

MANCHESTER
1824

The University of Manchester

Leading Safely: Duty of Care

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What is a duty of care?

A Duty of Care is that which requires us to ensure the consequences of our acts or omissions do not give rise to a foreseeable risk of injury to any other person.

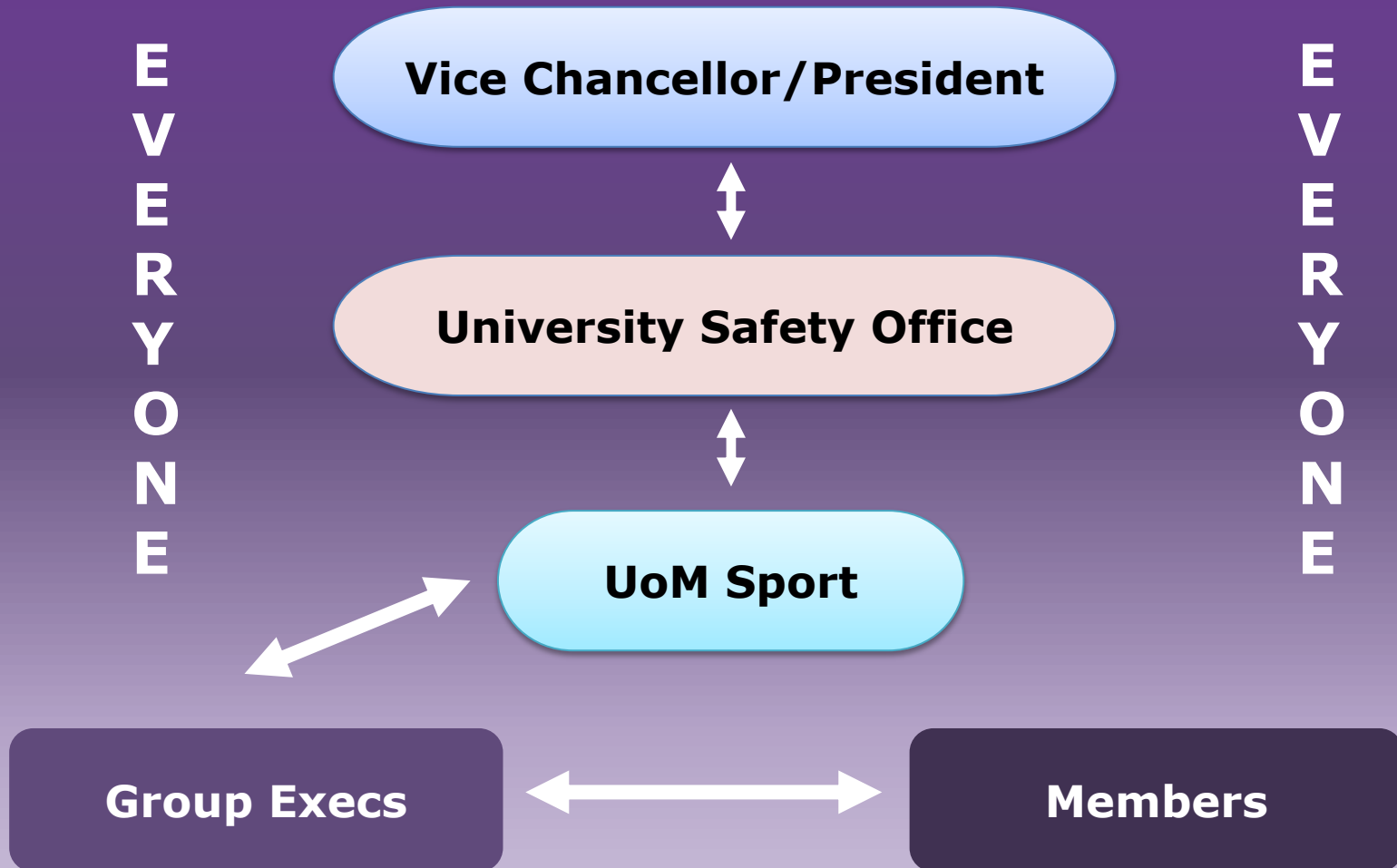
Why bother?

