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**UNIVERSITY OF SALFORD STUDENTS UNION**

 **TRIP PROCEDURES**

* Trip sheets must be completed in full and submitted to the Activities Office at least 2 weeks prior to the trip taking place, apart from in special circumstances that have been agreed with the Students Union beforehand.
* A comprehensive trip risk assessment sheet must be completed and submitted along with the trip form.
* All group members attending the trip must be signed up and paid members before the trip. This is so the student has filled in the Emergency contact details on the membership.
* Larger annual trips (Scotland, Alps) must be planned earlier and a trip proposal submitted for approval no less than one month before the date of the trip.
* All members attending a trip must fulfil the prerequisites for that particular trip.
* The club committee, group leaders and Activities Manager reserve the right to refuse a place on any trips or suspend any individual from group activities if their behaviour puts themselves, the trip or any other person at risk.
* All trips must be run within the remit of the group leader’s qualifications and/or experience.
* In the event of an accident refer to the emergency action procedures
	+ Administer First Aid to the Casualty.
	+ Call the emergency services (999, 112) and request the appropriate service. If you consider the location inaccessible, inform the operator. If you cannot contact anyone, use six whistle blasts or torch flashes, repeated at minute intervals, to signal an emergency.
	+ Ensure the safety of the remainder of the group.
	+ Seek aid and evacuation where appropriate.
	+ Inform the University of Salford Students’ Union
	+ Do not speak to any media related bodies
	+ Do not admit responsibility



**University of Salford Students’ Union**

**Trip Form**

**University of Salford Students’ Union does not recognise any activity or excursion unless a trip form is submitted and authorised by the Activities Office. Students’ Union resources (funding, equipment, transport, etc) will not be made available for any unauthorised trip.**

**This is a trip form which details the trip. You must ensure that all members take responsibility for their own activities during the trip. The Students’ Union does not endorse trips; they merely acknowledge and keep a record of participants.**

**This form must be submitted at least 2 weeks prior to a trip taking place; no travel arrangements can be booked until this form is sanctioned by the Activities Office.**

**TRIP DETAILS**

|  |  |
| --- | --- |
| Sport/Activity Group Name: | Number of participants: |
| Mode/s of transport: | Nature of Trip: |
| Date and time of departure: | Date and time of return: |
| First Aid Provider (venue/club/both): | Registered First Aiders/qualifications: |
| Full Trip Address/es ( accommodation/places of activity/grid reference where applicable): |
| Proposed Itinerary (attach weather report where applicable): |

**TRIP LEADER DETAILS**

|  |  |
| --- | --- |
| Leaders name | List Qualification and Experience |
|  |  |
|  |  |

**DRIVER DETAILS**

|  |  |  |
| --- | --- | --- |
| Drivers name | Vehicle Registration | Qualification |
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**PARTICIPANT DETAILS**

For the level of ability refer to recognised Governing body standards of “B” for beginner, “N” for Novice “I” for intermediate, “A” for advanced. Indicate “S” for spectator only attendees (where applicable, Sport groups only).

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|  | Full Name | Roll Number | Level of Ability (SSG Only) |
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Leaders must ensure that they only lead trips well within their own abilities as leaders and within the capability of the group. Leaders should take all reasonable precautions to ensure the safety of all group members, and carry out regular observations on members experience, well being, equipment, changes in weather and any other relevant details. Leaders/organisers must sign below to indicate their acceptance of these responsibilities.

|  |  |  |
| --- | --- | --- |
| Signed by (Leader): | Print Name: | Date: |
| Signed by (Organiser): | Print Name: | Date: |

**STUDENTS’ UNION APPROVAL**

|  |  |  |
| --- | --- | --- |
| Trip Approved by: | Position:  | Date: |



**University of Salford Students’ Union Risk Assessment**

**HOW TO COMPLETE YOUR RISK ASSESSMENT**

Risk assessments are a legal documents required under Health and Safety law. They are a demonstration that you have considered all the possible risks pertaining to your activity and have been proactive in putting controls in place to minimise the risk to the health and safety of all participants in the activity. Whether a club, society or an outdoor pursuits group, there will be risks and you need to consider how you will manage these.

There are two parts to your Risk Assessment Form: the Hazard Checklist, and the Risk Assessment.

The Hazard Checklist you just need to complete with your main details and check the boxes for the hazard areas that apply to your student activity group. The Risk Assessment is where you analyse each of the risks you have identified and look at how you will control these.

Complete the Hazard Checklist;

* Complete the top section of the Hazard Checklist, i.e. your name, your position, date of assessment etc.
* Complete the Hazard Checklist, check the boxes next to all the hazards or potential hazards that may affect your activities – ensure you consider each section and sub-section on the list (add any additional hazards specific to your activity in section 7).

