



HEALTH AND SAFETY

THINK
BIG

STUDENT LEADERS CONFERENCE 2024

LSE
STUDENTS'
UNION

AGENDA



STUDENT LEADER
CONFERENCE

01. OUR COMMITMENT TO YOU
02. YOUR RESPONSIBILITIES
03. RISKS IN THE ROOM
04. RISK ASSESSMENTS
05. TRAINING
06. SAFEGUARDING
07. EMERGENCY PROCEDURES
08. REPORTING
09. SPORTS CLUBS INSURANCE

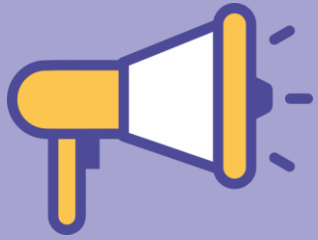




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OUR COMMITMENT TO YOU





OUR COMMITMENT TO YOU

01. SUPPORT IN CREATING ROBUST RISK ASSESSMENTS

Online resources and templates to help you create your risk assessment

02. APPROPRIATE TRAINING

In person and online First aid and Active bystander training to upskill you and your club members

03. SIMPLE AND EFFECTIVE REPORTING SYSTEMS

Easy to fill in so we get all the info we need

04. SUPPORT WHEN AN INCIDENT OCCURS

After you let us know about an incident, we will follow up with the people involved

05. CLEAR EMERGENCY PROCEDURES

A simple process and effective process if something goes wrong

06. REVIEWING INCIDENTS TO REDUCE RECURRENCE

Each incident will be reviewed and necessary actions taken to keep you and your members safe



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YOUR RESPONSIBILITIES





YOUR RESPONSIBILITIES



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01. CREATE YOUR RISK ASSESSMENTS

Detailed, specific and based on NGB and our guidance

02. ALWAYS MAKE SURE YOUR EVENT IS APPROVED

An event is not approved for a reason- often H+S/ RA

03. SUPERVISE IMPLEMENTATION OF RA'S AND PROCEDURES

04. REPORTING ALL INCIDENTS AND NEAR MISSES

We need this information to help keep you safe and provide support for those involved

05. PROVIDE US WITH ALL THE DETAILS

For your event/ trip/risk assessments and after an incident occurs

06. COMMUNICATION

Let students know about your activity- the risks, reporting procedures, evacuation procedures



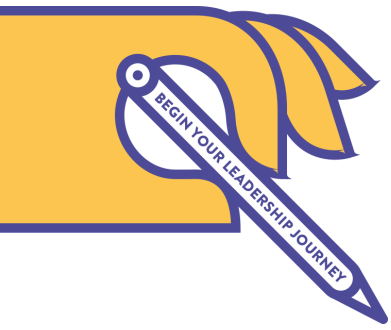


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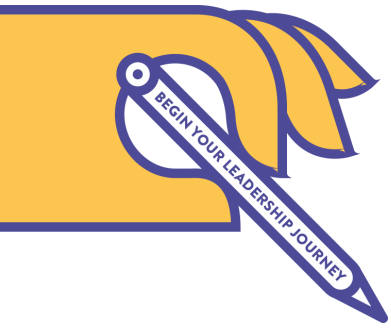
RISKS IN THE ROOM

Time to get thinking about creating risk assessments



Name any risks you can think of associated with the event today?





Answers

RISK ASSESSMENTS

Process of identifying hazards and evaluating the risks to implement control measures



What could go wrong- severity of it going wrong- how to reduce the chances/ impact of it going wrong



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WHY ARE RISK ASSESSMENTS SO IMPORTANT?

