

Health & Safety for Societies & Subcommittees

The University of St Andrews Students' Association is a registered charity (No. SC019883)



Contents:

- **What is Health & Safety**
- **Why Bother?**
- **Risk assessments**
- **Accidents**
- **Trips abroad**
- **Alcohol at events**
- **Forms & contacts**

Health and Safety, What is it?

Health

- Absence of disease or ill health.

Safety

- Absence of risk of serious injury.

Managing Health & Safety

- Reducing activity related disease, ill health or injury to an acceptable level.

Health and Safety, why bother?

What you are responsible for?

- The safety your committee, your members and anyone attending your events.

What you and your committee are liable for?

- Any injury, ill health or disease caused by accidents or hazards during an activity or event, whether it's to yourself, your attendees or even bystanders caused by negligence.

What must you ensure?

- That your events & activities are as safe as practicable for everyone.
- You do this by conducting a risk assessment for your events & activities.

Reasons to care about Health and Safety

Moral

- Pain & suffering cause by negligence is wrong

Legal

- You could face legal action (criminal and/or civil)

Financial

- Accidents & ill health costs money

Reasons to care about Health and Safety

Moral

- 97 Liverpool fans were unlawfully killed by the Hillsborough disaster in 1989
- A crush outside a concert at Brixton O2 Academy in 2022 killed two people, left one person in critical condition and many more needing hospital care

Is pain & suffering caused simply by attending events acceptable?

Reasons to care about Health and Safety

Legal

Criminal law

Punishment for breaking statute law

- Unlimited fines and/or 6 months – 2 years in prison

Civil law

Compensation

- for injury or ill health incurred due to someone else's negligence.

Reasons to care about Health and Safety

Legal

Civil law

Compensation

- for injury or ill health incurred due to someone else's negligence.

Duty of care

- You owe a duty of care to people it is reasonably foreseeable might be harmed by your acts or omissions.

Vicarious liability is where the Students Association can be held liable for the actions of their employees or office holders, committee & society members.

Reasons to care about Health and Safety

Legal Defences

Criminal law

- You can argue that, on the balance of probability, you have done everything that is reasonably practicable in the circumstances.
- Under section 40 of the Health & Safety at Work Act the burden of proof is on the accused to prove their innocence.

Civil law

- No duty of care owed to the claimant
- Duty of care was not breached; you did everything that a reasonable person might have done in the circumstances
- No foreseeable or substantiated injury, ill health or loss as a direct result of the breach
- Volenti non fit injura; the injured party willingly placed themselves in harm's way.

Reasons to care about Health and Safety

Financial

Direct costs

- Measurable arising directly from the incident
- Resulting from the incident.

Indirect costs

- Hard to quantify and can be hard to identify

Insurance

- You can insure against loss from direct costs
- it's harder or impossible to insure against indirect costs
- you cannot insure against prosecutions & resulting fines incurred in criminal court.
- Uninsured losses are estimated at between 8 – 36 times greater than insured losses

Why Does Health & Safety matter?

Girlfriend, 29, dies after being hit by mountain bike as she supported her partner during race

- Judith Garrett from Northumberland suffered 'major traumatic head injury'
- Boyfriend was taking part in bike race near Llangollen, Denbighshire
- Victim was airlifted from scene of accident to hospital but died hours later
- Was about to move into her first house with her boyfriend in two weeks

By IAN BROAD FOR MAILONLINE

PUBLISHED: 09:46, 10 September 2014 | UPDATED: 01:16, 11 September 2014



8
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A woman died after she was hit in the face by a mountain bike as she watched her boyfriend compete in a downhill race.

Judith Garrett, 29, was struck by a bike which flew into the crowd when a competitor crashed during the contest in Llangollen, North Wales.

She was airlifted to the University Hospital of North Staffordshire in Stoke-on-Trent, but died the following day.



Why Does Health & Safety matter?

