



High Risk Society Induction

SUBU Students' Union
Bournemouth University

Agenda

- Intro
- Your responsibility
- Risk Management
- Training and Instruction
- Equipment
- Facilitating your activity



Doing our bit to keep you safe

Here at SUBU, we want to enable our student members to engage in the activities they love - whether that is staying home or getting out and participating in what we call 'adventure activity'.

This is where your risk rating comes in.

Doing our bit to keep you safe

All SUBU Societies are subject to a risk rating from Low Risk to High Risk, this enables us to identify which clubs will engage in activities with a higher physical, financial and/or reputational risk on a regular basis and provide you with appropriate support.

Activity 1:

“High Risk Societies participate in activities that pose the highest potential risk of injury. This includes Societies that participate in ‘extreme’ sports that require specific skill sets to be performed safely, activities that take students to locations that can create a higher environmental risk and activities that require specific equipment that needs to be properly maintained and serviced to be utilized safely.”

What does this mean?

- The society must complete all annual society paperwork: Constitution, Annual Risk Assessment, Patron agreement* and/or Coaches Agreement for instructors if required, and society equipment inventory.
- Elect a compulsory Health and Safety Officer each academic year who is a full BU member of the club or Society.
- The Committee must attend relevant Committee training with SUBU
- Two Committee members, including the Health and Safety Officer, are to attend Emergency First Aid training funded by SUBU.



Section 1: Risk Management

What is Risk Management?

Risk Management is the umbrella term we use to cover all things focused on your safety, this includes things like risk assessments which are covered in your core training. For a refresher in this training please review the content on the Committee Zone. As part of this induction we are going to focus on two areas of risk management: Insurance and National Governing Bodies.

Insurance

Insurance is important, it covers you in the event something goes wrong. Providing your member purchases a valid membership to your Society through SUBU they will be covered by our Public Liability Insurance.

We also recommend your members take out trip specific insurance where relevant. Sports Travel Insurance options are great and typically quite affordable when you are exploring trips abroad.



Activity 2:

Does your activity have specific insurance that your members could take out to cover them in case of an accident?

