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**Health & Safety Policy**

**Summary**

This document details the policy and processes for ensuring that all Club/Society activities are undertaken safely, with appropriate planning and in compliance with the law.

**Effective Date:** 20/05/2022

**Approved by:** Student Engagement Team Lead

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 09/08/2024

**Date due for review:** June 2025

**Applies to:** Sports Club & Society Office Holders/Members

1. **Reason for Policy**

As a requirement under the Health & Safety at Work Act 1974, the following Statement and Policy Guidance sets out the health and safety objectives for Edinburgh Napier Students Association’s Sports Club and Society activity.

ENSA’s public liability insurance will cover all activities run by students, provided all Risk Assessments and additional measures are completed to satisfactory levels. In cases where additional insurance is needed for larger, more unusual events, appropriate cover must be sourced and approved by ENSA.

1. **Risk Assessments**
   1. All required Risk Assessments must be submitted at least 2 weeks prior to any event or block of continuous activity sessions.
      1. Sports Clubs which participate in match fixtures must complete separate Risk Assessments for both training sessions and fixtures.
      2. For reoccurring activities, assessments only need to be submitted at the start of the block.
   2. Both General and Site-Specific Risk Assessments must be completed by Committee Members on the template provided by ENSA (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
   3. All Risk Assessments must be checked and approved by ENSA, prior to any event/activity taking place. ENSA will provide a notification, sent to the Club/Society Committee, to either provide approval for the event or outline what improvements should be made to the assessment for approval to be granted.
   4. Failure to provide a Risk Assessment means the Club/Society activity will not be approved by ENSA. Unapproved events and activities will not be covered under ENSA’s insurance policies and will lead to disciplinary action, including suspension, permanent expulsion and/or fines.
   5. Clubs/Societies fall into different risk categories (see matrix below), with different Risk Assessment requirements, depending on the nature of activities being undertaken. The requirements for each  
      category are:

* Low risk – General Risk Assessment only
* Medium risk – General Risk Assessment & Site-Specific Risk Assessment
* High - General Risk Assessment, Site-Specific Risk Assessment & Skills-based Assessment

1. **Site-Specific Risk Assessments**
   1. For activities which take place in unusual or variable locations, settings, and conditions, such as hiking, camping, rock climbing, surfing and snow sports, an additional Site-Specific Risk Assessment must be submitted.
      1. Site-Specific Risk Assessments must provide details of all specific risks posed by the unique location and conditions in which the activity will be taking place, alongside the ways these risks will be mitigated.
2. **Skill-Based Assessments**
   1. Where activities require a degree of skill to participate, Clubs/Societies should ensure Skill-Based Assessments are taken by participants to ensure their safety, for example swim/float, strength/fitness, or ability tests.
   2. Where required (see matrix below), Clubs/Societies must provide a detailed report on how these assessments are planned, delivered, and signed off. This report must be submitted at least 2 weeks in advance of the assessments taking place.
      1. These Assessments must be referred to throughout the General and Site-Specific Risk Assessment, as well as and any other documents attached.
   3. Skills based assessments must directly reflect the ‘real life’ activities participants will be undertaking (refer to the Health & Safety Guidelines, available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
      1. Skill-Based Assessments can also be used to identify the appropriate difficulty level of activities for individual participants, such as the ‘grade’ of ski runs or the climbing/hiking routes they may undertake.
   4. Any individuals who fail a Skill-Based Assessment must not be permitted to participate in the relevant activity until a re-assessment is completed satisfactorily.
3. **Equipment Safety Checks**
   1. All Clubs/Societies must carry out equipment safety checks throughout the year to ensure all equipment is safe and in good condition and reduce the chance of injury/accidents.
      1. Where equipment requires mandatory specific tests to ensure its viability, such as scuba cylinders, life vests and helmets, these tests must be conducted by an official, accredited organisation.
      2. Electrical equipment must receive annual Portable Appliance Testing (PAT Tests).
   2. Each club must keep a record their equipment status (see the Inventory Policy, available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)) and carry out the required number/type of checks for the Club/Society Risk Rating (see matrix below).
      1. Where events are held on an ‘ad-hoc’ basis, Clubs/Societies must ensure equipment is appropriate for use, meeting all relevant safety standards including National Governing Body standards, at least 2 weeks prior to the equipment being used.
   3. Types of checks:

* Annual – generic equipment with low risks, including consumer electrical items.
* Per Event – specialist equipment with medium risks, including most sports equipment.
* Before & After Every Session – specialist equipment with high risks, including safety equipment/PPE.
  1. Sports Clubs/Societies can only access kit/equipment outside of term times or for personal use following approval by ENSA.
     1. The individual must notify the Student Activities Team to arrange pick up and drop off.
     2. The individual requesting equipment must submit an ‘ENSA Equipment - External Use Disclaimer’ form found in [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/).
     3. The individual takes full responsibility for ensuring equipment is returned in good condition and shall personally replace any equipment if broken or damaged during use.
     4. ENSA is not liable for accidents/injuries caused by personal use of equipment/kit.

1. **Risk & Safety Check Matrix**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Club/Society Name** | **Risk Rating** | **Risk/Skill Assessments Required** | | | **Safety Check Frequency** | | |
| **General** | **Site-Specific** | **Skill-Based** | **Before & After Every Session** | **Per Event** | **Annually** |
| African Students | Low | X |  |  |  |  | X |
| American Football | High | X | X | X | X |  |  |
| Anime and Manga | Low | X |  |  |  |  | X |
| Archery | High | X | X | X | X |  |  |
| Athletics | Medium | X | X |  |  | X |  |
| Badminton | Medium | X | X |  |  | X |  |
| Basketball (Men’s) | Medium | X | X |  |  | X |  |
| Basketball (Women’s) | Medium | X | X |  |  | X |  |
| Book Club | Low | X |  |  |  |  | X |
| Cheerleading | High | X | X | X |  | X |  |
| Chess | Low | X |  |  |  |  | X |
| Christian Union | Low | X |  |  |  |  | X |
| Communist Society | Low | X |  |  |  |  | X |
| Dance | Medium | X | X |  |  | X |  |
| Debate Club | Low | X |  |  |  |  | X |
| Dungeons and Dragons | Low | X |  |  |  |  | X |
| Dr Who | Low | X |  |  |  |  | X |
| Drama | Medium | X | X |  |  | X |  |
| Esports | Low | X |  |  |  |  | X |
| Events | Low | X |  |  |  |  | X |
| Fiber Arts | Low | X |  |  |  |  | X |
| Football (Men’s) | Medium | X | X |  |  | X |  |
| Football (Women’s) | Medium | X | X |  |  | X |  |
| Formula Student | High | X | X | X | X |  |  |
| Futsal | Medium | X | X |  |  | X |  |
| Golf | Medium | X | X |  |  | X |  |
| Hiking and Outdoor | High | X | X | X | X |  |  |
| Hockey (Men’s) | Medium | X | X |  |  | X |  |
| Hockey (Women’s) | Medium | X | X |  |  | X |  |
| Indian Community | Low | X |  |  |  |  | X |
| Investment | Low | X |  |  |  |  | X |
| Islamic Association | Low | X |  |  |  |  | X |
| Jamm-In Music | Low | X |  |  |  |  | X |
| Jitsu | Medium | X | X | X | X |  |  |
| Law | Low | X |  |  |  |  | X |
| Marketing | Low | X |  |  |  |  | X |
| Midwifery | Low | X |  |  |  |  | X |
| Motorsport | High | X | X | X | X |  |  |
| Mountain Biking | High | X | X | X | X |  |  |
| Musical Theatre | Medium | X | X |  |  | X |  |
| Netball | Medium | X | X |  |  | X |  |
| Nursing | Low | X |  |  |  |  | X |
| Occupational Therapy | Low | X |  |  |  |  | X |
| Orchestral | Low | X |  |  |  |  | X |
| Physiotherapy | Low | X |  |  |  |  | X |
| Pole Dance | High | X | X | X | X |  |  |
| Rock Climbing | High | X | X | X | X |  |  |
| Rugby (Men’s) | High | X | X | X | X |  |  |
| Rugby (Women’s) | High | X | X | X | X |  |  |
| Running Club | Medium | X | X |  |  | X |  |
| Snowsports | High | X | X | X | X |  |  |
| Social Affairs | Low | X |  |  |  |  | X |
| STEM | Low | X |  |  |  |  | X |
| Surf | High | X | X | X | X |  |  |
| Sustainability | Low | X |  |  |  |  | X |
| Techno | Low | X |  |  |  |  | X |
| Tennis | Medium | X | X |  |  | X |  |
| Volleyball | Medium | X | X |  |  | X |  |
| Yoga and Wellbeing | Medium | X | X |  |  | X |  |

