

Student Activity Safety Committee

Events, student activities & risk management

Terms of Reference, February 2020

1. Committee Purpose

The main purpose of the Student Activity Safety Committee is to provide a forum that facilitates student participation on the steps taken to safeguard their safety, health and welfare within the University.

This committee is tasked with the reviewing and drafting of policies, procedures, guidelines & appropriate forms related to health and safety for student activity.

The committee will also vote on issues and apply sanctions related to infringements of the student activity health and safety policy as per the sanctions decisions and escalation process.

2. Membership

Role
• Health and Safety Officer for Student Activity/Committee Chair
• Societies Officer
• Societies President
• DSPA staff representative
• Clubs President
• Students Union Welfare Officer
• Students Union Entertainments Officer

Subject Matter Experts [SME] outside the membership of the committee may be asked to attend at specific meetings, in accordance with the agenda items.

A quorum for the committee consists of at least 5 committee members, with at least 2 student members and 2 non-student members present.

Where a committee member is unable to attend a convention of this group, they will nominate a designated decision-maker to attend on their behalf. This nominated party will fulfil the full duties of the named committee member and act in accordance with the remit of the group.

3. Responsibilities/Scope of Work

The committee has a specific agenda for each meeting, which includes items such as:

- Representations made on matters relating to safety, health and welfare
- Information relating to accidents, incidents, dangerous occurrences and reported hazards
- Progress reports on risk assessments and safety statements
- Implementation of the health and safety training programme
- The promotion of activities on safety and health at work and wellbeing programmes
- Recommended actions that will improve the effectiveness of the local safety management programme
- Infringements of the student activity health and safety policy and sanctions to be applied.

The key areas for considerations in this committee are:

- a. Policies around best practice event management – including organisation in the run up and clear risk management frameworks
- b. Events being held off-campus, including trips, sport competitions etc. with assurances of appropriate risk management.
- c. Safety statements for clubs and societies
- d. Hazard and Accident reporting for student groups

4. Decision Making

Committee members, following consultation and agreement with all key stakeholders will have the authority to propose policies, guidelines, procedures and documentation related to its role and responsibilities.

With regard to infringements and sanctions as laid out in the sanctions decisions and escalation process, a sanction will be agreed where 60% of the committee eligible to vote agree on the sanction.

Committee members who have been involved in a previous tier of the escalation process or who are directly involved in an infringement will not have voting rights on the sanction.

E.g. For an alleged Students Union infringement, determination on any evidence supplied or on the sanction to be imposed will be made by the committee members not in the Student's Union.

5. Meeting Frequency

Meetings will be held approximately every 2 months, or when an infringement arises that requires more immediate action from the committee as determined by the health and safety officer for student activity.

6. Related Documentation

- Health and Safety for Student Activity Policy [\[Link in development\]](#)
- Sanctions Decisions and Escalation Process [\[Link in development\]](#)
- Health and Safety Manual for Student Activity [\[Link in development\]](#)