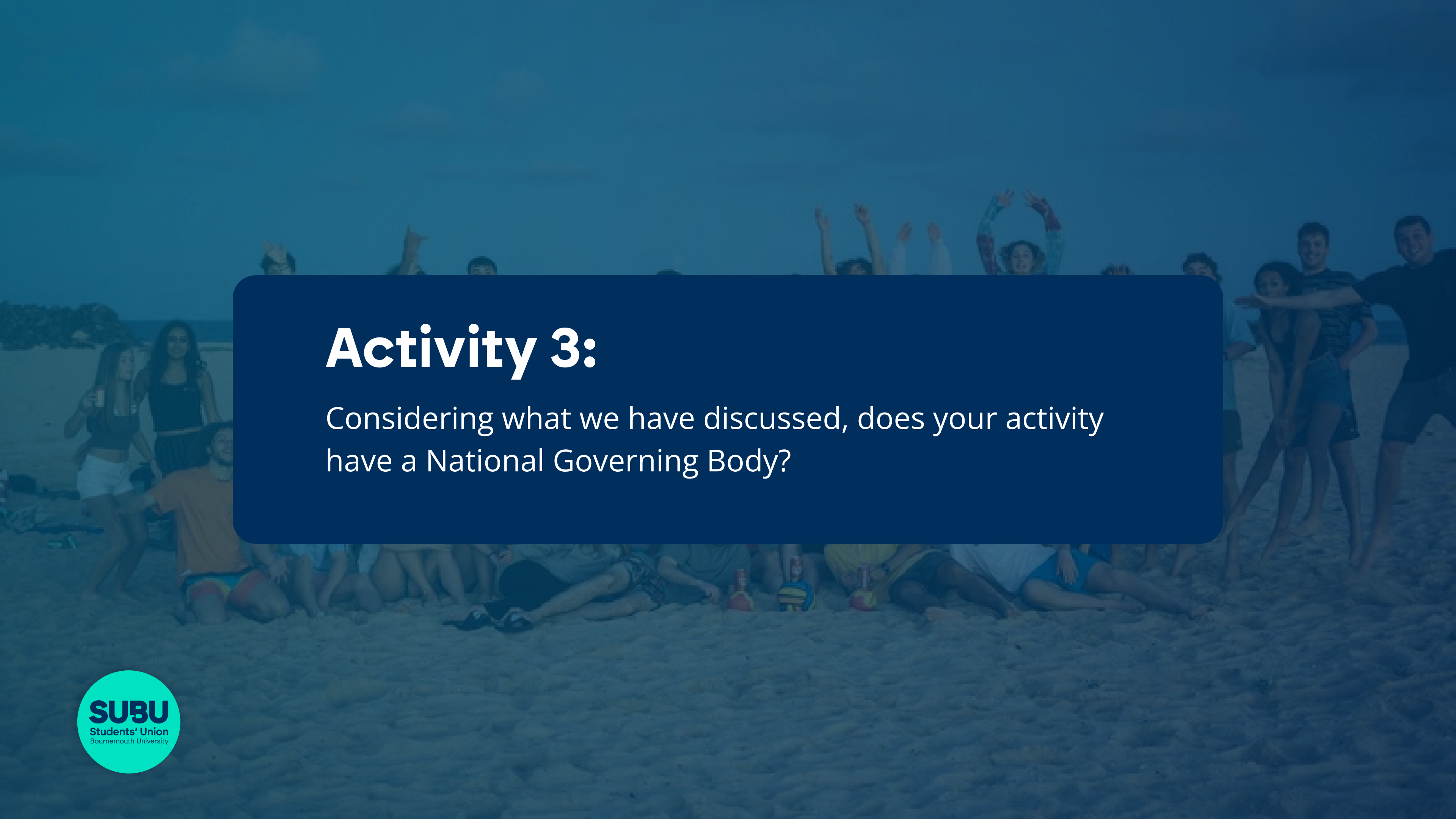


National Governing Bodies



Many activity types have a national organisation that monitors and regulates a specific sport or activity within a country. They provide rules (where relevant), safety protocols, talent pathways for competitive activities, accreditation through courses and certification and much more!

In the UK, National Governing Bodies (NGB) may be different depending on your region. For example, Surf has a separate NGB for each home nation: Surfing England, The Scottish Surfing Federation (SSF) and The Welsh Surfing Federation (WSF).



Activity 3:

Considering what we have discussed, does your activity have a National Governing Body?



Section 2: Training and Instruction

Training and Instruction

Some activities require specialised instruction and knowledge to be carried out safely, including how to respond when an incident occurs.

This section of the induction will focus on identifying any specialised training your members need to carry out the activity, what coaching or instructor requirements you might have and how to identify whether any of your committee members would be considered a competent person to lead on instruction for new members.

1

First Aid

All High Risk Societies are required to have two qualified first aiders on their committee to ensure a base level of emergency first aid cover during your activities. Qualifications typically last three years before requiring renewal. We understand that there is a high cost associated with quality first aid qualification, which is why SUBU foots the bill for High Risk groups.

If you have a current first aider on your committee, they will need to provide a copy of their certificate for our records.

Activity 4:

Who on your Committee has a valid, in date, First Aid qualification of at least a Level 3 Emergency First Aid Certificate?

If you need First Aiders trained, who would your Committee suggest putting forward?



2

Specialised Training

Some activities have specialist courses available that will improve the safety of your participants.

For example, Hiking and/or Mountaineering Societies may benefit from a Mountain Leader qualification within their Committee and courses in this space can cost as little as £69.

Different courses have different eligibility criteria, qualification validity lengths and assessment types so it is important you explore options that are reasonable and feasible for a student volunteer to commit to.

