

Liverpool Guild of Students'
Society Health and Safety Handbook
September 2024

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Introduction

Every year, Guild societies plan hundreds of events, for thousands of members. The aim of this document is to provide society committee members with clarity and guidance when planning and organising the high-quality, varied events that your members love!

If you have any questions, or would like any further information, please get in touch with [the Societies Team](#) at saadmin@liv.ac.uk

Risk Assessments

When you first want to organise an activity as part of your society, you'll need to submit an [Event Cover Form](#) – this lets the Guild know exactly what you are planning to do and allow us to provide the necessary support to make your activity successful.

Once we've fully understood your activity, we will send you a Risk Assessment. There are loads of generic ones that we can use, tweaking them so that they include anything specific about your activity. Please make sure that we have your completed risk assessment back two weeks before your activity.

You can see a list of the generic ones available here:

- Bake Sales
- Bar Crawls
- Beach Cleans
- Conferences
- Crafts and painting
- Dance/yoga classes
- Day Trips
- External events
- Fundraising
- Guest Speakers
- Litter picks
- Online meetings
- Performances
- Stalls
- Walking Tours

Some societies who do regular higher-risk activity will have an annual risk assessment put in place before their activity starts; those societies will be contacted by their Coordinator directly to let them know.

If you are working with any external provider, you will also need to provide us with an in-date copy of their Public Liability Insurance. Where the activity is high-risk, the external supplier's indemnity limit must match the Guild's limit, which is currently £10million.

If you're going on a trip, we'll also work with you to complete a Trip Form, which lets us know who is going on the trip with you, their contact details and their Next of Kin's details. The Next of Kin will be the person that we contact in case of emergency so please make sure your members know that this shouldn't be someone who is already on the trip and that it is someone who is aware of any pre-existing conditions or medications the attendee may be taking.

Catering

At the Guild, we want to support you to deliver excellent, high-quality events for your members to enjoy. We understand that providing food for members is a regular and important part of societies' activity and the guidance below has been put together to make sure that this is done in the safest way possible:

If society committee members are preparing their own food:

- Hot food prepared by society committee members must be for less than 10 students
- Hot food must only be prepared and cooked in the Guild Kitchen
- No food may be prepared for society activity in students' private or University houses or accommodation
- The Society Coordinator/Manager must receive a Food Hygiene Certificate (FHC) for the society committee members who are preparing and serving the food at least two weeks in advance
- A risk assessment must be completed by the society committee members, which includes the most up to date [Food Standards Agency guidance](#), at least two weeks in advance

Bake Sales

For bake sales, according to the Food Standards Agency guidance, societies do not need a FHC to make and sell food for charity events and these can be prepared at home. However, societies must ensure that they handle food safely and therefore, a comprehensive risk assessment, which includes the most up to date [Food Standards Agency guidance](#), must be completed at least two weeks in advance.

As part of the risk assessment, those organising the stall must display a full list of ingredients, with particular attention drawn to those ingredients that may cause an allergic reaction, including, but not limited to egg, milk, sulphites, peanuts and tree nuts. All information displayed must be clear and accurate and all packing must be kept in case of adverse reaction.

A named member of Guild staff will be responsible for visiting the bake sale to check that the risk assessment is being followed - this will include all ingredients/allergens being advertised.

For events and activities in the Stanley Theatre & Mountford Hall:

- An external caterer must be used for large-scale events in the Stanley Theatre & Mountford Hall
- The society must provide the Guild with a copy of the caterer's Public and Products Liability Insurance, Food Hygiene Certificate, and a fully itemised list of the food being ordered at least 2 weeks prior to the event

- The caterer must be local and based in Liverpool
- The caterer must be responsible for preparing, cooking, transporting and serving the food.
- The caterer must be responsible for maintaining the temperature of hot food at 68°C for the duration of the event
- At any time, Guild staff can test the temperature of hot food and food which has not maintained the appropriate temperature must be discarded immediately
- The caterer must be responsible for providing appropriate equipment and utilities for the above activity
- The caterer must be responsible for providing and displaying an accurate list of ingredients
- The society must provide a full list of the food that is being ordered from the caterer, which must be included in the risk assessment
- A risk assessment that details the above roles and responsibilities for the caterer and the society committee must be shared with both the caterer and the society committee. A response must be received from both parties which outlines that they are happy with the risk assessment received
- If the appropriate documentation has not been received two weeks prior to the event, this must be escalated to the Deputy Director of Membership Services to ascertain what the next steps are. This could include speaking directly with the caterers that the society wishes to invite on to campus or supporting the society to work with another caterer that we already have the documentation for
- If the catering must be cancelled due to lack of appropriate documentation, this will be discussed and agreed with SMT and Guild Officers will be informed. This will be recorded and dated, alongside details of the steps that were taken, on an internal spreadsheet
- The Guild will not pay any invoices for caterers until all the necessary documentation has been received
- Food can also be ordered by societies from [Hospitality Liverpool](#) - the Guild has generic risk assessments in place for this catering, which can be amended for each event.

