

LUSU General Code of Practice

Date Updated	21 st March 2022
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All LUSU Activities are required to follow the necessary safety procedures including the LUSU Safety Framework, this General Code of Practice and any activity specific risk assessments.

The following constitutes the procedures which must be followed by all members so that all activities are carried out safely:

Area of activity	Serious Incidents
	<ul style="list-style-type: none"> Any serious incidents should be escalated to LUSU via LU Security on 01524 594541. Examples of serious incidents include: <ul style="list-style-type: none"> Students hospitalized Missing student Incidents involving the police Arrest of a student Violent attack The full escalation procedure can be found at: https://help.lancastersu.co.uk/support/solutions/articles/11000023178-where-do-i-report-an-accident-or-an-emergency- If an activity leader believes there to be a safeguarding concern within their activities, they will raise this with the Students' Union via the safeguarding procedures: https://lancastersu.co.uk/safeguarding

Area of activity	Induction & Training
	<ul style="list-style-type: none"> All student leaders will complete the necessary online modules upon taking office. This will include: <ul style="list-style-type: none"> Duty of Care Safeguarding Code of Conduct The current courses can be found on the Students' Union Moodle Space Upon taking office, the Union must be notified of the change of Exec details in writing to the appropriate lead staff contact for that group Any new activity leaders elected, co-opted or selected after the exec changeover period will complete the online Moodle training

Area of activity	Risk Assessments
	<ul style="list-style-type: none"> All activity must be risk assessed, low risk activities do not require a written risk assessment. All activities will be bound by the General Code of Practice for student groups All Tier Two and Tier Three risk groups will have a risk assessment available at: https://help.lancastersu.co.uk/support/solutions/articles/11000022202-how-do-i-get-my-group-s-risk-assessment- Any group delivering an activity outside of their scope but in line with another group will adopt the risk assessment for that group. <ul style="list-style-type: none"> i.e. The Indian society adopting the dance risk assessment for their Indian dance

Area of activity	Risk Assessments
	<p>class; the law society playing football will adopt the football risk assessment</p> <ul style="list-style-type: none"> • Any changes to activity delivered or new projects that begin must be approved by SU staff within that area. • The following types of events will need specific risk assessments in place prior to them taking place. This list is not exhaustive: <ul style="list-style-type: none"> • High profile events with significant audiences • Speakers or activities of a controversial nature • Volunteering activities, particularly when dealing with vulnerable individuals • Protests • Fundraising and cash handling
Area of activity	Socials
	<ul style="list-style-type: none"> • No socials will include any competitive drinking and no-one will be pressured to consume alcohol. • Initiations will not take place during any activities. If this activity is discovered, the group will be immediately suspended and disciplinary procedures will begin. • There will be Activity Leaders on sober duty on every social. They will supervise the group and deal with any emergency situations <ul style="list-style-type: none"> • Regular bar socials on campus and in Lancaster – 1:20 • Socials outside of Lancaster or with increased risk – 1:10 • Further advice can be sought from the LUSU Area Safety Officer
Area of activity	Travel
	<ul style="list-style-type: none"> • For all group trips, a trip list must be left with LU Security before departure. It should contain: <ul style="list-style-type: none"> • Names • Library card numbers • Contact details • The Trip Leader will report any emergencies LU Security on 01524 594541 • The Activity Leader must investigate the trip location in advance and plan suitable meeting points. The exec must inform the members on the trip of the meeting points and their location before the group splits up. They will also brief them on the dangers involved with travelling or missing the transport home • The Trip Leader will carry a trip list of all those on the trip and when using a vehicle a headcount will be done before leaving any venue and after any stops to ensure no-one is left behind. • Before the trip the Trip Leader must inform the members of the dangers connected with them travelling or moving around on their own or them missing the organised transport. • The Trip Leader will carry a trip list of all the members on the trip and their phone numbers at all times. • The Trip Leaders will provide all members on the trip with their contact numbers for an emergency. • All coaches to be booked with a reputable coach company. Further advice can be sought from the LUSU ASO. • All drivers must be registered with LUSU and hold the relevant driving qualification. • When members are driving the driver must take at least a 10 minute break every two hours of driving and must not drive or must stop if feeling tired. • All personal vehicles will be registered with LUSU and be roadworthy. This will be done

Area of activity	Travel
	<p>annually.</p> <ul style="list-style-type: none"> • All vehicles will be hired through LUSU and be driven by a driver registered with LUSU. The driver must be over the age of 21, under the age of 70 and have held a full clean driving license for at least two years • Drivers must check that the vehicle is roadworthy and adequately insured before travel. • All minibuses will be hired through LUSU and be driven by a driver registered with LUSU. The driver must hold the relevant minibus driving qualification or have completed the University Minibus Assessment to drive on the Community Permit Scheme. If driving on the Community Permit Scheme, the vehicle being driven must not weigh more than 3.5 tonnes when loaded with passengers, belongings and equipment. • Driver's must read and understand the Minibus Driver's Handbook. • All trips outside of the UK must be registered with the LUSU ASO who will give a briefing to the Trip Leader • The Trip Leader must provide the destination, dates of travel, a trip list, risk assessments and evidence of any necessary insurance. • The LUSU ASO will notify the University to prepare for any emergencies that may arise.

