



HEALTH AND SAFETY SAFEGUARDING

STUDENT LEADERS CONFERENCE 2025

THINK
BIG

 **LSE
STUDENTS'
UNION**

AGENDA

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





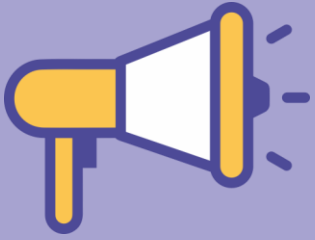
HEALTH AND SAFETY

2025/26 Risk Assessment templates



- Each club/ society has an annual risk assessment
- Covers all activities- training, matches, socials, trips, Emergency Action plan, Safeguarding under 18s
- Updated for each event (if something changes), not a new risk assessment

LESS ADMIN, BETTER RISK ASSESSMENTS, SAFER SESSIONS



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



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

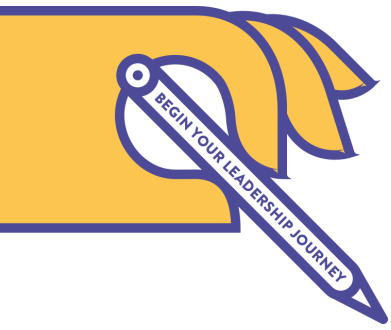
Let students know about your activity- the risks, reporting procedures, evacuation procedures





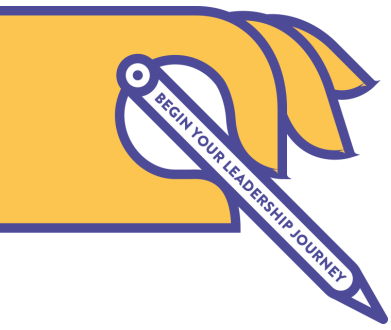
RISKS IN THE ROOM

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



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

DEFINITIONS

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	4 High				
3 Medium					
2 Low					
1 Very Low					
		Very Low	Low	Medium	High
		1	2	3	4
		Impact			

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	Severity	Likelihood	Total Risk
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



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REPORTING

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/>



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



EMERGENCY ACTION PLAN



Section of the risk assessment template

- First Aid lead
- Closest Defib, First aid kit
- Access route for emergency services
- Nearest medical facilities

- Person responsible for
Reporting, First Aider, First aid kits, In charge, control of bystanders, calling
emergency services, travel with injured person, informing SU



FIRST AID

Level 3 First Aid qualification

Risk rating

Clubs and socs have been contacted

Sports Clubs Insurance



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





SAFEGUARDING

What is Safeguarding



Promoting the welfare of children (under 18s) and vulnerable adults and protecting people's health and wellbeing

- Protecting people from
- Physical harm
 - Emotional harm
 - Exploitation or abuse

Under 18s joining your group

Students under the age of 18 are not able to purchase membership via the website.

- Ask student to fill out the Under 18s Clubs and Societies Permission form.
- SU send email to student with additional guidance and activity reminders.
- SU notify student about activity restrictions and inform them that we will share their name with the committee and coach (if applicable).
- SU send guidance and approval email to the club/society, including the student's name. Cc coach/instructor (if applicable).
- SU add student to 'Approved under 18s' membership group for membership access.
- SU send confirmation email to student with details.



Under 18s – restricted activity

Overnight Trips
High-Risk Sports (determined by risk register)

Sports clubs

- Rugby
- Surfing
- Wakeboarding
- Equestrian and Polo
- All BUCS and LUSL competitions
- Fight Night events (e.g. Boxing/ Muay Thai)

Societies

- Any alcohol-based societies
- Outdoors and Hiking
- Automotive and Karting



Your Responsibilities

- Report any concerns to your safeguarding contact (manager) and LSE Report Support.
- Ensure coaches and instructors have gone through the Coach Registration process (DBS required).
- Ensure all attendees at your session have purchased a membership.
- Ensure under 18s section is complete on your risk assessment.
- Ensure Under 18s do not take part in any of the restricted activities.
- Sports- check NGB guidance for under 18s taking part





WELFARE OFFICER

NSPCC qualification

Online course

Sports clubs must have at least one person trained as safeguarding lead

Safeguarding is everyone's
responsibility.

Create a culture where people
feel safe to speak up.

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



Give us your feedback!

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



Next Sessions

Finance and Sponsorships: Back to Basics
Venue (Level –2)
16:00-16:30

**Support for Student Leaders: Wellbeing, disclosures
and Signposting (With the SU Sabb Team)**
6th Floor Café
16:00-16:30





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THANK YOU FOR
LISTENING