NorthWalesLive  NEWS - SPORT - ANGLESEY GWYNEDD CONWY DENBIGHSHIRE FLINTSHIRE MORE -  

Send a thank you message to our **NHS** heroes


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Organisers of mountain bike race where spectator was killed deny health and safety charges



The British Cycling Federation, an official and a marshal appeared in Mold in relation to the death of Judith Garrett at Llangollen

By **Elwyn Roberts**
13:24, 29 SEP 2017 **UPDATED** 13:32, 29 SEP 2017

NEWS



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Tuesday, April 21, 2020
- 
Collapse of Richard Branson's Virgin Atlantic could leave Airbus with a £4bn black hole
- 
Aldi launches food parcel delivery service - here's the official list of what's inside

Who was prosecuted?

- British Cycling
- The organiser
- A marshal

Why Does Health & Safety matter?

Devastated family of mountain bike crash victim say they've been 'denied justice'

The devastated family of a woman who died after being hit by a competitor at a mountain bike event say they have been "denied justice".

They urged anybody going to watch similar competitions in the future to not assume "they are safe" and claimed lessons haven't been learned following her death.

Today, a jury at Mold Crown Court [cleared Michael Marsden and the British Cycling Federation](#) of health and safety charges relating to the death of Judith Garrett.

They were brought by [Denbighshire county council](#) (DCC) after the collision at the Borderline Downhill Series Mountain Biking race in Llangollen on August 31, 2014, which was organised by Mr Marsden.



Ms Garrett, 29, had gone to watch her boyfriend Peter Walton compete, but was airlifted to hospital after being struck by competitor Andrew Roger Cody and died the next day from devastating brain injuries.

The outcome of the criminal case

- 26 June 2018 Marshall cleared of charges
- 4 July 2018 Organizer & British Cycling cleared of charges

What happened was a complete accident but one which was completely avoidable

Why Does Health & Safety matter?

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News ▸ North Wales News ▸ Denbighshire

Judith Garrett inquest: Boyfriend calls for more protection for bike race spectators

The 'outgoing, bubbly and positive' 29-year-old died when she was struck by an out-of-control mountain bike at 2014 North Wales race where her partner Peter Walton was competing, inquest told

NEWS By [Harri Evans](#) Reporter
18:09, 16 JAN 2023 | [UPDATED 18:13, 16 JAN 2023](#)



The inquest

The inquest concluded in January 2023 & Recorded a narrative conclusion.

“On the 31st of August, 2014, whilst a spectator at a downhill mountain bike event, Judith Garrett was struck by a mountain bike which left the track, causing injuries that caused her death at the Royal Stoke University Hospital on September 1, 2014.”

What does this have to do with Risk Assessments ?

A large part of the prosecution & defence cases revolved around the risk assessment process for the event.

It was argued that if the risk assessment had been suitable & sufficient;

- Adequate control measures would have been in place to protect the spectators.
- An accident where someone was killed would not have occurred.

Further reading

<https://www.dailypost.co.uk/news/north-wales-news/llangollen-bike-race-spectator-death-13693286>

<https://www.shropshirestar.com/news/crime/2018/06/05/womans-death-at-cycle-event-entirely-avoidable-court-told/>

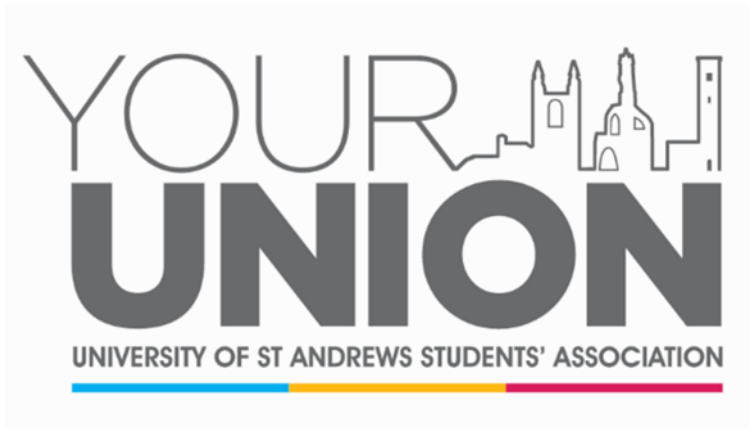
<https://www.dailypost.co.uk/news/devastated-family-mountain-bike-crash-14867765>

<https://www.dailypost.co.uk/news/north-wales-news/judith-garrett-inquest-mountain-biker-25991240>

Why Risk Assessments Matter

If a **similar event with similar consequences** had been organized by an affiliated society or Subcommittee;

- The **Students Association** could have been prosecuted
 - Large fines for the organisation. Fines and/or prison time for staff, officers or trustees on conviction.
- The **Office Bearers** could have been prosecuted
 - Fines and/or prison time on conviction.
- **Members** helping at the event could have been prosecuted
 - Fines and/or prison time on conviction.
- A **civil claim for damages** could have been made
 - resulting in increased insurance costs or difficulty obtaining future insurance cover meaning some society events could no longer happen.