- So less people are at risk of being harmed or injured
- The law says you have to
- To protect ourselves and the University (less likely to get sued)

What should we do?

- Plan ahead to ensure all the dangers are considered and reduced to a reasonable level
- Do not put anyone into a dangerous situation
- Make sure everyone has all the information and training they need to stay safe
- Report all accidents and near misses
- Take a outsider's viewpoint

So Who Is Responsible?



What does UoM Sport do?

- Support you to have safe practices
- General Code of Practice
- Support Risk Assessments
- Training
- Support and guidance

General Code of Practice

Covers a range of things you need to follow during your activities:

- Serious incidents
- Socials
- Travel & Trips
- Venues
- Training
- General Regs
- Coaching
- First Aid
- Equipment
- Manual Handling
- Food Safety
- Appropriate Behaviour

What do you have to do?

- Understand and accept your role and responsibilities as an Activity Leader
- Follow the General Code of Practice and safety guidelines from UoM Sport
- Follow all Risk Assessments, Codes of Practice and advice from NGBs
- Plan all activities in advance, including risk assessing where necessary

What do you have to do?

- Complete Accident Forms for all accidents
- Tell all your members about any safety procedures you have
- Service & check equipment so it is safe to use
- Have completed paperwork to back you up
Servicing

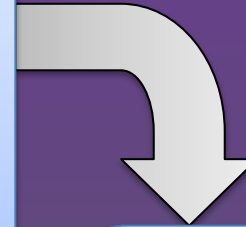
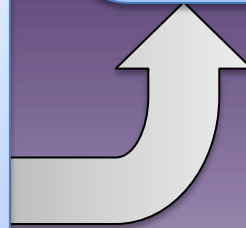
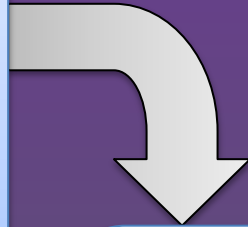
What Happens If We Don't?

People could do things they are not supposed to do and put themselves and others at risk.

An accident could happen and someone could get injured or something damaged.

A legal case could be brought against you or the University.

This could be the end of your activity.



- University or NGB insurance covers activity assuming you follow University, club and NGB safe practices

Make sure you're covered

- All members of your group need to be signed up members of the club and sent in to the Sport office
- Make sure you remove all foreseeable risk!
- Follow the Code of Practice and your own procedures.
- Make sure you have the paperwork to back you up.
 - Can you prove you were following it?

- Low Risk
 - Low risk activities are covered by the General Code of Practice (Read and Follow)
- Medium Risk
 - Most physical activities – As above plus own documentation
- High Risk
 - As above but include more regular audits (Roads, Fire, Water, Remote locations, High risk of injury, Lots of people)

Risk Rating

Club

American Football
 Athletics & Cross Country
 Badminton
 Basketball
 Boat
 Boxing
 Canoe
 Cricket - Men
 Cricket - Women
 Cue Sports
 Cycling
 Fencing
 Football - Men
 Football - Women
 Futsal
 Golf
 Gymnastics
 Hockey - Men
 Hockey - Women
 Jiu Jitsu
 Judo

Risk Rating

High
 High
 Medium
 Medium
 High
 Medium
 Medium
 Low
 High
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium

Club

Karate - Shotokan
 Korfball
 Lacrosse - Womens
 Lacrosse - Mens
 Mountaineering
 Netball
 Riding
 Rugby League
 Rugby Union - Men
 Rugby Union - Women
 Sailing
 Ski & Snowboarding
 Squash
 Surfing
 Swimming
 Table Tennis
 Tennis
 Trampoline
 Ultimate Frisbee
 Volleyball
 Water Polo

Risk Rating

Medium
 Medium
 Medium
 Medium
 High
 Medium
 High
 High
 High
 High
 High
 Medium
 High
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium
 Medium

Risk Assessments

- All medium & high risk groups will have a sport specific risk assessment which will need to be reviewed and submitted by Monday 9th October (pen drive)
- A copy should be available to your members and they need to be informed of what their responsibilities are

Medium & High Risk Groups

- High Risk Groups
 - Every two years high risk groups will undergo a safety support visit
- Medium & High Risk Groups
 - From this year, all high & medium risk groups will review their risk assessments and code of practice with UoM staff (May – TBC)

Do you do anything dangerous?

