Student Drivers

Whether you are driving your own vehicle or hiring a car or mini-bus to transport members to your activity you must register as a student driver each time you drive on behalf of the Society.

The registration form is available on the Committee Zone and will ask for; insurance, license and activity details.



## 5. Room Bookings (on BU Property)

- All Society bookings must be made using the Society Email Address.
- The link to the booking portal is available on the Committee Zone.
- You can only book a room for your regular activity one term at a time.
- You can only book once you have completed your annual risk assessment





There is a 3-strike rule for no showing to your bookings or leaving the room in disrepair.

If you need to cancel your booking, you must contact suclubs by 4pm on the date of your booking, or the earliest working day for weekend bookings and include the following information:

- Society name/name it was booked under
- The room you had booked
- Time of booking

Cancelled bookings do not count as a strike towards your total.

3 strikes = cancelled bookings for the term



# 6. Risk Assessments

Committee members are asked to Risk Assess your activities because no one knows your activities better than you do.

Risk Assessments are not designed to prevent you from doing the things you enjoy, in fact they exist to help you take part in bigger and better activities while keeping your members safe.

Think in advance about what you want to do during the year -  
the more you cover in your annual now, the less work later!

### Annual Risk Assessments:

**Covers:** The things you want to do repeatedly on a regular basis that form part of your regular activity.

One Annual Risk Assessment will cover these activities for the entire Academic year.

### Additional Activity Risk Assessments:

**Covers:** One-off trips and events your Society might want to participate in.

Each Additional risk assessment must be bespoke to the event or activity you are running.



## Changes to additional activity

- 30-mile radius rule
- Common sense and being student leaders (for a group of adults)





## Risk Assessment myths

If I do a risk assessment, I will have to say it's dangerous and we won't be allowed to do an activity

I must fill it in with every possible risk I can think of

If I fill it in and someone gets hurt, I'll get in trouble





# All of these myths are false!

A risk assessment is to help you make an activity as safe as possible while still doing it! It should only cover those things that are likely to occur and/or cause harm

Risk Assessments don't exist to allocate blame, it records your thought process and if someone gets hurt, we can review your RA to find a way to prevent it



# So how do we risk assess?

There are 5 steps to a quality risk assessment:

1. Identify the Hazards
2. Who might be harmed and how?
3. What are you already doing to control these risks?
4. Risk Rate the Hazard
5. What else do you need to do?

# 1. Identifying Hazards

**Sources of risk:** there are different elements of your events and activities that could cause risk.

## Venue hazards, e.g.:

- Accessibility
- Weather extremes
- Electrics
- Crowding

## General hazards, e.g.:

- Slips, trips, and falls
- Manual handling
- Working at height

## Activity specific hazards, e.g.

- Surf Society – drowning
- Cocktail and Mocktail - alcohol
- Threads Society or other craft event – RSI
- A controversial guest speaker
- Allergies for events involving food



# 1. Identifying Hazards

When identifying your hazards apply the commonsense rule:

- What things are expected of you as a group of reasonable adults
- What things are in your control






## 2. Who might be harmed and how?

It is important to consider who might be harmed by the hazards you have identified as this might affect what you can do about it.

It might not just be your members put at risk but members of the public. Some hazards may be a risk to specific demographics of people, i.e. pregnant people.







Top Tip: The BU Risk Assessment system gives you a list of options to choose; Staff, Students, Contractors, Visitors, Members of the public, Children, Vulnerable Adults and Other.

Make use of the 'Other' Category if there are specific people at risk during your activity.



### 3. What are you already doing to control these risks?

This is where the concept of 'Control Measures' comes in. There are three main categories of control measure when it comes to mitigating risk and some of these controls may be put in place by your venue, instructors or by governing body advice.