Risk Assessments

What is a risk assessment?

A process of;

- Identifying hazards.
- Evaluating any associated risk.
- Implementing reasonable control measures to remove or reduce the risk.

A simple example:

Crossing the road

Hazard; Traffic.

Harm; Get hit by a car, could be injured or killed.

Likelihood; Possible

Control; Stop at kerb, look both ways, listen for traffic.

Risk; Low

Why do we need to do a risk assessment?

- To safeguard members against injury or ill health.
- To prove that you are properly managing any risks from your activities.
- You should be able to show from your assessment that:
 - A proper check was made.
 - All people who could be affected were considered.
 - All significant risks were assessed.
 - The precautions are reasonable.
 - The remaining risk is as low as is practicable.

How do we do a risk assessment?

5 Steps for your Risk Assessment

1. Identify the hazards of your activities.
2. Decide who might be harmed and how.
3. Evaluate the risk and decide on precautions.
4. Record your findings.
5. Review and update.

How do we do a risk assessment?

Think about each activity and break it down into stages.

Then for each stage;

Think what is the hazard?

Who could be harmed & how?

What is the risk from the hazard & what are we doing to minimise the risk?

Write down what you have found.

How do we do a risk assessment?

Consider a Bonfire at East Sands

What are hazards that you can think of?

- Fire (burns),
- North Sea (hypothermia/drowning)
- Nails from burnt pallets (injuries from standing on nail)

Who might be at risk?

- People at the bonfire (Fire, North Sea)
- People using the beach after the bonfire is over (nails & debris)

How to minimise these risks?

- Delegate someone to make sure people stay a safe distance from the fire & that people don't go in the sea.
- Do Not allow the burning of pallets, clear up after fire is out.

How do we do a risk assessment?

1. Identify the hazards

A hazard is something with the potential to cause harm e.g.

- Fire
- Wet floor
- Spilled oil
- Uneven surfaces
- Manual Handling
- Electricity
- Falls from Height
- Noise
- Violence
- Bad Weather
- Drunken Behaviour

How do we do a risk assessment?

1. Identify the hazards

You do not need to include trivial hazards

While they may be unpleasant the following don't normally present a risk of serious injury or death so don't need to be included in a risk assessment

- Arguments or disagreements
- Disappointments / Unhappy Feelings
- Being scared or upset

You don't usually need to include hazards from everyday life

You should only consider them if they raise the risk above normal

How do we do a risk assessment?

2. Decide Who Might Be Harmed and How

Identify groups of people who could be harmed.

Who is affected by the activity?

- Those attending members
- Bystanders/spectators
- Anyone else?

How might these people be harmed by the hazards?

- Nature of any injuries

Special attention may be required for

- People with disabilities
- People who are pregnant
- Inexperienced members who may not be familiar with the activity (why you can't rely on *volenti non fit injuria* as a sole defence)

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

Decide how severe the harm could be.

	Impact	Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

Decide how likely it is that harm could occur.

Likelihood	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Very Likely

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

List what is already in place to reduce the likelihood of harm or make any consequences less serious.

- Remember to prioritise your efforts.
- Deal with those hazards that are high-risk and have serious consequences first.

Use a risk matrix to determine the risk taking into account the existing control measures.

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

Risk matrix

LIKELIHOOD	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
		IMPACT				

A tool to help you determine the risk of the activity

Plots severity against likelihood & gives a risk value (1 -25)

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

LIKELIHOOD	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
		IMPACT				

15 - 25

NOT ACCEPTABLE.

Further control measures required.

5 - 12

Further control measures may be required.

Monitor activity & review risk assessment regularly.

