

03

**Health and
Safety**

Policies and Insurance

We have a common law 'duty of care' to participants. Meaning the policies and procedures ensure that societies are safe. You can find the policy in our Committee Resources Page.



Insurance Covered – Your membership covers you for personal accident. If your society needs to claim, then speak to ourselves. We also insure hired vehicles and larger activities.

Code of Conduct

Each society will need to complete our **Code of Conduct Form** which highlights that you are responsible for representing the values of LJMU and JMSU.

When the students sign up for the society, they will have to read and sign our T&Cs that also highlights this.

We recommend you send this out to the members when they sign up for the society so that they are also aware of this.

JMSU
[Insert Society Name]
Code of Conduct 2022/23

1. The **[insert Society name here]** agree to the set of rules set out by John Moores Students' Union which outlines the standards we expect from both members, committee, and coaches.
2. The following code of conduct outlines the rules and procedures to run your activities as successfully as possible and this code is a way of ensuring that that happens.
3. The **[insert Society name here]** shall form part of John Moores Students' Union, and as such, will adhere to all the rules of the John Moores Students' Union Student Activities Policy, and rules laid down herein.
4. **Aims & Objectives**

The keys aim of **[insert Society name here]** in 2022/23 are: -
 - **[Example; Increase membership by 20%].**
 - **[Example; Raise £2,000 for charity]**
 - **[Example; Arrange a meet and greet with another University]**
 - **[Example; Hold a conference for members with external speakers]**
5. **Committee**

5.1 The committee will ensure that the society is conducted in accordance with John Moores Students' Union's Articles of Association and Policies as well as the aims and objectives noted above.

5.2 The committee shall be responsible for the running of the society and will convene at least monthly on a day outlined at the first committee meeting of an academic year.

5.3 The committee are elected annually by members. All committee members shall be current students at Liverpool John Moores University.

5.4 The members of the committee shall be as follows:
 - i) President – **[Student Name]**
 - ii) Vice President– **[Student Name]**
 - iii) Communications Officer – **[Student Name]**
 - iv) Treasurer – **[Student Name]**
 - v) Social Secretary - **[Student Name]**
 - vi) **[Insert any additional positions within your committee or delete]**
6. **Meetings**

6.1 At least one representative of the society committee will attend the following meetings:
 - i) Committee Training & Refresher Training
 - ii) Vice President Activities Meetings
 - iii) JMSU AGM
 - iv) JMSU EGM (as appropriate)

Risk Assessment

You will also be sent **Annual Risk Assessment Form**.
This covers the majority of your society's sessions
for the year.

When you are hosting any other events larger than
your normal sessions, you will need to complete
an **Events Risk Assessment Form** so that we know
that you have everything planned.

If you're ever unsure of how to complete the forms,
let us know and we can go through it with you.

JMSU

Annual Risk Assessment for Activities

The Risk Assessment process must be 'ongoing' and 'dynamic'. In other words, informed judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

All personnel involved with the running of the activity must receive very clear guidance and instructions for the management of the activity and be very clear about their roles and responsibilities for each aspect of the event and carry these out under the guidance given.

The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to John Moores Students' Union as soon as possible, no later than the working next day.

Event/Group Details		
Group Name	Date of Assessment	General Code of Practise
(Add Society Name e.g., Business)	01/09/2022	- All students must have paid to be a member that is covered under JMSU insurance unless during taster sessions. - All members must follow JSMU policies and procedures e.g., the Code of Conduct. - All members will pay a membership fee and tick to abide by Activities Terms & Conditions. - Committee members must follow the emergency and hospitalisation procedures if an incident/accident arises. - Events risk assessment must be completed a week before the event e.g., conference, bake sale, external event, etc. - Committee members must be aware of the first aid provisions at the venue. - Members should engage in peer-to-peer activities e.g., sharing and debating information.
	Date of Review 01/09/2023	

One-Off Event Risk Assessment Hazard Checklist

Society/Group/Club		Assessment Date	
Assessment Carried out by		Approved By	
Main Activities in your Event		Location(s) of Event	