- MAIN TOOL IN RISK MANAGEMENT
- GUIDELINES FOR YOUR ACTIVITY
- LEGAL REQUIREMENT
- HELP KEEP PEOPLE SAFE
- CRUCIAL TO PREVENTING ACCIDENTS
- REDUCE INJURIES AND SAVE LIVES



BUILDING YOUR RISK ASSESSMENTS



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GUIDANCE

Follow our templates- add to these

Follow NGB guidance

Be specific to your event- any change means a new RA

Active Documents- RA needs to be updated any time there is a change to the event, an incident occurs and have an annual review

TOP TIPS

Repeat events- Create RA's at the beginning of the year and edit for each specific event

Time to complete- get your events, trips etc. requests in early with a comprehensive risk assessment

Have a H+S lead for each of your events

Share the document with your members

DEFINIITONS

Accident – unplanned incident/ event that results in harm or damage

Near Miss- a potential incident that has not resulted in personal injury or damage

Hazard- any source of potential damage, harm or adverse health effects

DETERMINING THE LEVEL OF RISK



Risk Severity:

- MINOR: Superficial injuries
- SERIOUS: possible hospital visit
- MAJOR: long-term health problems
- FATAL: Injury or ill-health which leads to death

Risk Likelihood:

Based on if they are subject to human error and how likely/ often the situation may happen

- VERY UNLIKELY
- UNLIKELY
- POSSIBLE
- LIKELY

SEVERITY X LIKELIHOOD = LEVEL OF RISK

1-3 = Minor

4-6 = Moderate

7-9 = Major

10-16 = Severe

Likelihood	Impact			
	1 Very Low	2 Low	3 Medium	4 High
4 High	Minor	Moderate	Major	Severe
3 Medium	Minor	Moderate	Major	Major
2 Low	Minor	Minor	Moderate	Major
1 Very Low	Minor	Minor	Moderate	Moderate

Hazard	Consequences	Persons Affected	Control Measures	Person/ People Responsible	Severity	Likelihood	Total Risk
Slips, Trips and Falls							SEVERITY X LIKELIHOOD= LEVEL OF RISK

Hazard	Consequences	Persons Affected	Control Measures	Person/ People Responsible	S e v e r i t y	L i k e l i h o o d	T o t a l R i s k
Slips, Trips and Falls	<p>Slippery or damaged surfaces can cause people to slip, trip and fall</p> <p>Equipment/bags left unattended in hazard spaces</p> <p>Falls can cause bruising, broken bones, hospitalization, Death</p>	<p>Attendees</p> <p>Facility staff</p> <p>Security</p> <p>External Visitors</p>	<p>External companies will be reminded to be responsible for the equipment they use and storing/ using it correctly.</p> <p>All cables will be tidied prior to use by those in charge of equipment/ AV</p> <p>Remind attendees that bags must be kept in the cloakroom/ lockers.</p> <p>All attendees to wear suitable footwear for the event-communications sent out before and security and facility staff aware.</p> <p>Facility staff will do regular walk rounds to check for any hazards.</p> <p>Security and facility staff are trained to spot any hazards and remove them immediately.</p> <p>Attendees reminded to flag any hazards to security/ facility staff immediately</p> <p>Any spillages etc. to be dealt with ASAP and areas of danger marked so people do not go there.</p>	<p>Security</p> <p>Facility Staff</p> <p>Event leads</p> <p>Attendees</p> <p>External companies</p>	3	2	6

TRAINING



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FIRST AID

Level 3 First Aid qualification

Sports specific

Risk rating

Clubs and socs have been
contacted

ACTIVE BYSTANDER

Feel confident to act and help
others, by preventing a situation
from getting worse, and showing
that certain behaviours are not
acceptable in the LSE community

Clubs and socs have been
contacted

Growing this training next year



SAFEGUARDING

U-18s-

Additional duty of care

Not allowed on trips

Guidance is being created ahead of next academic year

Your responsibilities will be outlined in this



EMERGENCY PROCEDURES



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**CLEAR GUIDANCE FOR
CLUBS/SOCS TO FOLLOW
WHEN AN INCIDENT
OCCURS**

**ALL ACTIVITY AND
EVENTS, ESPECIALLY
TRIPS**

**SENT OUT AT BEGINNING
OF THE YEAR AND
BEFORE ALL TRIPS**

**RELEVANT CONTACT
NUMBERS**

**LSESU EMERGENCY
CONTACT**

REPORTING SYSTEMS





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REPORTING



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INCIDENT/ NEAR MISS REPORT FORM