 Complete the main risk assessment;

* For each hazard checked, note the corresponding reference number (e.g. “1.1” = Inappropriate lighting”) in column one, *Hazard Ref.* on the main Risk Assessment Sheet.
* Assess the type of harm that could potentially be caused by the hazard and make a note of your findings in the second column, *Potential Effect*.
* Think about how the hazard can be or is reasonably controlled and record this in column three, *Existing Controls in Place*.
* Considering the activity and the particular hazard in question, score the level of risk in column four based on how likely it is to occur and its severity, *Score, low/medium/high risk.*
* Establish whether there is anything else anything else you require or could do to control the hazard then record this in column five, *Further Controls Required*.
* Read the example row and complete each properly to the adequate level of detail.
* Column six and seven, *Who by and Target Date*, are for office use should it be deemed that some hazards identified require further controls implemented by the Students’ Union.

Ensure that you complete this document in full, having fully considered your all activities which your group undertakes. Any incomplete or inadequately completed risk assessments will be returned for further consideration until the activity group has fully established risk to their members and has put the necessary controls in place.

A comprehensive risk assessment must be completed by every group and submitted to General Office before that group is ratified by the Students’ Union.



**Risk Assessment Hazard Checklist – Student Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group//Project Name |  |  | Assessment Date |  |
| Assessed By  |  |  | Received By |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Locations  |  |  | Activities |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **1** | INDOOR HAZARDS |  |  | **5** | HAZARDS ON HILLS AND MOUNTAINS |  |
| **1.1** | Inappropriate lighting |  |  | **5.1** | Slips & trips on grass, mud, rock |  |
| **1.2** | Temperature |  |  | **5.2** | River crossings |  |
| **1.3** | Insufficient or unsuitable space |  |  | **5.3** | Remote locations |  |
| **1.4** | Untidiness – causing trip / fire hazard |  |  | **5.4** | Difficult communication – weather / distance |  |
| **1.5** | Stairs – dark / steep / no handrail |  |  | **5.5** | Falling debris |  |
| **1.6** | Lack of fire escapes / extinguishers / procedures |  |  | **5.6** | Extra work imposed by terrain type / angle |  |
| **1.7** | Slip / trip / fall hazards |  |  | **5.7** | Lack of shelter |  |
| **1.8** | Inadequate ventilation |  |  | **5.8** | Separation of group members |  |
| **1.9** | Inhalation of dust |  |  | **5.9** | Getting lost |  |
| **1.10** | Poor surfaces for activities – slips / trips / impact |  |  | **5.10** | Falls from height |  |
| **1.11** | Electrical hazards |  |  | **5.11** | Extremes of weather |  |
|  |  |  |  |  |  |  |
| **2** | SPORTING ACTIVITY HAZARDS  |  |  | **6** | PEOPLE & ORGANISATIONAL HAZARDS |  |
| **2.1** | Uneven playing surface |  |  | **6.1** | Lack of information, training or instruction |  |
| **2.2** | Playing surface too hard or soft |  |  | **6.2** | Poor activity planning or preparation |  |
| **2.3** | Hard or sharp objects on pitch |  |  | **6.3** | Poor activity delivery or organisation  |  |
| **2.4** | Sliding on Astroturf or tarmac |  |  | **6.4** | Ignorance of rules and / or procedures |  |
| **2.5** | Collisions / Conflict with surrounding objects or people |  |  | **6.5** | Unsafe behaviour or attitude |  |
| **2.6** | Impact from sports equipment |  |  | **6.6** | Lack of appropriate first aid equipment and experience |  |
| **2.7** | Contact sport injury |  |  | **6.7** | Medical conditions of participants |  |
| **2.8** | Personal injury – fracture / sprains / cuts  |  |  | **6.8** | Poor safety control from group leaders |  |
| **22.22** | USE BY UNTRAINED PERSONS NAUGHTY  | YE |  | **6.9** | Poor safety awareness from participants |  |
| **3** | HAZARDS ON COASTS & COASTAL WATERS |  |  | **6.11** | Lack of cooperation within group |  |
| **3.1** | Falls from cliffs, piers, sea walls |  |  | **6.12** | Differing skill levels within group |  |
| **3.2** | Struck by falling objects from cliff |  |  | **6.13** | Low level of physical fitness / strength |  |
| **3.3** | Slips & falls on slopes / loose surfaces |  |  | **6.14** | Aggression between participants |  |
| **3.4** | Quick sand & mud |  |  | **6.15** | Aggression from crowd / public |  |
| **3.5** | Access problems due to steep angle of beach slope |  |  | **6.16** | Contact between participants increasing risk |  |
| **3.6** | Collisions between water users |  |  | **2.22** | USE BY UNTRAINED ERSONS NAUGHTY | ES |
| **3.7** | Swept away by wave surges |  |  | **7** | EQUIPMENT AND OTHER HAZARDS  |  |
| **3.8** | Being washed against rocks / piers |  |  | **7.1** | Cash handling |  |
| **3.9** | Low water temperatures |  |  | **7.2** | Transport to and from your activity |  |
| **3.10** | Communication problems from waves / swell / distance  |  |  | **7.3** | Food poisoning |  |
| **3.11** | Struck by objects in water |  |  | **7.4** | Hazardous substances |  |
| **3.12** | Stranded by tides |  |  | **7.5** | Equipment with moving / hot parts |  |
| **3.13** | Swept away by currents |  |  | **7.6** | Heavy equipment |  |
| **3.14** | Rip tides |  |  | **7.7** | Electrical hazards from equipment |  |
| **3.15** | Longshore drift |  |  | **7.8** | Noise from equipment |  |
| **3.16** | Conflicts between beach users |  |  | **7.9** | Risk of trapping body / clothing in equipment |  |
| **22.22** | UNTRAINED PERSONS NAUGHTY  | YE |  | **7.10** | Inadequate environment for equipment operation |  |
| **4** | HAZARDS ON STILL / MOVING WATER |  |  | **7.11** | Inadequate protective equipment |  |
| **4.1** | Getting swept away from equipment or people |  |  | **7.12** | Equipment in unsuitable condition |  |
| **4.2** | Collision with rocks in and to sides of rivers |  |  | **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | YS |
| **4.3** | Striking / trapping by submerged obstacles |  |  | **8** | OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY |  |
| **4.4** | Being dragged down by undertow |  |  | **8.1** |  |  |
| **4.5** | Restricted or impossible access to / from water |  |  | **8.2** |  |  |
| **4.6** | Access problems – rescue / getting kit into water |  |  | **8.3** |  |  |
| **4.7** | Falls from drops in level at weirs / waterfalls |  |  | **8.4** |  |  |
| **4.8** | Getting out of depth |  |  | **8.5** |  |  |
| **4.9** | Low water temperature |  |  | **8.6** |  |  |
| **4.10** | Separation from other people |  |  | **8.7** |  |  |
| **4.11** | Slips / trips on steep banks or uneven surfaces |  |  | **8.8** |  |  |
| **4.12** | Difficult communications |  |  | **8.9** |  |  |
| **4.13** | Remote locations |  |  | **8.10** |  |  |