1 Planning	5 Sporting Event Hazards
1.1 Lack of First Aid Provision or Equipment ☐	5.1 Temperature - Too Hot or Cold ☐
1.2 Lack of Fire Fighting Measures ☐	5.2 Crowd / Spectator Medical Emergency ☐
1.3 Unsafe behaviour by attendees ☐	5.3 Participant Medical Emergency ☐
1.4 Poor performance of Stewards/Volunteers ☐	5.4 Overcrowding ☐
1.5 Lack of space available for activity ☐	5.5 Unsuitable Playing Areas / surfaces ☐
1.6 Inexperienced / novice attendees ☐	5.6 Poor / Damaged Equipment ☐
1.7 Young Persons (under 18's) ☐	5.7 Inexperienced / Novice Participants ☐

2 Event Set-up / Preparation	6 Clear - Down (After the Event)
2.1 Fire in building or venue ☐	6.1 Litter / Debris Clearance ☐
2.2 Blocking fire exits / extinguishers ☐	6.2 Cash Handling ☐
2.3 Slips, Trips & Falls ☐	6.3 Working at Height ☐
2.4 Insufficient or unsuitable space ☐	6.4 Lost or Damaged Personal Property ☐
2.5 Working at Height (e.g., putting up decorations) ☐	6.5 Transportation to official after-party ☐
2.6 Lifting & carrying heavy items ☐	6.6 Ensuring overly Drunk attendees get home safely ☐
2.7 Members of the Public ☐	
2.8 Electricity Hazards ☐	
2.9 Chemicals / hazardous substances ☐	

3 Indoor Events Hazards	7 General Hazards
3.1 Large Queues waiting for event ☐	7.1 Alcohol related accidents / incidents ☐
3.2 Overcrowding of the Venue ☐	7.2 Food Poisoning ☐
3.3 Fire at the Venue ☐	7.3 Conflict with 3rd Parties / Vendors ☐
3.4 Medical Emergencies ☐	7.4 Damage to property / buildings ☐
3.5 Poor Lighting in the venue ☐	7.5 Loss / Theft of group equipment ☐
3.6 Slips, Trips or Falls ☐	7.6 Cash Handling ☐
3.7 Noise ☐	7.7 Transport provided by the group ☐

4 Outdoor Event Hazards	8 Other Hazards Specific to your REGULAR activity - INSERT AS REQUIRED
4.1 Bad / Cold / Hot Weather ☐	8.1 Lone activity ☐
4.2 Unsuitable Ground / Surfaces ☐	8.2 Public highways ☐
4.3 Members of the Public ☐	8.3 Consuming/serving hot drinks ☐
4.4 Use of Electricity Outdoors ☐	8.4 ☐
4.5 Medical Emergencies ☐	8.5 ☐

Facilities



When using any university rooms, you are fine to move furniture around. Just make sure that all tables and chairs are left the way it was when you entered.

If there's any damages in the room let us know.

If you're using any electrical items, just make sure that they are PAT Tested or safe to use.

Trip Registration

If you're going to go on a trip, [anywhere outside of Liverpool], you'll need to complete our trip registration form so that we know where you're going and when.

- 3 days before the trip
- 5 days before if it's an overnight stay
- 2 Months before if outside the UK



Trip Registration Form

This is for listing details of who will be going on the trip, the main contact for the trip, where you are going and journey start and end times. Please submit this 24 hours before you travel.

