



Do it once and do it right

SOCIETY HEALTH AND SAFETY

Introduction

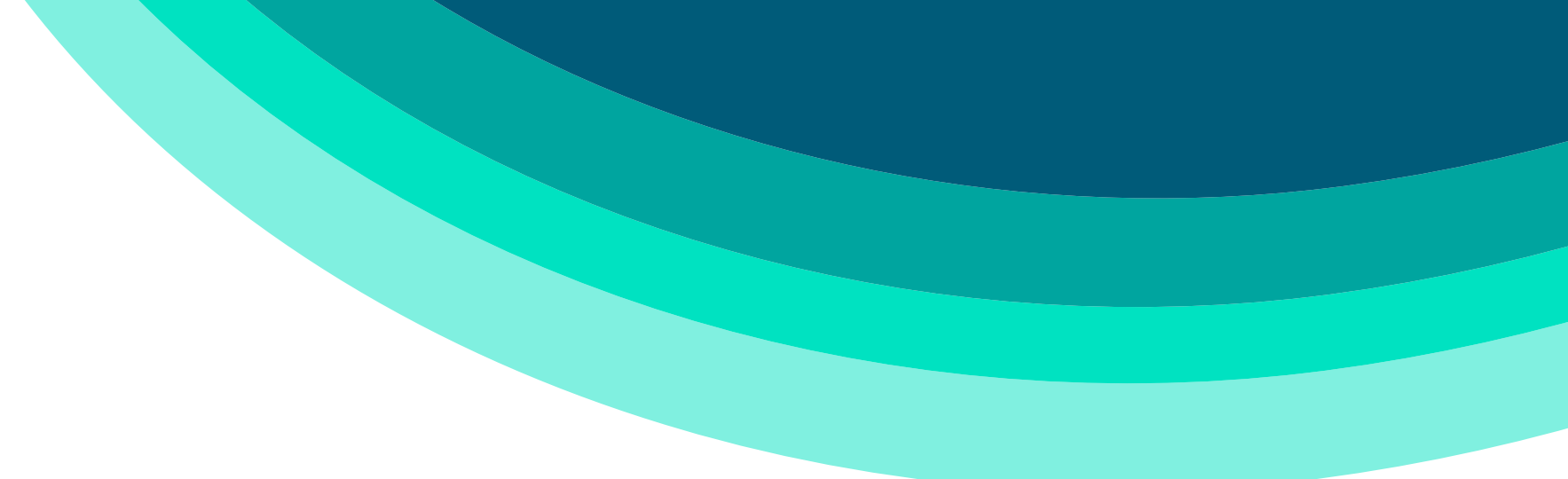
All Committee members are responsible for the safety of your members during your events and activities. This session will give you an overview of your Health and Safety processes and a deep dive into risk assessments.

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 2026, the following Societies fall into this category:
Airsoft, Climbing, Mountaineering, Surf

Current 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 additional expectations:

- Your Health and Safety Officer (HSO) is now compulsory
- Your Committee must have a minimum of two first aiders
- Your HSO and one other Committee member must attend a High Risk Induction session

The six compliance categories



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

Registering a Guest Speaker is easy:

- 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.

This applies to any Society owned equipment, not an individual members personal equipment that they use during your activity.

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:
 - Paid: Coaches agreement
 - 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.

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Room Bookings (BU Property)

- All Society bookings must be made using the Society Email Address.
- The link to the **Club and Society specific** booking portal is available on the Committee Zone. Don't just email Room Bookings!
- 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

5

Room Bookings (BU Property)

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 SU Clubs 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 striketowards your total.

3 strikes = cancelled bookings for the term

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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.

There are two types of Risk Assessment you will be asked to complete during your time in post...

Annual

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

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.

*30+ Miles from Campus

Risk Assessment Myths



Is this true or false?

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

Is this true or false?

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

Is this true or false?

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

Is this true or false?

Risk Assessments aren't important, if someone gets hurt insurance covers it.

So how do we risk assess?



A person wearing a red jacket and dark pants is climbing a large, overhanging rock formation. The person is positioned on the left side of the image, reaching up towards the rock. The rock is a light grey color and has a rough, textured surface. The background shows a hazy, overcast sky and some distant hills.

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.

There are three main categories for you to consider when identifying sources of risk:

- General Hazards
- Venue Hazards
- Activity Hazards

General Hazards

This includes but isn't limited to:

- Slips, trips, and falls
- Manual handling
- Working at height
- Allergens
- Burns and scalds



Venue Hazards

This includes but isn't limited to:

- Accessibility
- Weather extremes
- Electrics
- Crowding
- First Aid provision and/or security



Activity Hazards

Examples include:

- Surf Society – drowning
- Cocktail and Mocktail - alcohol
- Threads Society or other craft event –RSI
- A controversial guest speaker



1

Identifying Hazards

When identifying your hazards apply the common sense 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 you, your venue, instructors or by governing body advice.

1. Knowledge

Information, Instruction
and Training

2. Collective Controls

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

3. Individual Controls

PPE (helmets, goggles),
wetsuits or appropriate
clothing



4

Risk Rating the hazard

Now you know what the hazards are and who might be harmed by them, 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.

Top Tip:

The BU Risk Assessment system calculates this risk rating for you at the end 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'

- 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'?

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



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	<u>9</u>	12	15
2	2	4	6	8	10
1	1	2	3	4	5
X	1	2	3	4	5

Severity/Consequence 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 – Bethany Jackson bjackson@bournemouth.ac.uk or Luci Phalp lphalp279@bournemouth.ac.uk
- High Risk Societies – Tammy Bowie tbowie@bournemouth.ac.uk



Health and Safety Activity: Risk Rating

Let's Try It!

10 Minutes

On your tables, using the example provided, identify some potential activity hazards.

The example:

Your Society is hosting a Trip to Cheddar Gorge on a Saturday in October.

Consider:

- Types of Hazards
- Different demographics of people
- Types of Control Measures
- What is reasonable?

Upload to BU Risk

Submit your hazard risk assessment to tbowie@bournemouth.ac.uk on the BU Risk Portal!

Annual Risk Assessment Deadline

Deadline for your annual risk assessment is: 02/10/26

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.

What do you do if something goes wrong?

Risk Assessments aren't fool proof. Sometimes, something might still go wrong. So, when it does, what do you do?

1. Emergency Procedure
2. Make an incident report

Emergency Procedure

1. If available, a designated first aider should take control of the situation
2. Seek aid - if required
 - a. If on Campus: Call 01202962222 or 222 on a BU Campus phone with the following info: Which Society, nature of the incident i.e. do you require the Police or an Ambulance? Which Campus, Building and Room you are in
 - b. Off Campus: Call 999 or 111, provide them details on the nature of your emergency and your location. **Then** inform BU as above.

Complete a SUBU Incident Report

This form is to be completed when an incident or near miss occurs during registered Club or Society Activity. It does not exist to allocate blame in the event an incident occurs but instead is designed to ensure SUBU provide appropriate support to you and your members.

The link for this is available on the Committee Zone.





Any questions?



SUBU Clubs &
Societies