

This excerpt is derived from Worcester Students' Union (WSU) Health, Safety, and Wellbeing Policy, October 2024, Version 3, originally created in September 2018 and approved by: HR and Remuneration Sub Committee (a Sub Committee of the Trustee Board.

In accordance with [Bye Law 6: Societies, Sports Clubs and Student-Led Service](#), all committee members of Sports Clubs and Societies are required to adhere to the guidelines outlined in this policy.

Sports and Societies and Student Led Services

The provision of sporting, social, academic, and cultural activities through Union clubs, societies, and Student-Led Services (SLs) is a key function of WSU. The Union is committed to ensuring the health, safety, and welfare of all members of student groups. Inevitably, there will be risks associated with some student group activities.

Responsibility for the Union's student groups lie with the Student Activities Manager and their direct reports will support adherence to the Health, Safety and Wellbeing Policy.

The Student Activities Manager will ensure risk assessments will be conducted for student group activities as follow:

- Societies' standard activities – risk assessments conducted annually and saved centrally;
- Sport Clubs using external venues arranged by club for training and/or fixtures - conducted annually and saved centrally;
- Sports Clubs using University facilities or external venues arranged by the University of Worcester - conducted annually in liaison with the University's sports facilities team and accessed through the University risk assessment portal;
- Student group events held in the Hangar - conducted for each event, approved by the Union's Venue and Events Manager and saved centrally;
- Other student group events (e.g. for SLs) - conducted per event and saved centrally.

Many student groups organise trips or events away from Worcester for their members. These are varied and can include conferences, places of interest, specific physical activities, and can be abroad as well as in the UK.

Trips can sometimes come with higher, potential risks and, as such, strict procedures are in place to identify and minimise these. Prior to any trip, the

student group must complete a Trip Request Form and risk assessment. These are signed off by the Student Activities Manager, where necessary in consultation with the University's lead on Health and Safety.

The Union provides a health and safety training module for Club and Society committee members and SLS team members. Failure to complete the module on-line may result in the removal of individuals from their committee or team positions.

Many student groups possess equipment relevant to their activity. Equipment represents another risk for clubs and societies and as such, the following procedures must be adhered to.

- All equipment must be purchased through the Union, in accordance with its financial procedures. Any equipment purchased at £250 or more must be logged within the WSU's asset register;
- All sports equipment must be thoroughly checked to ensure fitness for purpose, at least annually, by a member of the club committee, written records of these checks must be kept. Records must be shared with the Union who will store it centrally. The committee must raise any concerns about their equipment to the Union or, if applicable, their Performance coach; and
- All sports equipment should be checked for fitness for purpose each time it is used. Equipment used for 'high-risk' sports such as climbing and canoeing, must be thoroughly checked each time it is used and in line with national sport bodies recommendations and audited annually by appropriately qualified personnel.

Guidelines are provided to committee members on the process they should follow when there is an accident, incident and injury. For any accident or injury which occurs as part of WSU student group activities on or off the University of Worcester campuses, the committee must complete an Incident/Accident Report Form unless a member of WSU staff, University staff or student sport therapist was in attendance and completes a form via the University reporting portal.

For sports where the club appoint a coach, whether they are paid or non-paid, or a student or not, they must complete the Coaches' Code of Conduct and Agreement form before conducting any coaching sessions. Coaches must provide valid evidence of their coaching qualifications and public liability insurance. This is checked by the Student Activities Manager. Coaches must complete this annually to confirm the status of their insurance and agree to any changes in the Code of Conduct.

Sports clubs participating in sports leagues, events and competitions will have their travel organised by the Union's BUCS Sport Administrator using reputable coach travel companies. In some cases, teams will drive themselves via car. Any students driving other students to sport fixtures are required to complete the Drivers Registration Form and provide evidence of their valid driving license, car insurance and MOT. If any of these are due to expire in the academic year, students are required to provide updated documentation.