***Required**

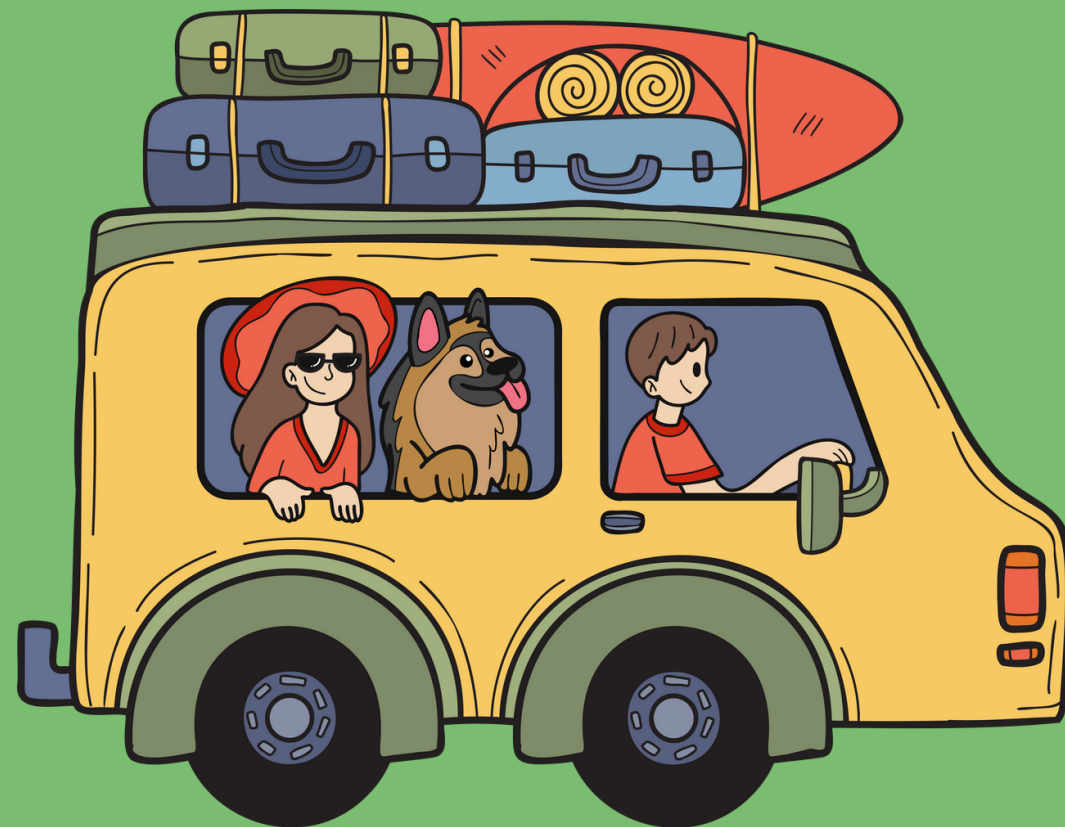
Student Group Name e.g. Yoga *

Your answer

Trips

Overnight Stay – You will be responsible for the members' health and safety on the trip and remember you are representing the union and the university.

Overseas Trip – If you are to plan an overseas trip, you will need to have a meeting with ourselves to make sure everything is planned out and approved. Our Overseas Guide is on the committee resources page.



Vehicles

Private Car -If you are driving a car for a trip you will need to read the Management of Own Vehicle Guide and complete our form so that we can check that your vehicle is licensed to be on the road.

Also don't forget to use the expense form to reclaim your mileage.



JMSU
JAMES MADISON UNIVERSITY
STUDENT UNION

VEHICLE & DRIVER REGISTRATION FORM

- Drivers using their own vehicle have produced their current driving licence and insurance certificate before use is approved and this is recorded.
- Students using their own vehicle are advised to check with their own insurance company to ensure that their insurance arrangements are sufficient and would cover them in the event of an accident.
- Prior to claiming any mileage claims all students, volunteers must have submitted the Registration Form.
- Driver has read and understands the relevant JMSU policies and procedures.

CONTACT DETAILS	
Student Name	
LJMU Email Address	
Sport/Society	
Mobile Number	
Term Time Address	

VEHICLE DETAILS	
JMSU will check the vehicle MOT and Tax through the DVLA Enquiry System .	
Vehicle Registration	
Car Make & Model	
Colour	

DRIVER INFORMATION	
Counterpart code can be acquired through the DVLA by submitting details.	
Driving License Number	
Pass Date	
Counterpart Code	

I have produced the documents and agree to operate within the "Transport Policy" and confirm that my vehicle is correctly maintained and has insurance to cover the sport or society activity.

I will notify JMSU if there are any changes to my licence or insurance credentials.