1. **Working with External Partners/Venues**
   1. Where Club/Society events or activities utilise an external venue or partner, it is the Club/Society’s responsibility to obtain a copy the Venue/Partner’s Risk Assessments and related safety procedures. These must be referred to throughout the Club/Society’s own Risk Assessments, to evidence that the Club/Society have addressed all areas of risk and are aware of the measures and procedures in place.
   2. Clubs/Societies should also submit a copy of the Venue/Partner’s Risk Assessment(s) for ENSA records.
2. **Accidents & Injuries – First Aid**
   1. All clubs must have access to a first aid kit at every session/event/activity.
   2. All clubs also must have a designated First Aider who holds a valid First Aid certificate.
   3. Any injuries that occur must be treated by the First Aider. If this isn’t a Club/Society member, facility/venue staff must be contacted immediately.
   4. All accidents/injuries must be logged on the ENSA Incidents & Accidents Report Form (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
   5. Any near misses which occur more than twice must also be logged on the ENSA Incidents & Accidents Report form (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)) and Risk Assessments adjusted where necessary.
   6. For instances which require serious intervention, i.e. a 999 call and trip to the hospital, a Committee Member must go with the injured individual and support them where possible (e.g. contacting family/friends, etc).
   7. For activities which are remote, it is advised that members download “what3words” and ensure other measures are in place in the event of any accidents (this must be detailed in your Risk Assessment).
3. **Concussions and Other Head Injuries**
   1. Concussions are a form of traumatic brain injury that can have serious and long-lasting effects on a person's physical and mental health. Even a mild concussion can result in symptoms such as headache, dizziness, nausea, and confusion, which can last for a few weeks. More severe concussions can cause unconsciousness, seizures, and even permanent brain damage.

Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks. This delay can lead to repeated concussions, further injuries or serious problems occurring well after the initial injury.

Repeated concussions over time can lead to a condition called chronic traumatic encephalopathy (CTE), which can cause memory loss, mood changes, and cognitive impairment. CTE has been linked to athletes in contact sports but can also occur in anyone who experiences repeated head trauma.