Activity 5:

Are there any specialised training courses your Society would benefit from to support you delivering safe activity?



3

Coaches and Instructors

In some instances, it is not feasible to expect student members of your Society to take on instructor roles within your activity, committing to the time or length of service that a qualification would expect. This is where your Society can explore formal coaches and instructors.

SUBU supports Societies to take on two different types of instructors:

- Paid Coaches - who are paid for their time instructing your members, typically at a fixed monthly or termly rate
- Voluntary Coaches - who are qualified individuals who are volunteering their time to provide instruction, advice and expertise to your members.

Activity 6:

Do you have a coach or instructor that the Society has worked with before?

If not, are there specific elements of your activity that would benefit from a professional instructor?



4

Identifying a Competent Person

You may find that your committee has a pool of talented individuals who are experienced in your activity and are able to provide basic guidance to your membership. It is important to consider what makes your activity leaders competent to lead others in your activity.

We recommend using the acronym SKATE, which is a recognised metric of assessing suitability of a competent individual in health and safety...

S.K.A.T.E

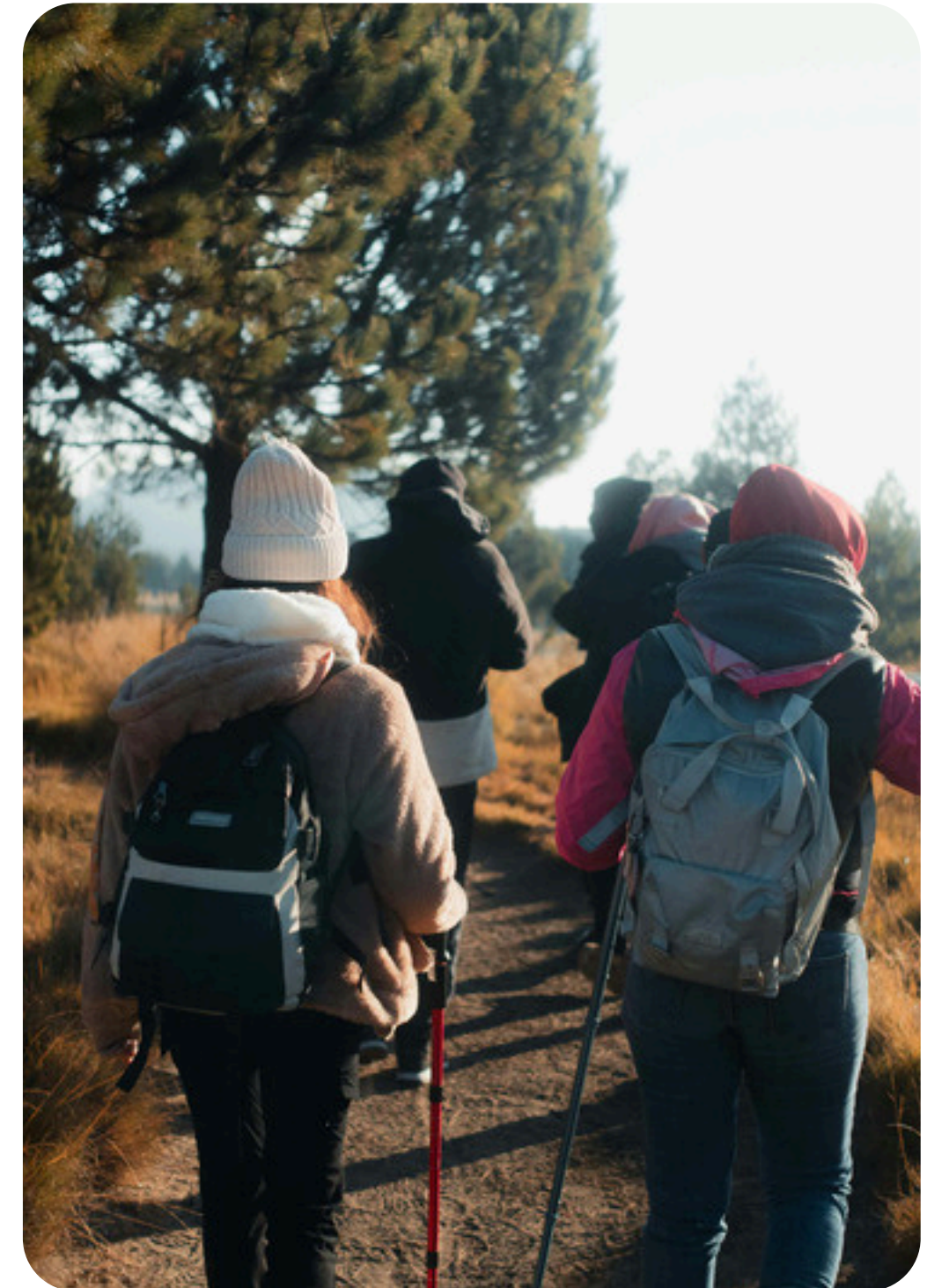
- S - **Skills**: Do they have the skill set required to carry out your activity themselves?
- K - **Knowledge**: Do they have a robust knowledge of your activities, its risks and how to perform them safely?
- A - **Attitude**: Do they take safety of themselves and others seriously during your activity?
- T - **Training**: Have they completed relevant training or qualifications to support their understanding of your activity?
- E - **Experience**: Understanding your activity on paper is one thing, but knowing how things could go wrong and what to do about it is often just as valuable. Do they have sufficient experience in your activity to advise others?