Signature: _____ Date: / /

OFFICE USE ONLY	
Driving License	
Insurance Certificate	
Tax Due Date:	
MOT Date:	

Vehicles

Hiring Vehicle - If you are wanting to hire a vehicle, you can complete our form, we'll contact the company and let you know how much it would cost. Also note that to hire a vehicle you must have been on our compulsory Driving Training Course

In this course you will go through procedures and protocols for accidents, breakdowns and emergencies.

Note that you must be 19 years old and driving for at least a year with a full and clean license.



Vehicles



Hiring Coaches - If you are to hire a coach, you need to complete our coach form.



JMSU TRANSPORT (COACH) BOOKING FORM

Please provide all the details below for a quote for a coach. We recommend you add an extra hour to the journey time to give you time for any stops or road closures.

The following form must be submitted at least 3 weeks' prior to the activity to the [Opportunities & Development Team](#). This will be evaluated and a quote acquired from the company.

Date of Travel	Pick up Location	Drop off Location	Number of Passengers	Pick up Time	Activity Start time	Teams Travelling	Notes
Example: Saturday 14th March	Anglican Cathedral, James Mount, Liverpool, L1 7AZ	Derby Arena, Royal Way, Derby, DE24 8JB	50	10:30 Journey time about 2.5hrs	13:30pm	Cheerleading	Leave Derby at 10pm

Look at a variety of different transport options as some e.g. trains may be cheaper and quicker than a coach sometimes.

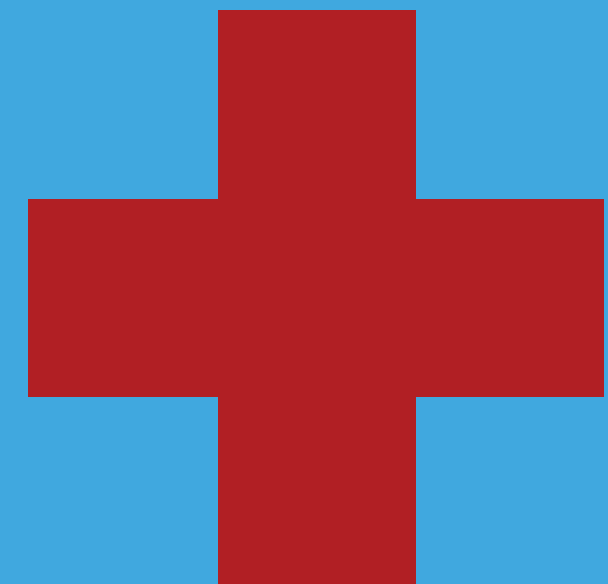
First Aid

We have first aid kits that you can take out if you are to go on a trip outside of Ljmu buildings.

If something happens whilst you're in a session in SLB or any Ljmu building, the receptions will have a first aid kit for you to use.

If you are to use any of our first aid bags let us know which parts you use so we can refill it asap.

We have First Aid Courses throughout the year. If you are interested send us an email



Accident

If an accident happens, you will need to **complete our accident form** with as much information as possible and sent to ourselves within **24hrs** of the accident, also take photos if a student makes a claim at any point.

If you are taking a member to the hospital, inform the security and ourselves but **you should not call the next of kin**, this must be done by the security or staff.

You may also need to consider **alternative transport** if you're not in the city.

If an accident does happen, don't speak to the media following it, don't post any info about it on social media and **we will be on call if it's serious.**



Incident Report Form

This form is to be used any student activity group (sports club, society, volunteering project etc) to record an accident, incident, dangerous occurrence or near miss. It must be completed as soon as possible after the incident and you must contact JMSU at the earliest opportunity (up to 24hrs after it takes place).

Depending on the type of accident/near miss this report may just be kept on file with no further action required. However someone from the Student Union may be in touch to discuss further.

***Required**

Student Group Name e.g. Yoga *

Activity:

Put the following steps in case of an emergency in the correct order.

