**Health and Safety introduction for Club Committees**

* **Planning**:
  + **Duty of Care**

As a committee member, you are responsible for your member’s health and wellbeing. See handout.

* + **Insurance a full package is provided through Endleigh Insurance**

Members are covered by ENDSLEIGH Platinum Elite personal accident cover. This includes primary breaks and dislocations, with a pay-out and physio costs covered, as well as dental treatment and fees for exam resits due to injury. You are covered during registered activity that has been suitably risk assessed and planned, and with submission of an accident report form.

Club equipment is also insured for loss and damage so you need to report all issues with the AU

* + **Core documentation**

The following documents are available under the resources section of your club website on cardiffstudents.com. They describe your activity and how it is run safely.

* + - Constitution- This details the core running of your club
    - Risk assessment – this identifies common causes of injury in your planned activity and gives solutions to prevent injury from happening
    - Equipment inventory- This details all club equipment for audit, budgeting and insurance
    - System of safe practice, code of practice – this is a communication document to your members detailing what they will receive and what they need to do to partake in an activity.
  + **First Aid courses**.

First Aid Courses; Depending on your sport, risk assessment and facilities available, we will be sourcing and offering first aid courses suitable for your club. Club courses are planned to take place throughout October / November. There will be a nominal cost, but no more than £25 dependant on course. Specific courses will also be sourced and funded towards for high risk clubs. Discuss with Stu about your needs including first aid kits.

* + **Other courses including becoming a coach**

We will fund towards other club specific courses which develops member’s confidence, and safe practice, including instructor courses. Again discuss your requirements with Stu

* + **Coach registration**

All coaches and instructors, whether paid or voluntary needs to register with us. This provides volunteers with insurance, (paid coaches are to provide their own insurance), it provides us with an audit of club support and gap analysis, and this year we are asking that the club and coach record the aims and objectives that the coach /instructor will work towards with the club. We need evidence of qualifications and insurance before any payment is made.

This is to be done online under the AU section of Cardiffstudents.com

* **Doing your activity**

Enjoyment and member satisfaction is due to not getting hurt, and receiving the suitable training, guidance and equipment to do the activity

* + **Accident and emergency procedures**.

See handout. We are here to help if you get into any difficulty and will also assist with contacting next of kins if needed

* **Follow up**
  + **Accident reporting**.

This is imperative. All accidents need reviewing to prevent them from happening again in line with risk assessment and for any insurance claims. We will replenish first aid kits for free on submission of a form. Clubs can buy new kits from the AU for £10

* + **Equipment damage reporting**.

Equipment that is unfit for use needs taking out of use and reported. We will either fix it or write it off with a plan to replace, but do not put members at risk by using equipment not fit for purpose. Keep your inventory up to date.

* **This will be covered in more depth at the Events training session later this term. If you are unsure about anything here. Come and speak with the AU at any time to discuss.**