

SUBU

HIGH RISK SOCIETY INDUCTION

2026/27



WINNER
STUDENTS' UNION
SOUTH WEST ENGLAND



TOP 5
STUDENTS' UNION

Purpose of this induction

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. 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.

It is never our intention to prevent you from doing the activities you love, instead our priority is providing you with the relevant resources, training and support to keep you safe while doing it!

This induction will carry out a deep dive into your activity for the coming academic year, identifying areas we can support you, and specific things you need



to do in order to have a great (but safe) year!

This induction will cover:

- The definition of a High Risk Society
- What your Risk Rating means
- Training for your Committee
- Coaches and Instructors
- Equipment
- Facilitating your activity

It is a requirement for a minimum of two Committee members to complete this induction, including your Health and Safety Officer (where possible).

Ask questions throughout! You will be asked to sign this document to confirm you have understood the content of the induction and the expectations of your roles as committee members in High Risk groups.

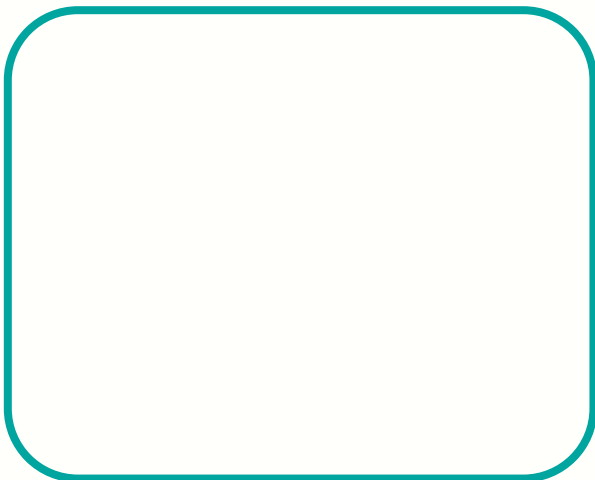


Understanding your rating and responsibilities

High Risk Clubs and Societies are defined as...

“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.”

ACTIVITY: What element of this definition do you think categorises you as a High Risk Society?



Due to these groups' nature, responsibility for their compliance with the relevant Health and Safety Policy sits with the SUBU Student Opportunities Manager.

All Societies share the same base responsibilities as a Committee in order to function, but in the case of High Risk groups there are some extras:

- 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.

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.

This means the member is covered for accidental injury under SUBU. **If they do not purchase a membership, they are not covered by our 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: 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.

The 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).

When running trips it is important you do your research to ensure you are following best practice set by the relevant NGB.

ACTIVITY: Does your activity have a National Governing Body?

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.



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: *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?*

When selecting your new first aiders, consider their year of study, who is already qualified and who would be comfortable performing first aid in the event it is required during your activities.

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



When selecting who should participate in courses for your society, consider their year of study, who is already qualified and who would be comfortable taking on a more formalised role within your activities.

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:

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

More information on the process for Coaches and Instructors is available on the Committee Zone.

Coaches and Instructors cont.

ACTIVITY: 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?



Consider different groups of your membership when exploring coaches and instructors. Some years, you might find your membership is comprised of primarily beginners and they might benefit from formal lessons in your activity before joining the wider membership.

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 - **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?

Identifying a competent person cont.

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.

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

SKILLS

KNOWLEDGE

ATTITUDE

TRAINING

EXPERIENCE

Identifying a competent person cont.

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.

ACTIVITY: Using *SKATE* and the space below, identify someone who meets these requirements..



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.

At this time, SUBU is allowing Clubs and Societies to self regulate identifying competence within its membership. If members feel that the individual providing them instruction is not suitable, they should be encouraged to share these concerns with the committee who must inform the Student Opportunities Manager for further support.



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.

Safety Critical Equipment

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

ACTIVITY: *What equipment do you need to run your activities?*



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,

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



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.

SUBU provide a template inventory for you to use. We encourage all Societies to hand over inventories to new committee members at the end of your term in post. This will mean that you can update an existing inventory rather than having to create one from scratch.

You are required to keep an inventory and provide a copy to the Student Opportunities Team, so if you haven't been provided one by your previous committee or are a new Society you will need to create one. 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 (see section on maintenance on the next page).

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: *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: *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.

Replacing 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.

Under SUBU Finance processes, all Societies are eligible to apply for Grant Funding to support equipment purchases. For High Risk Societies, we also have an additional pot of funding, separate to the Grant Funding application process to support you in purchasing **safety critical** 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.

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.

For example, the Mountaineering Society has a member who is relatively new to the activity but had done some leisurely 10k walks with the Society. They saw an advertisement for the Three Peaks Challenge Team that the Society were putting together - Participant Information could look something like this:

SUBU Mountaineering Three Peaks Challenge Team Participant Information:

- *Difficulty: High - due to 23 miles of walking inclusive of 3,064 meters of vertical ascent. The challenge is considered an Extreme Endurance Test with a 40% success rate.*
- *Time: This challenge takes place within 24 hours, exclusive of journey time to and from the start and end point. Rest points on this challenge are limited.*
- *Kit: You will be required to carry a full kit bag including a minimum of 2-3 litres of water per mountain, clothing for layering as well as a personal first aid kit, nutritional items such as high energy snacks, electrolytes etc.*

Using the information provided in the Participant Information section of their advertisement, the member is able to make an informed decision before signing up for the event.

In this example, the member may feel that they would like to work towards participating in the Three Peaks Challenge in the future, but for now, will explore other Society activity such as a day trip to Snowdon instead based on their own perceptions of their ability.

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.

Participant information cont.

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

Which element of your activity have you chosen?



What Participant Information do you think needs to be provided for a student to make an informed decision about whether to participate?



Remember: A lot of your activity repeats during an academic year! Once you have written up your Participant Information, keep them stored somewhere safe to reuse in future and hand over to the next Committee!

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.

We have a digital form you can complete available on the Committee Zone, it takes around three minutes, and exists to support you, not get you in trouble!

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.

The activity review form is available on the Committee Zone and will be sent to you via email following large scale trips and events. This is open to all Societies - not just high risk ones!

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.

Acknowledgements

By signing below, you are acknowledging you have attended a High Risk Induction with the Student Opportunities Team at the Students' Union at Bournemouth University (SUBU).

You are agreeing that information related to;

- Your classification as a High Risk Society and its requirements
- Specialised training, first aid requirements and expectations related to identifying competent activity leaders and/or coaches
- Equipment, including storage, maintenance and replacement
- Facilitating your activity including venue requirements

Has been communicated to you and that you have understood the content of the induction. You are also confirming that the information you have provided is accurate to the best of your knowledge.

On behalf of the _____ **Society:**

Committee Member 1:

Sign: _____ Print Name: _____

Role on the Committee: _____

Committee Member 2:

Sign: _____ Print Name: _____

Role on the Committee: _____

On behalf of SUBU:

Sign: _____ Print Name: _____

Role at SUBU: _____

Date of Induction: _____

Your Support Team



Tammy Bowie
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Lucinda Phalp
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Simonne Gautron
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SUBU