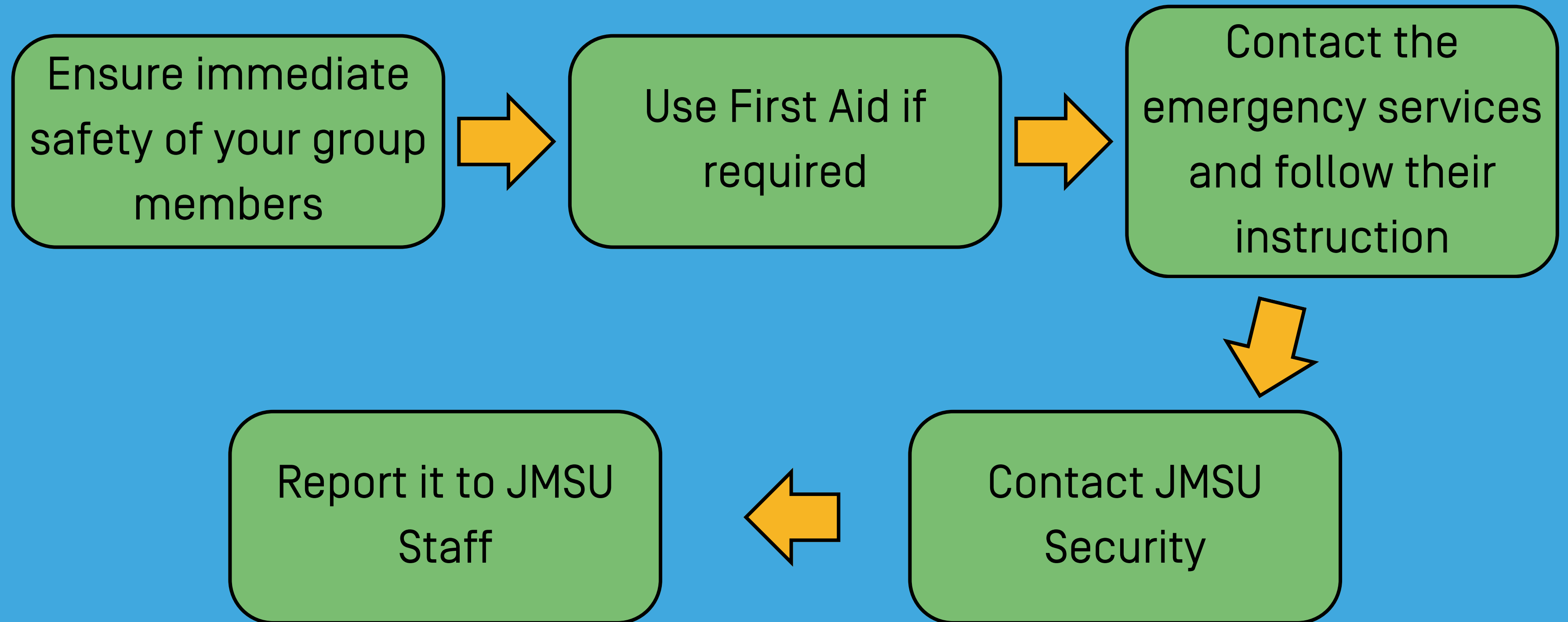
Report it to JMSU
Staff

Use First Aid if
required

Contact the
emergency services
and follow their
instruction

Contact JMSU
Security

Ensure immediate
safety of your group
members



Events

For any events larger than your normal sessions, (ball, tournaments or having an external speaker) **we want to help!**



You will need to complete our events risk assessment and have everything planned at least **3 weeks** in advance. We have an entire guide on events on the Committee Resources Page.



External Speakers

If you are wanting to have an external speaker to come in and do a session or give a talk, you will need to complete our [External Speaker Form](#).

You will need to include as much information as possible and send it to us at least **1 Month** before the date of the event.

There's an External Speaker Guide on the [Committee Resources Page](#)

For Academic societies, you can have this signed off by one of your lecturers however this still needs to be sent to ourselves for us to review it

External Speaker Approval Form

Principal Organiser (Name, Contact Email & Telephone Number)	
Nature of Event	
Names of Visiting speaker/s	
Name of Organisation	
Any known affiliations (particularly religious or political)	
Expected Number of Attendees	
Proposed Venue of Event	
Proposed Date of Event	
Estimated times of arrival/departure of visiting speaker/s	
Type of Event - Lecture - Debate - Training - Other – please specify	
Audience Access: - Invitation only - Ticket only - University only - Unrestricted/public	
Any known previous controversy relating to the speaker/s	
Web link for further details on the speaker/s	
Is this event and speaker/s likely to attract media interest? If so, why?	
Sign off by Head/Director Professional Services (Name & Date)	
(or) Sign off by President LiverpoolSU* (Name & Date)	

Safety

Advice - As a committee member you cannot give out legal advice or counselling for legal reasons.

