



**Liverpool**  
Guild of Students

[www.lgos.org](http://www.lgos.org)

# Safety in Activities

November 2007

# Risk Assessments



- Risk Assessments are a legal requirement
- An R.A. lists your specific activities & associated risks
- Also details control measures
- If you use a non-Guild building, ensure they have a Health & Safety policy and procedures to follow in the event of an accident / injury / fire



# R.A. Considerations



1. Is the event 'out-of-the-ordinary'?
2. Capabilities and limitations of those involved
3. Safety & maintenance of any equipment
4. Environment in which the activity is taking place
5. Inherent hazards in the activities



# 5 Steps To Assessing Risk



1. Identify 'significant' hazards
2. Identify persons at risk
3. Evaluate severity & likelihood of all hazards (given existing controls)
4. Identify and implement control measures if necessary
5. Identify the people responsible for controlling each hazard, plus any review dates



# Planning a trip

- Ensure safety of all participants
- Check all participants are registered with your group
- Complete a clip form
- Ensure everyone has full trip details
- Has transport, first aid, emergency been covered
- Security briefing
- Ensure all medical conditions are before leaving
- On your return please feedback on how the trip went
- Provide a written report of any accidents or near misses



# Planning ahead

- Identify convenor with H & S role
- Establish effective procedures to identify hazards and risks
- Become acquainted with any safety guidelines
- Liaise if necessary with national associations for activity-specific advice
- Check risk category of hazards and clarify requirements
- Update your risk assessment / safety policy if applicable



# Sharing info. with members

- Start the year as you mean to continue
- Inform all members of how you manage risk
- Ensure all members pay their subscriptions & join the online system
- Ensure members are aware of safe practice
- Establish activity / equipment check procedures and timetable for future checks



# Monitoring & Recording

- Membership records - Keep them up to date
- Travel - Registered coaches, etc.
- Trip Form - Submit before every trip
- Incident report forms - Always fill in immediately
- Immediate contact - Ring LGoS contact ASAP



# In the event of an accident

- Report any serious incidents immediately to the Guild
- Do not speak to the media – inform us
- Report any accidents or injuries to the facility/venue at which it occurred
- Any loss of consciousness or concussion – the casualty should be taken to hospital immediately
- Make sure you have contact details of the casualty and that personal belongings are taken to the hospital
- Someone should always travel with the casualty
- Complete an accident report form for any accidents, casualties or near misses at the time it happens





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**Any Questions?**