1. **Introduction**
   a) Safety is a priority for all clubs and must be considered as an on-going process through all sessions. It is the primary responsibility of the club committee.
   b) Please remember the Athletic Union Executive Committee are here to help with any safety issues that you may encounter over the year.
   c) The Athletic Union Executive Committee seeks to maintain and develop:
      i) awareness of the potential risk inherent in sport and the duty of care that Club and Executive Officers have, to minimise it for the benefits of all participants;
      ii) A culture of safety consciousness upheld by all club members and particularly amongst club officials;
      iii) A number of control measures to affect and enforce good safety practices in the Club.

2. **Saints Sport will:**
   a) take all reasonable practical steps to ensure that clubs have and adhere to appropriate safety policies;
   b) organise safety and first aid training for Club Officials and members;
   c) disseminate good safety practices to club committees;
   d) provide reasonable assistance to clubs when acquiring skills or equipment, which have safety benefits (e.g. Helmets and SGB awards).

3. **AU Executive Committee safety responsibilities**
   a) The main responsibility of the Athletic Union Executive Committee is as follows:
      To ensure, so far as is reasonably practicable and without unduly compromising the student sporting experience, AU Executive Committee and affiliated club committee compliance with all safety legislation and with safety stipulations in the Athletic Union Constitution and Laws.
   b) Officers and staff primarily achieve this by:
      i. Liaison with external professionals and setting policy based on their advice;
      ii. Ensuring that all clubs appoint a committee officer who is responsible for club compliance with club and AU safety policy. This includes review of all club constitutions with the purpose of strengthening the role and function of clubs and their officials towards safety;
      iii. Assisting club officials by funding appropriate affiliation to SGB’s;
      iv. Paying particular attention to sports which are considered of higher risk;
      v. Ascertaining that members of water-based sports can conduct themselves safely around water;
vi. Ensuring: that an appropriate and effective system for reporting, monitoring and investigating accidents/incidents/near misses is maintained; that reported incidents are appropriately recorded, investigated and that the recommendations of any investigation are fulfilled;

vii. Maintaining an inventory of all high-risk AU equipment and to ensure that all high-risk equipment is regularly inspected and tested as well as logged as to its use;

viii. Paying particular attention to transport safety;

ix. Organising appropriate safety training for club officials and ensuring that permanent staff have appropriate training in health and safety;

x. Exercising their power to suspend club activity and impose sanctions on clubs when necessary.

4. Executive Officers’ Safety Responsibilities
   a) The President is primarily responsible for maintaining appropriate policy in consultation with appropriate external professionals.
   b) The AU Executive is responsible for organising training, courses and ensuring that clubs are aware of their responsibilities.
   c) The President and Saints Sport Bookings Officer are responsible for maintaining appropriate transport safety policy.
   d) The Administration Manager and Saints Sport Bookings Officer are responsible for administration relating to transport safety.
   e) Club Safety officers are responsible for their club members’ compliance with club policy and AU Executive policy.

5. Club Officers’ Responsibilities
   a) Club Officials have a responsibility for club members and any opposition during any sessions undertaken in the name of the club. It is the responsibility of the club officials to ensure that club safety policies are complied with at any and all sessions.
   b) Session leaders have the authority to prevent a club member from participation if they judge the situation to be in contravention of the Club Safety Policy. It should be made unmistakably clear that those who cannot fulfil the requirements of the policy should not be allowed to participate. Any such incident should be reported in line with the incident reporting procedure.
   c) Clubs must promptly report incidents to the AU Executive and any other relevant body (i.e. a University sports department or SGB).

6. Club Committee Safety Officer
   a) Primary duties
i) Develop safe practice and a safe culture within the club;
ii) Act as an advisor to the Athletic Union on all safety matters to do with their sport;
iii) Ensure that club members are aware of and comply with their safety policy.

b) Administrative responsibilities:
   i) Safety Policy
      (1) Ensuring the club maintains an Athletic Union approved safety policy.
      (2) Ensuring that all club members have read and understood the policy and abide by it.
   ii) Risk Assessment
      (1) Ensuring that a comprehensive Risk Assessment for the club has been completed, detailing
          the risks and appropriate control measures that have been taken to make club sessions
          safe.
   iii) Equipment Inventory
      (1) Ensuring that the Club’s Equipment Inventory is maintained
      (2) Organising equipment checks and monitoring:
      (3) Registering high-risk equipment must be registered and organising annual external
          equipment testing and regular servicing.
      (4) Planning and documenting all such testing and servicing over the lifetime of the piece of
          equipment.
   iv) Affiliation
      (1) Ensure that, where necessary, the club is a member of their National Governing Body.
      (2) If the club does not affiliate to a SGB, Athletic Union approved measures must be taken to
          ensure risk assurance is in place.
      (3) The Athletic Union covers the cost of club affiliation (excluding optional insurance cover) but
          NOT individual affiliation.
      (4) Certificates or letters documenting the affiliation must be attached to the Safety Policy.
   v) First Aid Equipment
      (1) Ensure that an appropriate stock of relevant first aid equipment is maintained by the club