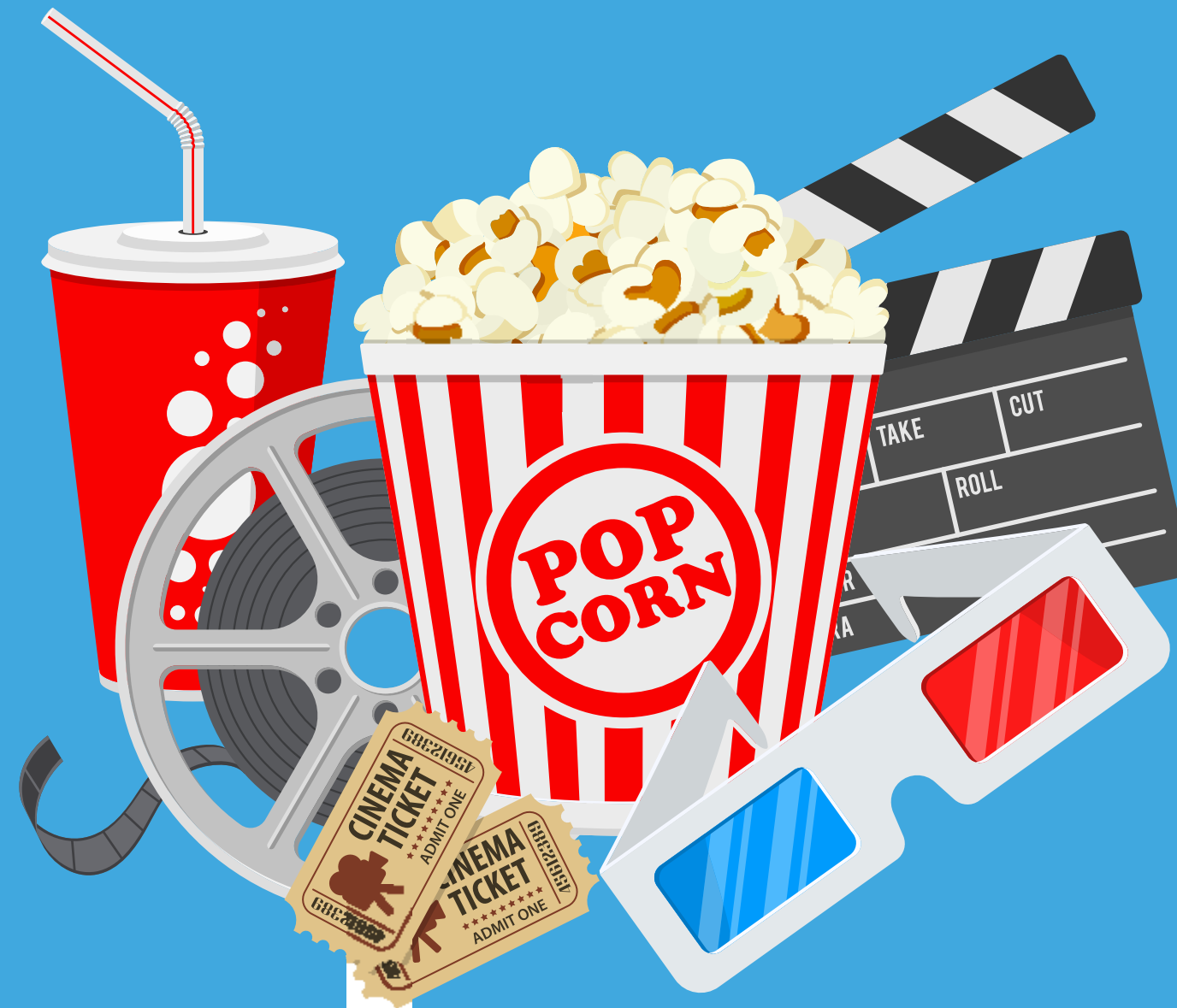
Food Safety - Food should not be served or sold unless the student has provided a food hygiene certificate. Any food should be clearly labelled with allergens and listed ingredients following correct storage and serving guidelines as advised by Food Standard Agency.

