



# SOCIETY TRAINING



A magnifying glass with a silver handle and frame is positioned over a white puzzle. The lens is centered on a single blue puzzle piece. On this blue piece, the words "HEALTH & SAFETY" are printed in a bold, black, sans-serif font. The puzzle pieces around the blue one are white and have irregular, interlocking shapes. The background is a plain white surface.

**HEALTH  
& SAFETY**



**GDPR**

**General Data**

**Protection Regulation**

# What is GDPR?

GENERAL

DATA

PROTECTION

REGULATION

*A set of of EU rules on data protection and privacy*

# DATA

**-When students get their free membership from the website their data will be stored**

**-This allows us to track who is a member and who is not**

**-This data will only be used for the purpose of the society, and what students agreed with upon claiming their membership e.g --> member exclusive events on mailing lists**

# Committee members role with data

**You can have access to this data but only for:**

- Events --> downloading a guest list and tracking attendance**
- Confirming membership numbers**

**THIS DATA MUST BE DESTROYED AFTER USE!**

**IT MUST NEVER BE USED FOR PERSONAL REASONS**



# A risk assessment is made up of 5 elements...

1) HAZARDS--> something with the potential to cause harm e.g. wet floor

2) RISK--> how likely is the risk to take place? e.g. small puddle or big puddle

3) RISK RATING --> the level of risk before appropriate controls have been put in place

4) CONTROLS & ACTIONS --> how to help reduce this risk? Put out wet floor signs

5) RESIDUAL RISK RATING --> even with controls in place, what risks remain?





# Risk Rating

## Appendix B– Risk Criteria & Matrix

Score	Range	Descriptor	% Likelihood	Risk Likelihood
5	High	Likely	75%-100%	The risk is likely to happen within the next 3 months or is occurring at the present
4	Med High	Probable	50%-75%	The risk could probably occur within the next 3 – 12 months
3	Med	Possible	20%-50%	The risk could possibly occur at least once every 1 to 3 years
2	Med Low	Remote	10%-20%	The risk is remote and may do so within the next 3 to 10 years
1	Low	Improbable	0%-10%	The risk is extremely unlikely to occur, but may do so in at least 10 years' time

Risk Matrix						
Impact Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Score	Range	Risk Impact
5	High	Multiple fatalities and/or injury
4	Med High	Individual fatalities and/or serious injuries
3	Med	Moderate number of injuries – not life threatening
2	Med Low	Minor injuries affecting relatively small numbers of individuals
1	Low	Affects very small number of individuals, only superficial injuries

Actions needed at each risk rating		
Fundamental	20 - 25	Unacceptable level of risk exposure which requires immediate corrective action to be taken
Major	15-19	Unacceptable level of risk exposure that requires constant active monitoring, and measures to be put in place to reduce risk exposure.
Significant	10-14	Acceptable level of risk exposure subject to regular active monitoring measures
Moderate	4-9	Acceptable level of risk exposure subject to regular passive monitoring measures
Minor	1-3	Acceptable level of risk exposure subject to periodic passive monitoring measures

# Accident & Near Miss Form

**ARU STUDENTS' UNION**

Accident / Incident & Near - Miss Report Form

This form must be completed immediately after the incident by the responsible person or the injured person if they are able to do so. First aiders and Security should complete the form if they attend.  
Near misses and dangerous occurrences can be reported by whoever witnesses the incident or when they first become aware.

**Section 1: About the Incident**

Please provide us with details about the incident.

Name Of Person Injured: \_\_\_\_\_

Are they a student? If so please provide their SID number): \_\_\_\_\_

Type of Incident Scalded wrist from spillage from filter coffee machine: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Did the accident take place on campus?: \_\_\_\_\_

Exact location of incident: \_\_\_\_\_

Description of incident (please provide as much information as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What happened after the incident?:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2: About The Person Reporting The Incident**

You can report the incident for yourself or on someone else's behalf. If you are completing the form for yourself please complete your details, otherwise select who you are reporting the incident for and enter their details.

Who is reporting the incident?  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

SID (if an ARU student) : \_\_\_\_\_

Is the person involved in the incident under 18?: \_\_\_\_\_

**Section 3: Witnesses (For Incident & Near Miss Occurrences)**

Witnesses can help us get a better understanding of an incident. Enter the details of any witness/s to the incident and we will contact them if required. There's no limit to the number of witnesses you may add though generally 1 or 2 is sufficient.

Was there a witness present? : \_\_\_\_\_

Do you have contact details for the witness(es)? : \_\_\_\_\_

If yes, we may be in touch to request these details.

# Food & Drink

## Safety



# Food & Drink at Events

- **List of allergens must be displayed**
- **Understand the allergy requirements of your guests**
- **No re-heating of food**
- **NO alcohol can be sold at society events**
- **If alcohol is required an SU staff member must be present**

# QUESTIONS

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