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|   |
| **Group Name**  |  | **Number of persons involved** |  |
| **Nature of Activity** |  | **Frequency of Activity** |  |

**Risk Assessment – Student Activities**

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| --- | --- | --- | --- |
| **Assessed By** |  | **Date** |  |
| **Received By** |  | **Date** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Hazard Ref.** | **Potential Effect** | **Existing Controls in Place** | **Score****Low/Medium/High Risk** | **Further Controls Required?** | **OFFICE USE****Who By** | **OFFICE USE****Target date** |
| Example7.6 | Weights dropped on body part causing injury  | Instructors present, ‘spotters’ for all people bench-pressing | Medium | New grip tape for old equipment to minimise risk of objects slipping during lift | [IGNORE] | [IGNORE] |
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**University of Salford Students’ Union**

**Activity Emergency Procedure**

In the event of a serious accident or incident:

**1 Stop and think. Assess the situation**

* Ensure that the group is safe and accounted for
* Are there any hazards present that may affect the group?

**2 Attend to any casualties if safe to do so**

* Give first aid within the groups’ capabilities
* Get help if required
* Get any third party/witness/insurance details if necessary

NB: Gather the information required by the Emergency services if possible:

* Name(s) of group members
* First Aid given
* Number of people, injured, missing
* Age(s) of group members
* Location(s) of group members
* Time of incident
* Medical condition of group
* Equipment available to group

**3 Dial 999 and ask for the relevant Emergency Service**

* Police Ambulance
* Fire Brigade
* Mountain Rescue
* Coast Guard
* Cave Rescue

Co-operate fully with the emergency services. **Do not admit fault (where applicable)**

**4 Someone from the group must accompany casualties to hospital**

**5 Contact the Students’ Union**

* Weekdays: 9am-5pm 0161 351 5400
* 24 hours a day, 7 days a week: Campus Security 0161 295 3333

**6 If the media contact you give ONLY the following statement and hang up:**

“If you want any information, the University of Salford Students’ Union will be able to help you. The number is 0161 351 5400



**University of Salford Students’ Union**

**Accident Report**

**ABOUT THE PERSON WHO HAD THE ACCIDENT**

|  |  |
| --- | --- |
| Name:  | Activity Group: |
| Date of Accident: | Time of Accident: |
| Term Time Address: | Location of Accident: |
| What are the injuries? | Where on the body is the injury located? |
| Any loss of consciousness? If so for what length? |

**ABOUT THE ACCIDENT**

|  |
| --- |
| How did the injury occur? *Please give as much detail as possible.* |

**FIRST AID TREATMENT**

|  |
| --- |
| List any treatment given, including any first aid equipment used: |
| Ambulance called? | Taken to Hospital? |
| Rescue Team called? | Advised to see a Doctor? |

**DETAILS OF PERSON FILLING IN REPORT**

|  |  |
| --- | --- |
| Name: | Position: |
| Address: | Contact Number |

|  |  |  |
| --- | --- | --- |
| Signed (Casualty, if possible): | Name: | Date: |
| Signed (person completing report): | Name: | Date: |