For any events or sessions, make sure that you have checked all the member's allergies.



Films

JMSU have a Film License meaning you are allowed to show films during sessions/events.



Safeguarding

Safeguarding – If you are to host any sessions involving children or vulnerable adults, let us know so that we can make sure we have all the policies and procedures set up for it.

GDPR – You should only collect data from your members if they approve of you using it. We do all data online. Keep all data secure and at the end of the year if you have any other data, remove it securely.



Spot Checks

We will be popping into your sessions to see how you're getting on.

Send us an email and **invite us as we'd love to get involved** in as many as possible this year.

Also, if you're struggling, we can come along and give you some feedback of how you can improve too.



Disciplinary

If your society goes against any of our rules, there will be **disciplinary action** to make sure that the sessions can be as safe and fun as they can be.



If you're found to be misrepresenting the university, going on a trip without submitting the necessary forms, cause any commotions with university or JMSU staff, then this could lead to **suspensions or the closure of your society.**

Socials



Pressurised
socials with
initiations



Welcoming,
safe
and exciting
socials

- **NEVER** pressure your members to drink
- Look after your members and check that they are ok.
- Behave and be responsible as you are representing LJMU and JMSU.
- Don't share students drinking on socials on social media. You will be asked to remove the content.
- If you are to go on a tour, trips or nights out, do not wear any clothes that will be representing the university or the union.

Themes

STUDENTS have sparked outrage by dressing up as homeless people for a tramps' night out, wearing ripped clothes and dirt on their faces.

Liverpool John Moores Trampolining Society hosts the fancy dress bash every year but it has now been called out for mocking the homeless.



Liverpool John Moores Trampolining Society hosts an annual 'tramp night out'

Be careful with your
themes!

Is it
appropriate?

Tell members to go
home if it's not.

Initiations

We **do not allow any form of initiations**, peer pressure to new members.

In the code of conduct it states that we have a **ZERO TOLERANCE** on initiations meaning if any were to be found occurring your society will be shut down immediately.

Hockey team investigated by Loughborough university over 'dead maggots' initiation



News alerts reveal impact of hygiene poverty on UK children - here's how you can help

Mirror

UNIVERSITY FRESHERS NECK BEER FROM HOCKEY KNEEPADS IN BANNED INITIATION CEREMONY

COVID-19 NEWS POLITICS FOOTBALL CELEBS TV MONEY

University freshers neck beer from hockey kneepads in banned initiation ceremony

An investigation has been launched after a video seemingly showing members of the Newcastle University Ladies Hockey Club taking part in an initiation event was shared on Instagram.

By Katie Dickinson
19 OCT, 28 OCT 2020 | UPDATED 19:55, 28 OCT 2020

Facebook Twitter WhatsApp Email COMMENTS

Mirror



Sam Pether, from Wersham, Surrey, died from alcohol toxicity (Image: PA)

COVID-19 NEWS POLITICS FOOTBALL CELEBS TV MONEY

Student, 19, died after rugby initiation drinking game 'went tragically wrong'

Sam Pether died from alcohol toxicity after taking part in a four-hour drinking session while a student at the University of Gloucestershire.

By Rod Minchin
14:37, 20 Apr 2021 | UPDATED 15:12, 20 Apr 2021

A 19-year-old student died after a university rugby club initiation drinking game went tragically wrong, an inquest heard.