1 - 4

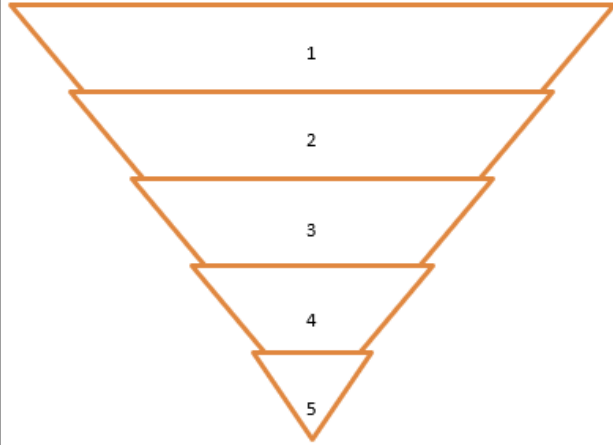
Risk adequately controlled.

Review RA annually or in event of accident or near miss.

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

Hierarchy of control (actions to reduce risk)

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

Using PPE is always the last & least preferable measure as it relies on an individual using the PPE and only protects the person wearing the PPE

How do we do a risk assessment?

3. Evaluate the Risk and Decide On Precautions

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks.

It's about what is **REASONABLY PRACTICABLE**

- This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.
- However, you do not need to take action if it would be grossly disproportionate to the level of risk.

How do we do a risk assessment?

4. Record Your Findings

Use the template risk assessment at;

<https://www.yourunion.net/activities/societies/manage/event-safety/>

The template has some sections completed for you as a guide

- You can edit as required e.g. if an included hazard is not present in your activity delete that row in the table but please don't change the layout of the template
- There are also check lists for balls & major events and trips outside the UK

Email completed documents as an attachment to;

unionra@st-andrews.ac.uk

Using the template rather than making your form own means;

- All the required information will be included in the RA.
- The review process will be faster (at certain points in the year there are Risk assessments from multiple societies to review).

How do we do a risk assessment?

4. Record Your Findings

Template risk assessment

What are the hazards?	Who might be harmed and how?	Likelihood of occurrence	Severity of any injury	Risk score (from risk matrix)	What are you doing to reduce risk?	Revised score: likelihood of occurrence	Residual risk (from risk matrix)	Any further actions necessary?	How will you put this risk assessment into action?
Alcohol/Intoxication	All persons involved in activity. May sustain ill health from over consumption of alcohol. May sustain injury <u>as a result of</u> actions whilst under the influence of alcohol/intoxicated	Possible - 3	Moderate injury - 3	9	<ul style="list-style-type: none"> Make people aware that they should consume alcohol responsibly. Remind them that being intoxicated is not an excuse for improper behaviour. No one should be encouraged to consume alcohol. 	Unlikely – 2 Minor injury - 2	4	Check for patterns of continued behaviour. Review any incidents post event to see if improvement can be made.	Event/activity organiser responsible for action.

How do we do a risk assessment?

4. Record Your Findings

Keep your completed risk assessments for 3 years

Why?

- So that everyone can see what needs to be done to keep people safe.
- To provide proof of having carried out a risk assessment
- To comply with health and safety law
- To provide as evidence in the event of an insurance claim or in case of criminal or civil actions (claimants have 3 years to bring a compensation claim)
- To allow the new committee to refer to previous risk assessments and edit them at reaffiliation.

How do we do a risk assessment?

4. Record Your Findings

Circulate the risk assessment

- Make the risk assessment available to those who need to see it
- For higher risk activities make people sign to say they have read it and understood it.

Remember;

- The risk assessment is to help keep people safe.
- It's no use if nobody reads it!
- It's still no use if the controls aren't implemented!!

How do we do a risk assessment?

5. Review and Update

When should you review & update your risk assessment?

- Annually at re-affiliation/change of officers
- If anything has changed.
- If there has been an accident or incident.