### **1. Knowledge**

Information,  
Instruction and  
Training

### **2. Collective Control**

Controls to protect  
many people that  
are typically passive  
i.e. Barriers

### **3. Individual Control**

PPE (helmets,  
goggles), wetsuits or  
appropriate clothing

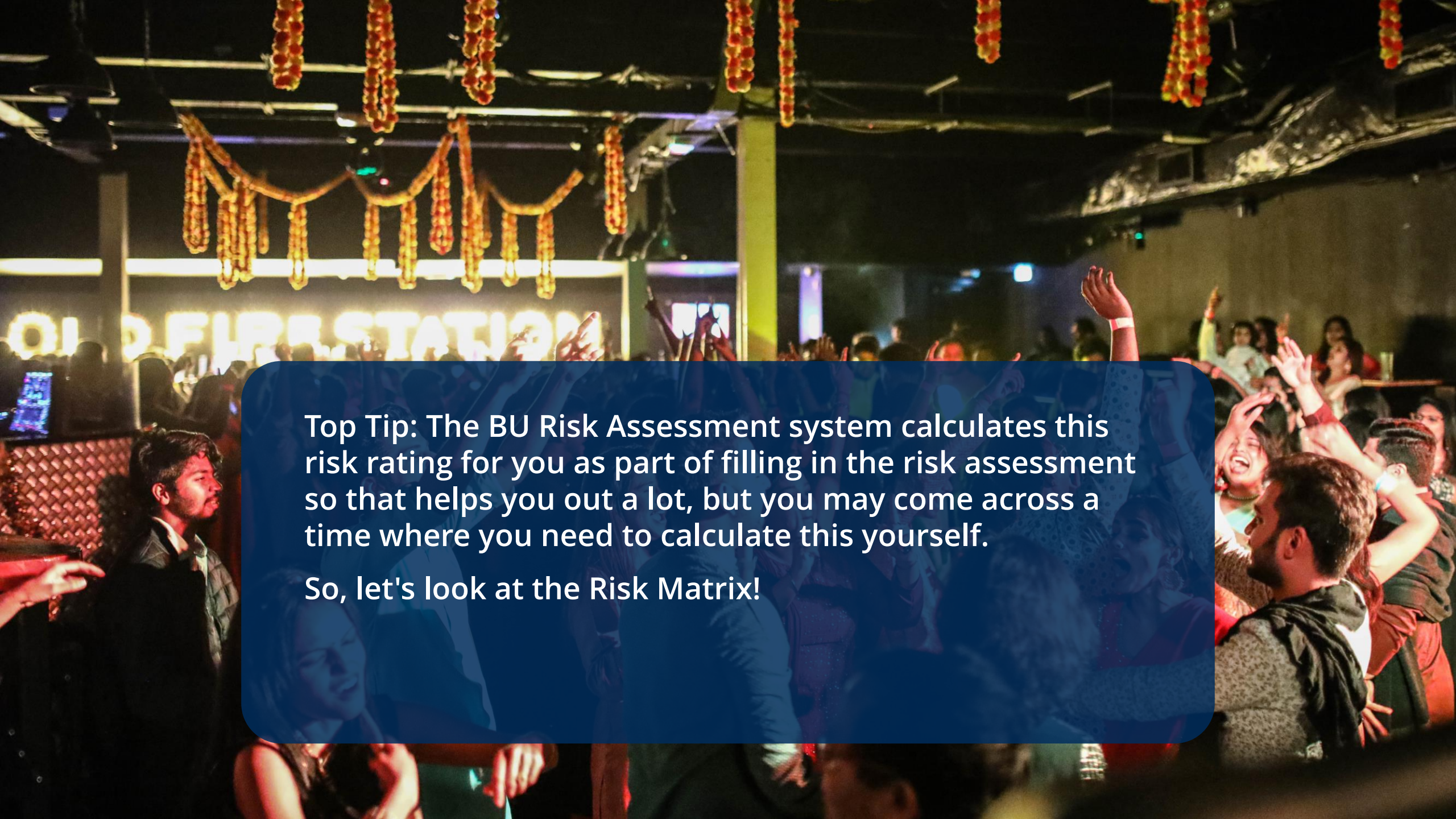


## 4. Risk rating the hazard

- Now you know the hazards and who might be harmed, you need to determine the level of risk.
- This is done by comparing the likelihood of an incident occurring against the severity of the harm it will cause. Risk Ratings typically work in a Low-High grading scheme.





A vibrant nightclub scene with people dancing and a sign that reads "FIRE STATION". The atmosphere is lively with warm lighting and decorative garlands hanging from the ceiling. A semi-transparent blue box with white text is overlaid on the center of the image.

Top Tip: The BU Risk Assessment system calculates this risk rating for you as part of filling in the risk assessment so that helps you out a lot, but you may come across a time where you need to calculate this yourself.

So, let's look at the Risk Matrix!