Activity 7:

With SKATE, a competent person may not tick 100% of the boxes, it is about identifying what the minimum experience, skill and knowledge base is for your activity to be performed safely and who within your membership meets this minimum requirement. This will determine who is okay to give guidance to other members during your activities.

Using SKATE, identify what the minimum requirements would be for someone to be considered competent in guiding new members in your activity



Activity 7:

Now you have identified what your minimum requirements are for someone to be deemed competent to lead your activity, you can apply this to your membership.

Who in your Society meets these minimum requirements?



4

Identifying a Competent Person

You cannot assume that someone is competent and willing to lead on activities, it is important you speak to them regarding their role guiding members.

In the event someone who is not deemed competent, by meeting your minimum requirements, is attempting to provide coaching or instruction, your Committee should feel empowered in asking that individual to stop, based on a desire to reduce risk to your participants.



Section 3: Equipment



Equipment

Hiring equipment every time you want to do your activity gets expensive fast, so some Societies opt to purchasing equipment that the Society keep for years to come. That said, there are some elements of equipment management you need to be aware of, particularly in relation to safety-critical equipment.

A photograph of a person rock climbing on a dark, craggy rock face. A thick, multi-colored rope is visible, extending from the climber down towards the bottom left. A bright orange safety cloth or bag is partially visible in the lower left corner. The sky is a pale blue with some light clouds.

Safety Critical Equipment

Some equipment will be required for your activity to be able to run.

Activity 8:

What equipment do you need to run your activities?

Activity 8:

Now you have identified your equipment requirements, it is important to consider its life span. Equipment may need replacing after standard use wear and tear, damage or incident,

What is the standard life expectancy of your required equipment?
What instances would require your equipment to be replaced?





Society Inventory

Now you know what equipment you require and roughly how long it will last you, you need to ensure you keep an accurate record.

This inventory is a requirement and you must also update it whenever your equipment changes to ensure it is accurate and up to date.

We recommend labelling your equipment in some way to ensure that your inventory can correctly identify specific pieces of equipment. Particularly in cases where it may need to be serviced or retired at a later date.

Storage

Part of your inventory process will require tracking of where your equipment is stored, how it is accessed and who can access it. Some equipment may have specific requirements for it to be stored appropriately and in a way that maintains the quality and integrity of your equipment. You may also need to consider when it is accessible, SUBU has multiple storage rooms with access at different times of day.