For events and activities in Guild meeting rooms:

- Societies can provide pre-packaged snacks, sandwiches and pizza for their members but must not have large-scale catering in meeting rooms

For events in external venues:

- Societies must provide the Guild with a copy of the external venue's Public Liability Insurance and their [Food Hygiene Rating](#) at least two weeks prior to the event; please note that the rating must be at least 3 stars. Alternatively, the caterer's Food Hygiene Certificate can be provided.

External Suppliers and Instructors

Lots of societies work regularly with a wide range of external suppliers to help to support events and activities.

If the external suppliers are coming to the Guild, they must provide a copy of their Public Liability Insurance and, where relevant, a copy of their risk assessment.

Dance/Yoga Instructors

For many of the Guild's societies, including dance and yoga societies, classes must be led by an external instructor. To ensure that these paid instructors are appropriately insured and qualified to teach at the Guild, the following must be provided in advance of the classes starting:

- A copy of the instructor's Public Liability Insurance
- A copy of the instructor's risk assessment
- A copy of the instructor's lesson plan
- A copy of the instructor's qualifications
- Details of the instructor's relevant experience

Please note that the name provided on the final invoice must match the name provided on the Public Liability Insurance.

All members of our societies are automatically covered by our Public Liability Insurance. Where we, in partnership with Endsleigh, identify high risk activities, we also provide Personal Accident Insurance on a group-by-group basis. These groups are listed annually on the Guild's website, alongside full details of the policy. On occasion, students may wish to teach choreography to each other. In this instance, they must not be paid and must complete an additional risk assessment, providing details of any qualifications and relevant experience to allow Guild staff to assess the feasibility of the activity.

Suturing Workshops

For some of our Medical Societies, suturing workshops are an important activity.

Where a society wants to invite an external instructor, usually a doctor, to deliver this session, the instructor must provide:

- A copy of the instructor's insurance
- Confirmation that they are insured to teach the session
- A copy of the instructor's risk assessment
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On occasion, students may wish to teach suturing to each other. In this instance, they must not be paid and must complete a risk assessment. Only those students who are suitably experienced and at an appropriate stage in their medical studies, with the appropriate skills, can teach the sessions.

Mountain Leaders

- If societies wish to mountain climb as part of their activity, they must use an external organisation to hire Mountain Leaders. The organisation must decide how many leaders the trip requires, depending on the number of students attending and the difficulty of the mountain climbing involved. The organisation must also provide:

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- A copy of the Mountain Leader Qualifications for each leader and their First Aid certificates
- A copy of the organisation's Public Liability Insurance
- A copy of the organisation's risk assessment, which goes into detail about the high-risk activity and places the responsibility for this element of the trip with the external organisation.

Trips

Guild societies often organise trips all around the UK and do take trips abroad; the below guidance outlines the responsibilities that the trip leaders will have both before and during a trip.

Guidance for trip leaders who are planning a UK based trip:

It is your responsibility, as trip leader, to provide the Guild with:

- A complete itinerary for the trip
- Details of any additional activities which may need to be included in the risk assessment
- A complete Trip Form, with the names, mobile numbers and Next of Kin details for all attendees
- A main point of contact for the trip, who is contactable for the duration of the trip

It is also your responsibility to:

- Follow the risk assessment provided, which will include what you should in the case of emergency
- Disseminate any information necessary from the Guild with your trip attendees, at least 24 hours prior to the trip. This may include:
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 - The Trip Leader's contact details
 - The meeting place and time for the beginning and end of the trip, letting attendees know they are responsible for seeking alternative travel arrangements if they miss their organised journey
 - A full itinerary of the trip
 - Details of appropriate clothing and footwear for the trip
 - A reminder that all attendees must have personal responsibility for their belongings and safety, and must ensure that they have appropriate personal insurance for their belongings
 - Full address of the accommodation
 - A reminder that all attendees are responsible for their own medication and ensuring that they have adequate supplies for the duration of the trip
 - Details of local taxi companies

Guidance for trip leaders who are planning a trip abroad with a tour operator:

For the majority of your trips, you will be organising your trip abroad with a tour company. We would not usually support society trips without a tour operator's involvement but, if this is something that your society is wanting to do, please get in touch.