* 1. All Club/Society Wellbeing Officers must complete the Moodle module on concussion awareness and feed this information back to the entire membership. It is the entire Club/Society’s responsibility to take concussion seriously and follow the correct steps to safeguard players/members.
  2. All Sports Clubs must adhere to the concussion guidelines/protocols provided by their National Governing Body (NGB). Where this does not apply, Clubs/Societies must follow the guidelines below:
     1. Following any injury, any member exhibiting any symptoms of concussion, listed below, should immediately cease activity, and be suspended from further activity, in line with ENSA’s Concussion protocol.
     2. Following a head injury, any member(s) should be taken to the Accident & Emergency department (A&E) at the nearest hospital if they have:
     + been knocked out but have now woken up;
     + vomited (been sick) since the injury;
     + a headache that does not go away with painkillers;
     + a change in behaviour, like being more irritable;
     + problems with memory;
     + been drinking alcohol or taking drugs just before the injury;
     + a blood clotting disorder (like haemophilia) or you take medicine to thin your blood; or
     + had brain surgery in the past.
     1. Following a head injury, emergency services should be called on 999, if any member(s) has:
     + been knocked out and has not woken up;
     + difficulty staying awake or keeping their eyes open;
     + a fit (seizure);
     + fallen from a height more than 1 metre or 5 stairs;
     + problems with their vision or hearing;
     + a black eye without direct injury to the eye;
     + clear fluid coming from their ears or nose;
     + bleeding from their ears or bruising behind their ears;
     + numbness or weakness in part of their body;
     + problems with walking, balance, understanding, speaking or writing;
     + hit their head at speed, such as in a car crash, being hit by a car or bike or a diving accident; or
     + a head wound with something inside it or a dent to the head.
     1. Also call 999 if you cannot get someone to A&E safely.
     2. ENSA Concussion protocol for suspected or diagnosed concussions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stage | Activity | Objective | U19 | 19+ |
| 1. Rest | No activity complete mental rest | Avoid making symptoms worse | 2 weeks | 1 week |
| 2. Light aerobic exercise | Symptom guided low to moderate intensity | Increase heart rate | 2 days | 2 days |
| 3. Non-contact | Running, technical drill etc | Coordination and mental load | 2 days | 1 day |
| 4. Contact | Normal training | Restore confidence | 2 days | 1 day |
| 5. Return to Play | Game | Back to peak performance | 1 day | 1 day |

* + 1. If at any stage symptoms regress, students must go back to the previous stage. If symptoms become significantly worse seek medical help, as above.
  1. All incidents must be logged in the Accident Report Form (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).

1. **Transport**
   1. Drivers must ensure additional ‘driver’s insurance’ has been arranged by ENSA before any journey. They must also have access to the confirmation details as proof of cover, in case of any issues.
   2. Drivers must complete all require “departure forms” including a travel Risk Assessment (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)) prior to any journeys.
   3. All ‘bumps’, accident and/or vehicle damage, must be reported to ENSA using the ENSA Incidents & Accidents Report Form (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)), as well as reported to the rental company for hired vehicles following their procedures, as soon as possible.
   4. All members using hired vehicles must adhere to the rental companies own health and safety guidelines when using their vehicles.
   5. For all other transport information, please refer to the Transport Policy (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
2. **Safe Socials Guidance**
   1. A Risk Assessment must be completed for all events, including ‘socials’, hosted by a Club/Society. Failure to provide a thorough, detailed assessment may result in the Club/Society being banned from hosting any future events.
   2. ENSA promotes positive choices around alcohol consumption (see Initiations Policy available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
   3. Any behaviour deemed peer pressure is also a Health and safety issue – poor conduct and will be dealt with according to ENSA Code of Conduct.
   4. Social events may require additional documentation – venue Risk Assessments, council approval, appropriate licences, etc. It is the responsibility of the Club/Society to source, arrange and provide this information to ENSA prior to any event/activity.
   5. ENSA does not permit the sale of foodstuffs (unless pre-packaged or provided by an appropriately regulated external provider), as part of Club/Society fundraising activity, due to the potential for strong, or even fatal, allergic reactions. This includes ‘bake sales’ or similar activities, whether held on or off campus.
   6. ENSA does not permit ‘Pub Crawl’ events or Bonfires to be arranged or held by any Club/Society. Events of this kind will not be approved.
   7. Events on council land must be approved by Edinburgh City Council (or other relevant local authority) and meet their Health & Safety standards.
3. **Breach of Policy**
   1. Failure to follow the policy outlined above will result in disciplinary action being taken, against individuals, full Committees and/or entire Clubs/Societies. (See ENSA’s Sports & Societies Disciplinary Policy available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
4. **Health & Safety Policy Guidance notes**
   1. For additional information on how to complete risk assessments, skills-based assessments, equipment checks, etc, please refer to the health and safety policy guidelines & additional videos on the Moodle Committee Training.