**LSESU HEALTH AND SAFETY POLICY**

1. Who This Policy Applies To 2

2. Policy Statement and Objectives 2

[Objectives:](#_Toc1306018742) 2

3. Legal Compliance 3

4. Student Responsibilities 3

Your Responsibilities: 3

[How to Report Health and Safety Concerns: 3](#_Toc888766193)

[5. Key Content Areas 3](#_Toc1971075041)

[5.1 Risk Assessment and Management 3](#_Toc126287106)

[5.2 Event and Activity Safety 4](#_Toc1613330597)

[Venues and Capacity: 4](#_Toc422792884)

[Equipment Safety: 4](#_Toc2020800337)

[Trips and Travel: 5](#_Toc889479227)

[5.3 Operational Safety Procedures 5](#_Toc1708811835)

[5.4 Emergency Procedures 5](#_Toc1347537339)

[Emergency Action Plans: 5](#_Toc365375234)

[General Emergency Procedure: 5](#_Toc145229560)

[5.5 Incident Reporting and Investigation 5](#_Toc1988306650)

[6. Specific Safety Areas 6](#_Toc1708208270)

[6.1 Fire Safety 6](#_Toc614725286)

[6.2 First Aid & Medical Provision 6](#_Toc752815624)

[Sports Facilities: 6](#_Toc1027360118)

[Clubs & Societies: 6](#_Toc1532873341)

[Bars & Events: 6](#_Toc1971913682)

[6.3 Security & Access Control 7](#_Toc1937005851)

[6.4 Alcohol, Substance Use and Welfare 7](#_Toc1729735705)

[6.5 Coach and Instructor Safety & Competency 7](#_Toc430826287)

[Coach & Instructor Requirements: 7](#_Toc1095827790)

[Registration Process: 7](#_Toc125470204)

[7. Training and Communication](#_Toc2076873064) 8

[SU Staff: 8](#_Toc134182243)

[Sports Facilities: 8](#_Toc1295403446)

[Club & Society Committees: 8](#_Toc1858553786)

[Recreational Sport Facilitators: 8](#_Toc250866204)

[Bar & Event Staff: 9](#_Toc971245858)

[Communication to Students: 9](#_Toc262941695)

8. Roles and Responsibilities 10

[9. Supporting Documents 10](#_Toc244036524)

# **1. Who This Policy Applies To**

This policy applies to all LSE students, staff, volunteers, contractors, visitors, and external providers involved in the planning, delivery, participation, and oversight of LSE Students’ Union (LSESU) activity, including:

* Sports Facilities
* Recreational Sport
* Clubs and Societies
* Bars and Events (both SU-led and student-led events)
* External contractors supporting LSESU activity

All individuals have a responsibility to comply with the procedures outlined in this policy.

# **2. Policy Statement and Objectives**

LSESU is fully committed to providing a safe, inclusive, and healthy environment for all those engaged in SU-managed or affiliated activity. The safety of our students, staff, visitors and contractors is a core priority in the planning and delivery of all activities.

### **Objectives:**

* Protect the health, safety, and welfare of all individuals involved in LSESU activities.
* Comply with relevant legislation, licensing requirements, and University policy.
* Ensure all activities are appropriately risk assessed and safety managed.
* Provide clear responsibilities for both staff and students in maintaining safety.
* Deliver training, guidance, and supervision for safe activity delivery.
* Maintain open reporting, investigation, and continuous improvement processes.

# **3. Legal Compliance**

This policy complies with:

* Health and Safety at Work etc Act 1974
* Management of Health and Safety at Work Regulations 1999
* LSE University-wide Health and Safety policies and procedures
* Licensing laws and Local Authority regulations where applicable
* National Governing Body standards for recognised sporting and club activity

LSESU works in partnership with LSE’s Health and Safety Division, Security, Estates and Facilities, and relevant external bodies.

# **4. Student Responsibilities**

As a student involved in LSESU activities, you have key responsibilities:

### **Your Responsibilities:**

* Complete any mandatory training provided by LSESU for your role (committee, event organiser, session lead etc.).
* Ensure all activities you organise have an approved risk assessment.
* Follow all health and safety guidance, briefings, and instructions provided.
* Report any incidents, injuries, near misses or safety concerns as soon as possible using SU reporting systems.
* Cooperate fully with SU staff, LSE Security, or external emergency services in the event of an incident or evacuation.
* Maintain the safe use, setup, and storage of any equipment you use.
* Ensure stewards or safety volunteers are in place for larger events you organise.
* Sports clubs to ensure First Aid presence at every session.

### **How to Report Health and Safety Concerns:**

* **In an emergency:** Call 999 and alert LSE Security if on campus (020 7955 6555 / ext. 666).
* **Non-emergency reporting:** Use the SU Incident Report Form within 24 hours.
* **Facilities or equipment issues:** Report via the LSE Estates Portal.
* **Medical or welfare concerns:** Speak to SU staff who will support escalation to relevant support services.