The tour operator will be responsible and primarily liable for this society's trip and must be ATOL and ABTA protected. However, as the trip leader, you will still have a duty of care to ensure the safety of your members as this is a part of your society's activity, and therefore you must agree to any guidance and risk assessments stipulated by the Guild and the tour operator.

It is your responsibility, as trip leader, to provide the Guild with:

- A complete itinerary for the trip
- Details of any additional activities which may need to be included in the risk assessment
- A complete trip form, with the names, mobile numbers and Next of Kin details for all attendees
- Details of your attendees' relevant [Health Insurance Cards](#)
- A main point of contact for the trip, who is contactable for the duration of the trip

It is also your responsibility to:

- Disseminate any information necessary from the Guild and from the tour operator with the trip attendees
- Adhere to any guidelines or actions outlined by the tour operator
- Follow any risk assessment provided, which will include what you should in the case of emergency

Guidance for all attendees on a trip abroad with a tour operator:

This information will be provided on an online form which all attendees must complete before attending the trip.

Passport

Check that your passport is valid and in date prior to travel.

Take an additional means of ID abroad too.

VISAs

If you have any questions or require further information about VISA requirements, please seek guidance from the University's International Advice and Guidance Team well in advance of your planned trip.

Vaccinations/medications

Find out what you need at least 6 weeks before you go and consider whether you need to take extra health precautions and that you have enough medication to last for the duration of your trip

I Health Insurance Card

If you are eligible, you must have a UK GHIC or UK EHIC. [The UK GHIC is available, free of charge, here.](#)

The UK GHIC or UK EHIC is not a substitute for travel insurance, and you must have both when you travel abroad.

Travel and Medical Insurance

Travel and medical insurance is not covered by the Guild's insurance and must be obtained individually. Group insurance must be provided for you by your tour operator, but you must also ensure that you understand what this insurance does and does not cover. You must ensure that that you have comprehensive individual cover for the whole trip which covers all activities, including:

- Repatriation to the UK
- Funding for a friend or relative to stay with you if hospital stay is required
- Cover of repatriation of remains.

You must take your policy number and the 24-hour emergency number with you.

Mobile phone

Make sure that your phone will work abroad and, before you leave, make sure you save the Trip Leader's phone number, the international emergency services number, local taxi numbers and the address of your accommodation.

Money

Exchange your currency in advance of your trip and keep cash in separate places.

Take an alternative source of money too, such as traveller's cheques or a working cash card.

Family/friends at home

Let them know in advance where you're going and when you're expected back.

Luggage and valuables

Pack your bags yourself and keep any valuables with you or locked away safely at all times.

You're responsible for your own personal effects and must obtain your appropriate insurance to cover these items.

Health and Wellbeing

Reduce the risk of getting ill by washing your hands regularly, drinking bottled water and ensuring food, especially meat, is thoroughly cooked.

In the case of a health emergency, please contact your Tour Operator's Emergency Contact and your society's Trip Leader.

Behaviour and Conduct

Whilst on this trip, you must comply with the [Guild's Code of Conduct](#). It is your responsibility to ensure that you have read this in full and that you are happy to comply with all outlined steps before you attend this trip.

Transport

As part of your society's activity, you may need to hire some sort of vehicle, whether it is a people carrier or a car to transport your members to and from your activity. The information below explains how you do this.

With all these options, please check that you have the money in your account to pay for your preferred option. A copy of your account statement can be requested from the [Student Activities' Admin Assistant](#).

Hire a coach

If you are going on a trip with a large number of society members, you may wish to hire a coach. There are several local coach companies; please ensure that you liaise directly with the coach company and not through a brokerage service. The Guild are also able to book a coach on your behalf if required.

You will need to provide your Society Coordinator with the following, at least two weeks before your trip:

- A completed Trip Form
- An invoice for the Coach Company
- A copy of the Coach Company's Public Liability Insurance
- A risk assessment for the trip

Hire a car or a van

Car and van hire must be organised through [Guild Reception](#). Guild Reception can also organise vehicles with up to nine seats.

