Health and Safety

Accidents/Incidents and First Aid
Safety management aims to reduce accidents. However, there will always be the chance of accidents in some activities, particularly sports and physical recreation.

How many first aiders should we have in our group?
Every group needs to evaluate the activities that they do in order to assess the level of first aid cover they need in their group.

In order to do this think through the following:

- Where do our activities take place?
- How many people are in our group
- What is the likelihood of injury from our activities?

As a bare minimum we would strongly suggest that all sports clubs and risks societies have at least two qualified first aiders within their group.

First Aid Training
In order to make sure that you have sufficient qualified first aiders within your group the Students' Union will run a number of subsidised first aid courses for student group leaders each year. We make a small charge for these courses, which can be covered from club accounts, but they are heavily subsidised already.

The following courses will run at various points throughout the year:

Emergency first aid – this is a short course that covers the basics of resuscitation and first aid. It takes 4 hours to complete and you will receive a certificate valid for 3 years.
Cost £15

First Aid for Sport – this course covers the basics of first aid as well as covering basic sporting injuries. It takes 6 hours to complete and you will receive a certificate valid for 3 years.
Cost £20

Outdoor Rescue Emergency Care – this is a course aimed specifically at Outdoor Pursuit Clubs and covers all the basics of first aid along with looking at how these are applied in remote locations where help may not be as quick to arrive. It takes 16 hours to complete and you will receive a certificate valid for 3 years.
Cost £45

First Aid Equipment
If you have first aiders within your group then it is vital that you have some first aid supplies for them to use. We want to make sure that you always have the supplies that you need so we will always re-stock your first aid kits for free if you bring them into the office. A list of first aid kit contents can be found in the next section.

If you don’t have a first aid kit we make a small charge for the initial kit which we will then always re-stock for free for you.

Accident and Incident Reporting
This is a really important part of our safety management system and we really need the help of every student group to make sure that accidents and incidents are reported.
What is the difference between an accident and an incident?
For the purposes of our system an accident is where a person has been injured or hurt; an incident is something that has occurred that could have caused serious harm to people but didn’t – eg a bus crash where nobody was hurt

Why do I need to tell the Students’ Union about accidents/incidents?
We need to know about accidents and incidents for several reasons:
- We want to make sure that the person who has had the accident is ok and provide any support that they might need to recover.
- We want to see if there is anything we can do to prevent a similar incident happening in the future
- We legally have to keep a record for three years in case someone wants to claim against us

How do I report an accident/incident
Depending on the severity of what has happened you might need to contact us immediately by phone to tell us about the incident – relevant emergency numbers can be found in the emergency procedures section of the handbook.
For all accidents/incidents we will require you to complete an accident/incident report form. We have hopefully made it really easy for you to do this by making this an online form that you can complete on a smartphone, tablet or PC. The form can be found here.

We promise that we won’t get cross with anyone who reports an accident, we just want to know about them (we probably will get cross though if we find out about an accident you haven’t told us about)

As a guide accidents should be reported as follows:
- **Fatalities:** Report to: Police immediately and Students’ Union as soon as possible (preferably the same day)
- **Serious Injuries:** Head injuries; internal bleeding; eye and hearing injuries; spinal or back injuries; fractures; dislocations; major cuts; illnesses lasting more than 2 days; burns, anything needing hospitalisation
  Report to: Students’ Union on next working day
- **Minor:** Minor cuts, bruises etc. NB. Even minor injuries should be recorded, mainly because of the possibility of subsequent infection.
  Report to: Students’ Union within 5 days