# **5. Key Content Areas**

## **5.1 Risk Assessment and Management**

* All SU activities require an approved risk assessment before taking place.
* Risk assessments:
	+ Identify hazards, assess risks, and specify control measures.
	+ Are reviewed annually or following any change or incident.
	+ Must be approved by LSESU staff; high-risk activities require managerial sign-off.
* Special risk assessments are required for:
	+ One-off or large-scale events
	+ Trips and travel
	+ High-risk sporting activity
* Risk assessments must include Emergency Action Plans and Fire Safety protocols.
* Risk register is in place for sports clubs to identify their assigned risk category and provide additional support where necessary.

**Documentation and Record-Keeping:**

* All risk assessments, training records, trip information forms, incident reports, and coach registrations are stored centrally by LSESU.

## **5.2 Event and Activity Safety**

### **Venues and Capacity:**

* Maximum room capacities are set by Facility Managers based on type of activity, venue design, fire safety, and licensing.
* Ticketing systems and on-site monitoring ensure capacity limits are adhered to.
* LSE Security and external security are booked for large events.

### **Equipment Safety:**

* All LSESU-owned electrical equipment is PAT-tested.
* Faulty equipment must be reported via the LSE Estates Portal or to relevant managers.
* Sports equipment (e.g. nets, goals, mats) is inspected regularly.
* Some equipment is subject to professional servicing where required.
* Shared equipment must be cleaned between uses where hygiene is a concern.

**Students** are responsible for:

* Completing an annual equipment inventory and safety check.
* Attending training on the correct use of LSESU equipment (where necessary).
* Reporting any faulty or damaged equipment immediately to the SU.
* Clubs are responsible for pre-use checks on their own equipment, especially for contact/combat sports.
* Withdrawing unsafe equipment from use until repaired or replaced.
* Ensuring cleaning and hygiene standards are followed for shared equipment.
* For some high-risk activities, professional inspections may be required. LSESU will support clubs to organise these.
* Equipment storage areas must be kept tidy, secure, and accessible only to authorised users.
* Ensuring electrical equipment is PAT tested.

### **Trips and Travel:**

* Trips require:
	+ Risk assessment and itinerary approval.
	+ Completed Travel Information Forms (insurance, plans, emergency contacts).
	+ Clear emergency procedures relevant to destination.

## **5.3 Operational Safety Procedures**

* **Facility Checks:** Completed daily by Facility Managers and monitored throughout operating hours.
* **Cleaning and Maintenance:** Managed by LSE Estates; issues reported via the LSE Estates Portal.
* **Fault Reporting:** All damage, faults, or issues logged via LSE Estates Portal and internal systems.
* **Emergency Access:** Clear access routes for emergency services maintained.
* **Lone Working and Out-of-Hours Use:** Managed with clear protocols and risk assessments for staff and student safety.
* **Security Presence:** Required for high-risk events and late bar operation.
* **Medical Presence:** required for higher risk activity.

## **5.4 Emergency Procedures**

### **Emergency Action Plans:**

* Each risk assessment includes a tailored Emergency Action Plan specifying:
	+ First Aid lead
	+ Nearest Defibrillator and First Aid Kit
	+ Emergency services access routes
	+ Nearest medical facility
	+ Roles for calling emergency services, crowd control, and incident reporting

### **General Emergency Procedure:**

* Stop activity and move individuals to safety.
* Call 999 as required.
* Notify LSE Security immediately (020 7955 6555 / ext. 666).
* Administer first aid using trained individuals.
* Notify SU Duty Manager as soon as safe.
* Complete an SU Incident Report Form within 24 hours.

## **5.5 Incident Reporting and Investigation**

* All accidents, injuries, near-misses or welfare incidents must be reported using the SU Incident Report Form.
* Serious incidents must be escalated to SU management immediately.
* Incidents are reviewed to inform changes in risk assessments and safety processes.
* Welfare follow-ups are completed where required.
* Bar and Event incidents are also shared with LSE Security.

# **6. Specific Safety Areas**

## **6.1 Fire Safety**

The Students' Union is committed to maintaining high standards of fire safety across all facilities.

* Fire alarm checks, signage and evacuation procedures are led by LSE Security in SU spaces.
* All staff and students must:
	+ Identify exits and communicate these at start of sessions/events.
	+ Keep fire exits clear and doors closed.
	+ Only use open flames or decorations with prior risk assessment approval.
	+ Only use PAT-tested equipment.
	+ Report faults to relevant Facility Manager and via the LSE Estates Portal (staff only).
* Fire Warden training is provided to relevant SU staff.
* External security may lead evacuation for some large events as pre-agreed.