- It is vital that all accidents, incidents and near misses are reported to LSESU
- Uncover the circumstances and conditions that led to the event, to prevent future incidents
- More accessible, easier to fill out

<https://www.lsesu.com/communities/hub/reporting/>





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YOUR RESPONSIBILITIES WHEN SUBMITTING A REPORT

- Fill in all the details on the form with as much information as possible and as guided through the help text.
- Fill in the form ASAP (within 24 hours if possible).
- Update Risk Assessments after an incident (with SU guidance)
- The SU will
 - review the incident
 - support those involved and you as student leaders
- Implement necessary preventative measures



LSE REPORT, SUPPORT

Immediate danger

- HALLS- WARDEN OR RECEPTION
 - CAMPUS- LSE SECURITY
 - LSESU

 - LSESU/LSE SAFE CONTACTS
 - SUPPORT AND LINKS TO PROFESSIONALS
 - REPORT ON BEHALF OF SOMEONE
 - REPORT IF YOU HAVE SEEN SOMETHING
- ALL INFO ON LSE REPORT SUPPORT
- In person or online



Sports Clubs Insurance



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Personal injury insurance

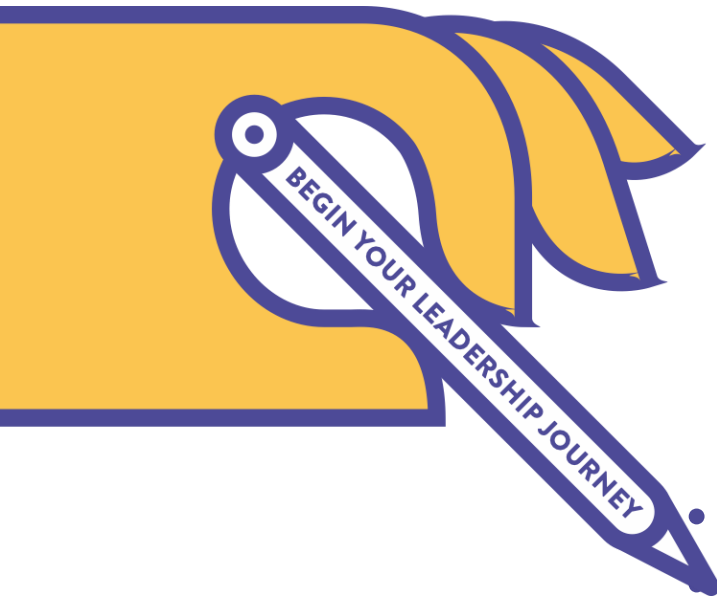
New website page on this coming soon...

Follow up after incident report form

What is covered?

- death
- permanently disabled
- suffer damage to teeth
- need to stay in hospital
- are temporarily unable to work or attend lessons / lectures
- incur costs in deferring your academic course
- travel expenses

Claim form is filled in with insurance company and they check the details with us



BHF-15 MINUTE CPR TRAINING



[Learn CPR in 15 minutes | RevivR | BHF - BHF](#)



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Give us your feedback!

Please scan the QR Code to let us know how you found this session/the day.





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Next Sessions

- **Category Specific Hour**
 - *Charity, Campaign, Political Societies, Activity and Special Interest, Media Groups and Careers and Academic Societies - Community Space (3rd Floor)*
 - *National and Cultural Societies - 6th Floor Café*
 - *Faith Societies – Faith Centre (2nd Floor)*
 - *Sports Clubs - Venue*





THANK YOU FOR
LISTENING