Do you do anything dangerous?

- Unfortunately, all of these things are risky and need to be dealt with:
 - BBQing or cooking
 - Trips and using transport
 - Socials with alcohol
 - One off events outside what you normally do

- Low Risk Groups
 - know how to access first aid
- Medium Risk Groups:
 - A first aider present (group or external) or
 - A first aider provided by the venue
- High Risk Groups must have:
 - A first aider present (group or external)
- Remote areas
 - qualified first aider, first aid kit, charged mobile phone

- How many people do you need on 'sober duty'?
- You have to look after the group on a social regardless of how drunk they are
- The main causes of drunken injury include falls, alcohol poisoning, fights and traffic related incidents
- You cannot do drinking games or initiation ceremonies
- Further advice in General Code of Practice

Moving things around

- Make sure you know how to lift and move things correctly
- Use a trolley where you can
- Further advice in General Code of Practice

Transport

- If you're going off campus on club activity (not inc Uni organised coaches), a trip list needs to be given to UoM Sport office
- All drivers need to be registered with UoM Sport
- All cars used for transporting during your activity need to be registered with UoM Sport
- Minibus (MiDAS) assessments can be arranged through UoM Sport
- More detailed guidance on transport policy on your pen drive

Trips Abroad

- All 'tours' and travel outside of the UK must be registered with UoM Sport (at least 4 weeks in advance)
 - Trip Leader
 - Destination
 - Travel Dates
 - Trip list
 - Risk assessments
 - Insurances
- Contact Ed Braney - ed.braney@manchester.ac.uk

Coaches & Instructors

- External coaches and instructors must be contracted with UoM Sport, whether they are paid or not
- External coaches need to provide evidence of:
 - Qualifications
 - Public Liability Insurance
- Members of the group can teach other members voluntarily with SLA with UoM Sport
- Contact James Plowright – james.plowright@manchester.ac.uk

Campus Runs

- It is dangerous to run on roads with moving vehicles
- High vis vests need to be worn when on the roads
- Follow Athletics RA (on pen drive)

One off events

- Make sure you risk assess it
- Pop in and see us in UoM sport if you need advice
- We need a **minimum** of 4 weeks notice for University approval once you have got your plan and risk assessment together

- Only buy from reputable companies, if UoM Sport are paying then it needs to come from a Uni supplier where possible
- Make sure it meets minimum safety requirements
- Check it before each use
- Keep a record of servicing and maintenance
- Further advice in General Code of Practice

- All electrical equipment must be PAT tested
- Don't overload sockets
- Power cables cannot cross walkways in public areas

Doing other activities

- If you do another activity during your sessions that you don't have a risk assessment for you need to follow the risk assessment for that group
 - If you play football one week instead of cricket, you need to follow the football risk assessment

Cooking & Baking

- There must be a supervisor with the basic food hygiene certificate
- This includes BBQs

What training do we offer?

- Risk Assessments
- First Aid

Accidents & Near Misses

- All accidents and near misses have to be reported to UoM Sport as soon as possible.
- Within hours not days
- Find on your pen drive or come in to the office

Emergency Procedures

- Contact the emergency services if needed
- In the event of a serious and urgent incident, please contact:
 1. University Security (24hr Contact Number) - 0161 306 9966
 2. Sport Compliance Officer (Ed Braney) - 07799 034599
- When contacting Security, inform them that the incident is relating to Sport, giving the basic details and scope of incident and contact details

What to report

- Students hospitalized
- Missing student
- Incidents involving the police
- Arrest of a student
- Violent attack
- Incident likely to cause reputational damage to the University
- If in doubt, incidents should be reported.

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Any Questions?