# The Risk Matrix

- The Risk Matrix is a formula used by formal Health and Safety risk management procedures to calculate risk.
- The formula works by taking the '**Likelihood**' of an event occurring **x** (times) the '**severity**' of the consequence.
- For this example, we are going to use the SUBU Society's trip to Cheddar Gorge and we will risk assess the hazard 'Slips, Trips and Falls'



## Part 1: Rate the Likelihood

- To begin, you need to rate the likelihood of the hazardous event occurring, lots of professional organisations use a scale of 1-5:
1. Very Unlikely
  2. Unlikely
  3. Fairly Likely
  4. Likely
  5. Very Likely





## Part 1: Rate the Likelihood

- Consider:
  - How often has this happened in the past?
  - Are there control measures already in place?  
(Think of what your ideas were in step 3:  
What are you already doing?)
- Part 1 aims to help you estimate the risk
- How likely would you rate 'slips trips and falls'?



## Part 2: Rate the Severity

- Next, you need to identify how severe the consequence of the hazardous event is, lots of organisations use a scale of 1-5:
  1. Insignificant – *no injury*
  2. Minor – *minor injuries needing first aid*
  3. Moderate – *3 days absence (in a professional setting)*
  4. Major – *Up to 7 days absence*
  5. Catastrophic - *Death*





## Part 2: Rate the Severity

- Consider:
  - How severe would you expect an injury to be?
  - Has it happened before and what was the injury?
- Part 2 aims to help you evaluate the risk
- How severe would you rate an injury resulting from a 'slip, trip or fall'?





## Let's calculate the risk level

- Remember; Risk = Likelihood x Consequence
- For our example, the Likelihood of a slip, trip or fall occurring is 3/5 and the consequence of the hazardous event is also 3/5
- So, what does this look like in the Risk Matrix?



Likelihood Rating	5					
	4					
	3					
	2					
	1					
	X	1	2	3	4	5

## Severity/Consequence Rating



Likelihood Rating	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	X	1	2	3	4	5
Severity/Consequence Rating						

Risk Rating	Actions you should take:	In the BU system, your RR figure will look like:
20-25	Stop the activity immediately <i>The likelihood/severity of this hazard makes your activity unsafe and should not continue</i>	HIGH
15-16	Urgent action <i>You must put some additional control measures in place to reduce the Likelihood, Severity or both</i>	
8-12	Improve within a specific timeframe <i>You should aim to improve this within a reasonable time frame, either with controls, training or other methods</i>	MEDIUM
3-6	Monitor: <i>While this isn't an urgent issue, you should look to review this and improve it over time</i>	LOW
1-2	No Action: <i>Ensure any identified controls are maintained</i>	

## 5. What else do you need to do?

- If your risk rating falls into the Medium-High category you should add further control measures to reduce the either the likelihood, severity of harm, or both.
- Remember to implement your Control Measures!
- Ensure someone is taking responsibility for implementing your control measures. Some, like knowledge and training, can be done in advance of your event.
- Share these responsibilities – it is a committee wide responsibility to manage club health and safety.



# Submitting your risk assessment

All Club Risk Assessments must be submitted through the BU system, the link to this is available on the Committee Zone Health and Safety Page.

You must send them to specific members of the Student Opportunities Team for approval - the suclubs inbox won't work.

- General – Loz Green [greenl@bournemouth.ac.uk](mailto:greenl@bournemouth.ac.uk) **or** Luci Phalp [lphalp279@bournemouth.ac.uk](mailto:lphalp279@bournemouth.ac.uk)
- High Risk Societies – Tammy Bowie [tbowie@bournemouth.ac.uk](mailto:tbowie@bournemouth.ac.uk)
- Nerve outlets - Shani Legg [slegg@bournemouth.ac.uk](mailto:slegg@bournemouth.ac.uk)



If we need additional information from you, you will receive a notification that the risk assessment has been rejected and will always feature our feedback on where you need to make changes, clarify something or add additional controls.

You will also receive a notification if the risk assessment has been approved.

If you need support with a specific risk assessment, you can book in to see the Student Opportunities team for 1-1 support!





## Annual Risk Assessment Deadline

Deadline for your annual risk assessment is: 03/10/25

Annual regular activity should not resume until this has been completed and approved.

Any room bookings for Term 1 will not be approved or allocated until this risk assessment has been completed.



The background of the slide is a photograph of a busy student market stall, likely at Bournemouth University. The stall is filled with various items, including bags and clothing, displayed on shelves and hanging from racks. Several students are visible, some browsing the goods. The entire image is covered with a semi-transparent teal overlay.

# Any Questions?

**SUBU**  
Students' Union  
Bournemouth University