## **6.2 First Aid & Medical Provision**

### **Sports Facilities:**

* First aid kits and defibrillators at both staffed receptions.
* Checked daily as part of opening and closing procedures.
* Staff trained in Level 3 First Aid.
* Medics booked for high-risk Berrylands fixtures.
* First Aid protocol for unstaffed spaces

### **Clubs & Societies:**

* Clubs must ensure first aid cover at every session (staff, medics, or qualified club members).
* The SU provides Level 3 First Aid training where required.
* Clubs maintain first aid kits and request restocks via the SU.
* Society First Aid requirements are determined on a case-by-case basis depending on activity type and event.

### **Bars & Events:**

* Managers and Supervisors trained in Level 3 First Aid.
* External medics booked for large events.
* Welfare/medic rooms provided for high-capacity events.

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## **6.3 Security & Access Control**

* LSE Security provide on-campus event support.
* External licensed security cover large events and evening bar hours.
* Stewards provided by clubs and societies for larger student-led events.
* Venue access controlled through booking systems and/or on-site ticketing/ Security team.

## **6.4 Alcohol, Substance Use and Welfare**

* All licensed activity complies with legal alcohol licensing laws.
* Bar staff trained in responsible service.
* Welfare rooms and medics support large events.
* Student welfare escalated to SU and SU/ university wellbeing services where needed.

## **6.5 Coach and Instructor Safety & Competency**

LSESU requires that any coaches, instructors, or session leaders engaged in the delivery of physical activity, sports, or technical sessions meet minimum standards of safety, competence, and suitability.

### **Coach & Instructor Requirements:**

* All high-risk sporting activity must be led by a qualified coach/ instructor.
* Coaches delivering **high-risk activities** (e.g. combat sports, contact sports, water-based activities, climbing) must hold a valid qualification from a recognised National Governing Body or equivalent body.
* Student volunteers or peer instructors may deliver activity where:
	+ The activity is categorised as low to medium risk.
	+ The session is appropriately risk assessed.
	+ A clear escalation plan is in place for emergencies.

### **Registration Process:**

* All external coaches, instructors or contractors must be formally registered with LSESU.
* The registration includes:
	+ Proof of qualification
	+ Valid DBS check (2 years)
	+ Public Liability insurance
	+ Service Level Agreement- approved by LSESU staff member
	+ Reference
	+ First Aid Qualification

**Supervision and Oversight:**

* Clubs and student groups remain responsible for ensuring appropriate supervision during activities.
* LSESU staff review coaching and instructor provision annually.
* Unqualified or unregistered individuals are not permitted to lead or deliver activity on behalf of LSESU groups.

# **7. Training and Communication**

### **SU Staff:**

* Mandatory training includes:
	+ Health and Safety Essentials
	+ Fire Warden (for some staff)
	+ GDPR UK
	+ Manual Handling
	+ Cyber Security

### **Sports Facilities:**

* Staff complete role-specific training for safe equipment setup, operational and emergency procedures, lone working protocols.
* Mandatory training includes:
	+ Health and Safety Essentials
	+ Fire Warden
	+ Level 3 First Aid & Defibrillator
	+ Safeguarding
	+ GDPR UK
	+ Manual Handling
	+ Cyber Security

### **Club & Society Committees:**

* Complete annual Health and Safety and Safeguarding training.
* Receive event, trip, and risk assessment planning training.
* Access First Aid, Coaching, and Officiating training based on activity risk.

### **Recreational Sport Facilitators:**

* Receive Sports Delivery training for safe session management.

###

### **Bar & Event Staff:**

* Receive First Aid, Fire Warden, Manual Handling, and Safety Induction training.
* External security staff are first aid trained.

### **Communication to Students:**

* Delivered through:
	+ Committee training
	+ Club/ Society email communications
	+ Newsletter communications
	+ Booking terms & conditions
	+ SU website resources
	+ Risk assessment templates
	+ Event planning forms
	+ Event and Trip planning meetings

# **8. Roles and Responsibilities**

|  |  |
| --- | --- |
| **Group** | **Responsibilities**  |
| LSESU Chief Executive | Overall responsibility for SU Health and Safety |
| SU Senior Leadership Team | Creating policies, compliance oversight |
| Department Managers (Sports, Bars, Societies, Events) | Implementation of policy for day-to-day safety management |
| Facility teams | Venue safety, daily checks, reporting, emergency response |
| Student Committee Leaders | Safe delivery of activity, complete risk assessments, brief members, role in emergency response |
| Event Organisers | Plan safe and approved events, provide stewards, ensure capacity management |
| Individual Students | Follow instructions, report concerns, participate safely |
| LSE Security | Fire safety, emergency response, campus security support |
| External contractors | Safe delivery of services (security, medical, technical, events) |

# **9. Supporting Documents**

* LSESU Code of Conduct
* Student Group Regulations
* Trip Policy and Travel Forms
* Events Forms
* Risk Assessment Templates
* Incident Report Forms
* First Aid Audit Records
* Coach Registration Forms