Submit any updates to unionra@st-andrews.ac.uk

Annual Risk Assessments

All subcommittees & societies **List their events & activities** annually

Aims and Activities Declaration

Society Name:

Society Email:

President Name:

President Email:

AIMS OF YOUR SOCIETY:

List the aims of your society as they appear in your constitution

-

Event/Activity name	Description of event/activity	Expected number of attendees	Expected event date(s)/ frequency

Annual Risk Assessments

All subcommittees & societies **List their events & activities annually**

- You must state your aims & activities on the form.
- Please list ALL regular activities as short bullet points e.g.
 - Pub social
 - Weekly meetings
 - Beach bonfire once a semester
- We will review this list & tell you which events or activities to risk assess

Completed risk assessments can be sent to unionra@st-andrews.ac.uk

Annual Risk Assessments

Aims and Activities Declaration

Society Name: Green Appreciation Society

Society Email: greensoc@st-andrews.ac.uk

President Name: Sam Gorman

President Email: seg22@st-andrews.ac.uk

AIMS OF YOUR SOCIETY:

List the aims of your society as they appear in your constitution

- Provide a social space for members
- To educate students and members of the public about why green is the best colour through outreach and other methods as deemed appropriate
- To host and fund an annual poetry competition based on the theme: “green”

Event/Activity name	Description of event/activity (and event venue)	Expected number of attendees	Expected event date(s)/ frequency
Flyering for green appreciation	Members of the Society will stand on market street and hand out flyers advertising the society and explaining why green is the best colour.	~10 society members participating ~100 members of the public interacted with	Once every two weeks during term time during both semesters

Annual Risk Assessments

Event/Activity name	Description of event/activity (and event venue)	Expected number of attendees	Expected event date(s)/ frequency
Green Festival	<p>Full day Conference where academics will be invited to explain why green is the best colour as well as attendee participation. The <u>day time</u> events are free to attend but the Ceilidh is ticketed.</p> <ul style="list-style-type: none"> • 9am-11am: Panel event where academics will debate which colour is the best • 11am-noon: Lunch prepared by <u>University</u> catering. • Noon-3pm: Audience participation Slam poetry competition on why Green is the best colour • 5-7pm: Ceilidh. We have booked [band name] who will be calling the dances <p>All the events will take place in Younger Hall</p>	<p>Panel event: 40 attendees Slam poetry: 50 attendees Ceilidh: 60 attendees</p>	<p>We don't have a date confirmed yet but we're planning to host it week 2 or 3 of semester 2.</p>

Additional Risk Assessments

If you are planning an event/activity you have not already declared, you must email unionra@st-andrews.ac.uk with details of the event.

You must do this at least 14 days before event!!

We will tell you if you need to complete a risk assessment for the event/activity

If you fail to submit a risk assessment in adequate time you will:

- Not be able to collect any grant awarded
- Not be covered by liability insurance

Risk assessments must be submitted as a Word or PDF attachment to unionra@st-andrews.ac.uk

You MUST NOT proceed with your event until your Risk Assessment is approved.

What is Risk Assessment is not about

- Stopping recreational and/or learning activities where the risks are managed.
- Stopping people enjoying themselves.
- Scaring people by exaggerating or publicising trivial risks;
- Generating useless paperwork mountains.

Good Risk Assessment is about

- Preventing people being killed or injured.
- Enabling events to proceed.
- Reducing significant risks.
- Ensuring risks are effectively managed.
- Reducing your exposure to legal action (Criminal or Civil) or insurance claim



**Accidents, trips
abroad, alcohol,
forms & contacts**

Accident and near misses

You must report accidents and/or incidents in using the form on the union website as soon as possible.

<https://www.yourunion.net/activities/societies/runningyoursociety/resources/accidentsorincidentsreports/>

For example;

If someone on a society trip falls out of a caravan window and breaks their arm.

Accident and Incidents

- Accidents & incidents will happen occasionally.
- Reporting an accident or incident won't necessarily result in society activities being stopped.

However;

- We need to investigate what happened.
- You need to be sure you are doing everything possible to keep everyone as safe as is practicable.

Trips Abroad

Prior to any trip outside of the UK, you must:

- Complete a **check list for society trips abroad**.
- Complete a **Risk Assessment**
 - Remember to assess any travel risk in UK prior to departure if you have arranged any.

Serving Alcohol at events

Any event where you are serving alcohol should be held in a licensed venue e.g. The Union, a pub, a hotel.