You must let Guild Reception know if any of the below points apply to you as, if they do, you will be considered as a 'non-standard' driver and will therefore need to complete a Non-Standard Driver Form which is then referred directly to the Guild's insurers, Endsleigh:

- Drivers with a non-UK/EU Licence other than Norway, Channel Islands and Isle of Man
- Drivers under the age of 21
- Drivers over the age of 70
- Drivers who have a medical condition reportable to the DVLA
- Drivers who have had any accidents in the past 3 years
- Drivers who have any motoring convictions

You will be asked to show your driving license at Guild Reception and, if you have a plastic license, you must obtain a [license summary from the DVLA](#) and complete a form at Guild Reception.

The Guild will then book the vehicle that you have requested directly with Arnold Clarke, if you have enough money in your society's income account to cover the cost of the vehicle hire and insurance.

We will only reimburse or make payments for car and van hire if booked directly through Guild Reception with Arnold Clarke; we will not make any payments or reimbursements for another company.

You will then need to provide your Society Coordinator with the following, at least two weeks before your trip:

- A completed Trip Form
- A risk assessment for the trip

If you have petrol costs from your hire, you will need to provide details of how many miles you have travelled as part of your society activity and the Guild will reimburse the cost of the petrol that you have used. The petrol costs can be refunded from your society's income account; you will need to provide your Society Coordinator with a VAT receipt

You may also reclaim parking costs if incurred for society activity.

The Guild will not reimburse parking fines, congestion charge fines or fines for other motoring-related offences.

Hire a minibus

The Guild does not allow societies to hire or drive minibuses and would instead support societies to arrange alternative transport. We can work with societies to use external companies who provide minibuses with drivers if this is the size of vehicle that you require.

Using your own vehicle

If you wish to use your own vehicle for your society activity, you must:

- Complete the Guild's Private Vehicle Registration Form. You will need to provide the following:
 - Your vehicle's licence plate
 - A copy of your driving license
 - A copy of your MOT, including expiry dates

- Confirmation that your insurers have been informed of your voluntary activity. You should make it clear that you will only receive out-of-pocket expenses, to make it clear that this is not commercial use of your vehicle. [You can find more information about this here.](#)
- You must ensure that your form has been seen and that you have received an email from your Society Coordinator, approving your vehicle, before you use your vehicle for society activity

If you have petrol costs from your activity, they can be refunded from your society's income account. You will need to provide details of how many miles you have travelled as part of your society activity and the Guild will reimburse the cost of the petrol that you have used, based on the average fuel consumption for your vehicle, the engine type, and the average fuel cost on the day of your activity. We'll then use the [RAC calculator](#) to calculate the amount to be reimbursed.

You may also reclaim parking costs if incurred for society activity. The Guild will not reimburse parking fines, congestion charge fines or fines for other motoring-related offences.

The Guild will only reimburse you for journeys for which we have received and approved the Private Vehicle Registration Form, risk assessments and trip forms.

Any journey from your home to the Guild, or to the primary place of society activity, cannot be claimed for as mileage.

Approval Email

Once you have had your Private Vehicle Registration Form approved, the following will be sent to you:

Dear x,

Thank you very much for completing a Private Vehicle Registration Form; we're happy to inform you that this form has been approved. Please see the following further information below:

Technical safety and roadworthiness

The technical safety and roadworthiness of your vehicle is your responsibility. You must follow [gov.uk's information on how to check your vehicle is safe to drive](#) prior to using your vehicle for society activity. If you have any concerns relating to the safety of your vehicle, you must not use the vehicle for society activity.

Control of mobile phone use

You must follow [gov.uk's information about using a phone or a Sat Nav](#) at all times whilst using your own vehicle for society activity.

Control of driving periods/taking breaks

You must be responsible, as the driver, for taking appropriate rest breaks as and when you need them. You must also provide details to your Society Coordinator of any drives that you are undertaking for society activity for longer than 5 hours, so that appropriate breaks can be planned with you.

Advice on safe driving practices and formal training

You must follow the [Highway Code, road safety and vehicle rules](#) whilst using your own vehicle for society activity at all times; it is your responsibility to ensure that your knowledge remains up-to-date.

If, at any time, your details or documents change or expire, it is your responsibility to get in touch with the Guild via this email address to let us know.

Please reply to confirm that you have received this email. If you have any questions, please do get in touch.