Activity 9:

Thinking about your equipment, do you have any special storage requirements?

Do you need access at specific times or on specific days?

Who knows where your equipment is stored and how to access it?

Maintenance

Your equipment should be regularly inspected to ensure it is safe and fit for use. Some equipment may require annual review to retire or service parts of or the whole piece of equipment.

If your equipment requires third party maintenance and/or servicing, you must provide a copy of any documentation and reports on your equipment to the Student Opportunities Team.





Activity 10:

Does any part of your equipment require servicing or inspection?
if yes, who is carrying out these inspections or services?

Any third party provider who will be carrying out servicing on your equipment must hold valid qualification and insurances and must be able to provide documentation of this to the Students' Union on request.

Repalcing or purchasing equipment

We know equipment is expensive, and it can be tempting to use equipment on its last legs rather than trying to find the funds to replace it out of your Society budget.

For High Risk Societies, we have introduced a new pot of funding, seperate to the Grant Funding application process to support you in purchasing safety critical equipment.





Repalcing or purchasing equipment

This process works differently, in that you must speak with the Student Opportunities Manager regarding the need for the purchase. Allocation of funding from this High Risk Grant pot will not affect your eligibility to apply for grant funding in other areas.

As a High Risk Society, you are provided a First Aid Kit. We will support you with replacing used items. If you lose the kit, the replacement cost will be charged to your Society Account.



Section 4: Facilitating your Activity

Facilitating your activity

Under SUBU process, there are a couple of things to bear in mind when facilitating your activity. This section of the induction aims to cover mechanisms we recommend and help you understand why utilising them is beneficial to your society.

Participant Information

For all types of activity, it is beneficial for you to include 'Participant Information' within your advertisements. This aims to inform members of the minimum level of physical ability, financial commitment and/or technical skill required for a participant to take part in your activity safely. It aids your Society in being more accessible, while also allowing your membership to make an informed decision about whether an activity is suitable for them.



Activity 11:

Thinking about your activity, pick one element (specific activity, trip or event) and create your participant information section.



Participant Information

It is not the role of the Committee to tell someone they cannot participate in your activity, however if you are concerned about a member and their ability to participate safely, please contact the Student Opportunities Manager as soon as possible for more support.



Incident Reporting



When something goes wrong, by a little or a lot, it is important you let us know! You will not be in trouble when an accident occurs, but if we are not aware of it then we can't support the individual or the Society following the incident.

For example, if a student gets a concussion and that impacts their ability to submit work for a deadline, we can provide a copy of the incident report to support applications for extensions as evidence this incident occurred - supporting any medical evidence you needed to provide. This bolsters the strength of your application and ensures that your studies are not impacted further by an accident in club activity.

Activity Reviews



Hindsight is 20/20, reviewing your activities is a useful mechanism to identify what was difficult during your planning and execution of your activities - but it also highlights what went well!

Completing an activity review is technically optional but we recommend doing it as it will enable us to support your future activity better by helping to mitigate pain points you experienced. It is also a good learning opportunity for your Committee to build on your skills as activity leaders as you gain more experience.

Venue requirements

If you utilise a third party venue for your regular activity, we require a copy of their risk assessment to ensure the venue has adequate controls in place to facilitate your activity.

At minimum this risk assessment should be provided to us annually to account for any changes they have made during the previous academic year. Not providing a risk assessment for their venue is a red flag - we would encourage you to find alternative venues to facilitate your activity for the safety of yourselves and your members.

Some venues require proof of insurance before booking, we are happy to provide our Public Liability Insurance policy on request.





Any questions?



Acknowledgements

As part of your induction process, please read and sign your agreement that you have attended and understand the information that has been provided to you.



Your To Do's

- Complete Committee Training
- Complete your Annual Paperwork
- Confirm your First Aid Training Requirements
- Check your First Aid Kits

DEADLINE: 02/10/26





Thank you

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