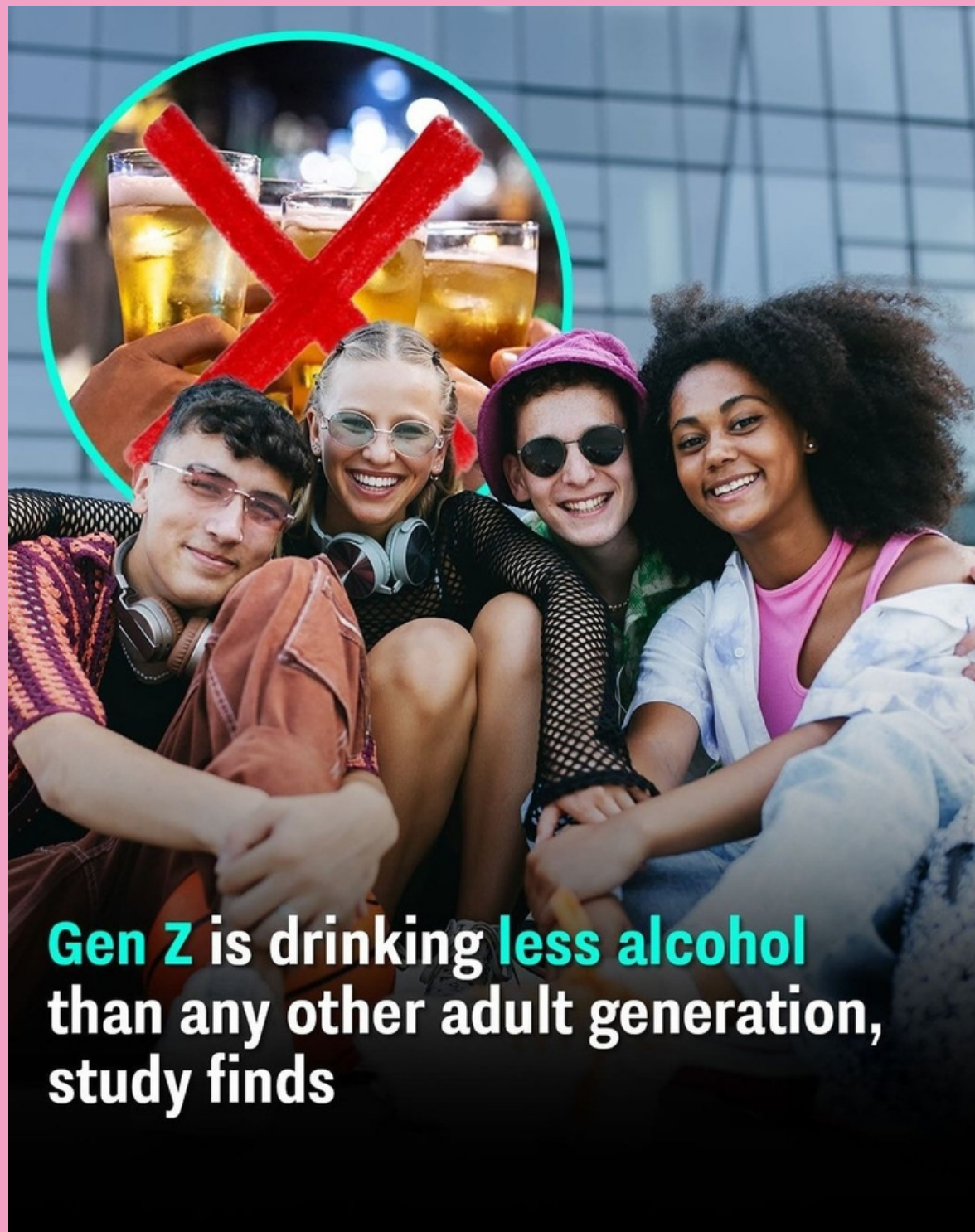
Ed Farmer went on night out with society where rounds of 100 shots were ordered



▲ Ed Farmer might have survived had the severity of his condition been recognised, the inquest heard. Photograph: Family handout.

A university student died after an initiation ceremony bar crawl at which students ordered rounds of about 100 drinks at a time, an inquest has heard.

Non Alcoholic Socials



For every alcohol social you should also organise a non- alcoholic alternative.

Think about non-alcoholic socials e.g. walks, film night, or yoga.



**THANK
YOU!**

**Have an amazing
year!**

Contact us

Phone: 0151 231 4900

**Email: t.rigby@ljmu.ac.uk or
JMSUsocieties@ljmu.ac.uk**

jmsu.co.uk