Area of activity	Venues
	<ul style="list-style-type: none"> • All martial arts and physical activity groups activities in the George Fox Foyer, Great Hall complex, County South Lecture Theatre, LICA Event Spaces and Brandrigg Room must take place on appropriate safety matting. • Damaged mats should not be used. • There must be an extra run off set of mats around the edge where no activity takes place; to protect people if they fall over. • All mats where activity takes place must be at least 1.5m from any wall. • Thick mats must be used for any stunts or activity above 2m high. • The following restrictions apply on activity at height in the named venues: <ul style="list-style-type: none"> • County South Lecture Theatre, Great Hall and LICA Event Spaces – activity at height will take place in the centre of the room. Before activity at height commences, a check will be made to ensure there is nothing tied between the balconies or rigs. • George Fox Foyer – No activity over the height of two people. Activity at height must take place within the centre ring • Minor Hall & Brandrigg Room– No activity above the height of one and a half people.

Area of activity	Training
	<ul style="list-style-type: none"> • The Activity Leader will ensure that a full warm up has been conducted at the start of each training session before the rest of the session can begin. • All participants must take part in the warm up and all late arrivals must warm up before joining in. • On campus runs, the Activity Leader will ensure that, all runners will: <ul style="list-style-type: none"> • Be suitably dressed and have adequate footwear • Not use headphones or ear phones when running on the road. • Wear high vis vests or clothing at all times • Where possible, use existing pavements, cycle paths and trails • Campus runs will only take place when the weather and visibility conditions are acceptable.

Area of activity	Coaching & Instruction

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<ul style="list-style-type: none"> All paid and/or non-student instructors and coaches must have recognised qualifications and public liability insurance. These documents will be registered with LUSU on an annual basis before they can instruct the group. 	

Area of activity	First Aid
<ul style="list-style-type: none"> Tier One Groups must know how to access first aid/or the emergency services during their activities Tier Two Groups must have either: <ul style="list-style-type: none"> A first aider present or A first aider provided by the venue they are using or First aid provision from an external provider. The Sports Centre and lecture theatres are covered by the Sports Centre staff and porters respectively. Eg Tier Two groups whose activity takes place in the University Sports Centre may choose to have their own first aider or could rely on the provision within the Sports Centre. Tier Three Groups must have a first aider present during their activity, either one of their members or an external supplier in place specifically for their activity. Groups that operate in remote areas where first aid is not available on site will have a qualified first aider at their activities and will have a first aid kit and charged mobile phone for contacting the emergency services. All requests for an emergency ambulance on campus to be directed via security: 01524 594541 An Accident Report form will be completed for all injuries and incidents. Accident report form can be found online at http://www.lusu.co.uk/accident The Activity Leader must inform participants that if a participant has a medical condition that could affect their participation in the activity then they must make it known to the Activity Leader and see a medical professional before they take part. The Activity Leader must inform all members that if they have medication they must carry it with them at all times. Participants must inform the Activity Leader where there medication is. Medication should only be administered by the individual or suitably trained professional. 	

Area of activity	Equipment
<ul style="list-style-type: none"> Any equipment will be purchased from reputable companies and meet any minimum national safety standards by the HSE or NGBs. Second hand equipment purchased must be guaranteed and have been recently serviced. Activity Leader must ensure that all equipment is stored correctly and regularly maintained or serviced in accordance with the manufacturers and NGB's guidelines. They must all ensure that all equipment is regularly checked and taken out of service if it is damaged, until repaired or discarded Activity Leaders must keep records of all maintenance or repairs on equipment. All portable electrical equipment must have an in date PAT test sticker or it cannot be used. PAT testing can be arranged through LUSU at a small cost. Equipment that is less than one year old does not need to be PAT tested. All electrical equipment must be visually checked for damage or loose wires before each use. Any damaged equipment must not be used. No cable will cross a walk way in a public area. Cables should ordinarily be placed around the edge of a room/working area and taped down where possible. 	

Area of activity	Manual Handling
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<ul style="list-style-type: none"> • Activity Leaders must know the correct lifting techniques and demonstrate to members these techniques before members are allowed to lift or carry any equipment or furniture. The HSE guideline must be followed for all lifting; they can be found at http://www.hse.gov.uk/pubns/indg143.pdf. • Where possible a trolley should be used and a lift to move items between floors of buildings. The Activity Leaders must supervise all heavy lifting and if an item is heavy or an awkward shape then it must be carried by more than one person or a trolley used. • Steel Deck Staging will only be moved by suitably trained individuals wearing appropriate PPE. 	

Area of activity	Food Safety
<ul style="list-style-type: none"> • When food is being prepared, the Activity Leader will make sure that there will be an individual who holds a basic food hygiene certificate present to supervise to ensure this happens safely and hygienically. This includes BBQs. 	

Duty of Care

Please note that on top of the above procedures, all individual participants of an activity owe a Duty of Care to each other and the public. Any participant who acts in such a way as to deliberately cause harm or injury to a fellow participant and/or who displays open and persistent disregard for the LUSU Safety Framework, General Code of Practice and relevant risk assessments may face expulsion from the activity.