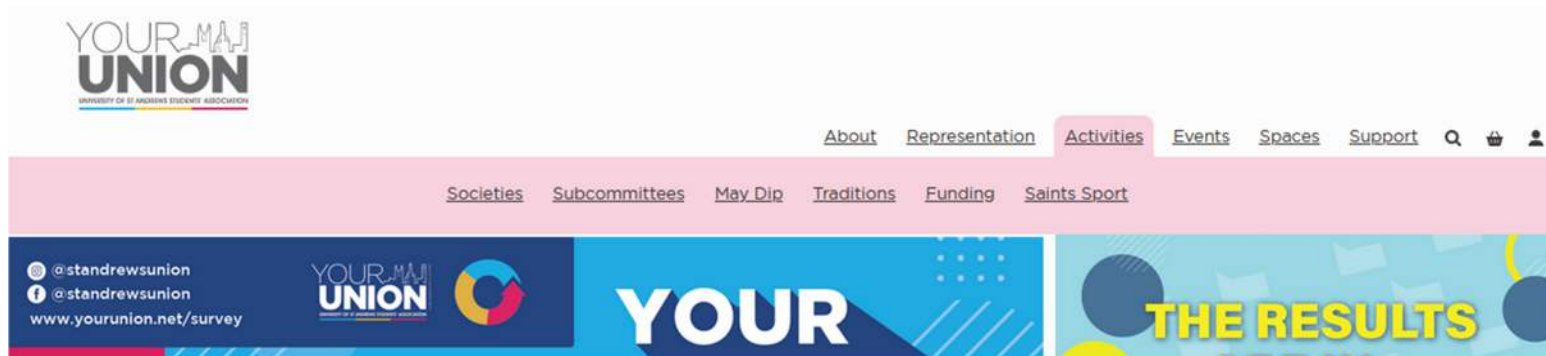
You cannot sell or supply alcohol at an event without an alcohol licence.

If you require alcohol at an unlicensed venue, a licence must be applied for **at least 6 weeks in advance** (determined by Fife Council Licensing Board).

The Union can provide a bar to serve alcohol if your venue doesn't have a licence, email sabar@st-andrews.ac.uk, or come into the Union and speak to the bar manager.

Remember you need to arrange this at least 6 weeks before your event.

Forms and Information Access



Societies

[Activities](#) > Societies

We have loads of societies and subcommittees affiliated to the Students' Association. They run all kinds of events, covering almost anything you can think of. Whether you're interested in dancing, dog walking, or debating we've got something for you. If you don't see what you're looking for, why not [start your own society?](#)

Click on a society to find out more, join their mailing list, or buy membership. There's no limit to the number of societies you can join, and all membership fees go directly towards supporting the society and its activities. [Click here to see your currently active memberships.](#)

All affiliated societies are supported by our [Societies Committee](#).

[Accessibility Pledge](#) →

[Affiliate](#) →

[Awards](#) →

[Manage your society](#)
→

[Memberships](#) →

[Societies Committee](#)
→

Forms and Information Access

The screenshot shows the 'Manage your society' page on the YOUR UNION website. The page has a dark red header with the title 'Manage your society' in white. Below the header, there is a navigation menu with links for 'Societies', 'Subcommittees', 'Mxv/Dig', 'Traditions', 'Funding', and 'Saints Sport'. The main content area is white and contains a breadcrumb trail 'Activities > Societies > Manage your society', a paragraph of general information, and a list of links for various society management tasks. At the bottom, there are three columns of links for social media, contact information, and other resources.

YOUR UNION

About Representation **Activities** Events Spaces Support

Societies Subcommittees Mxv/Dig Traditions Funding Saints Sport

Manage your society

[Activities](#) > [Societies](#) > Manage your society

General questions about societies should be sent to the [Societies Officer](#) via socs@st-andrews.ac.uk

If you need help managing your [society](#), [sgsg](#) or [volunteering sgsg](#), contact DoSDA@st-andrews.ac.uk

For room booking information, see [Book a Space](#).

- [Training](#)
- [Reaffiliation](#)
- [Matchimo going to junk?](#)
- [Borrow a projector](#)
- [Storage](#)
- [Other](#)

[Elections](#) → [Events safety](#) → [Money](#) →

[Publicity](#) → [Website](#) →

Be social

- [Home Facebook page](#)
- [Events Facebook page](#)
- [Instagram](#)
- [Twitter](#)
- [LinkedIn](#)
- [YouTube](#)

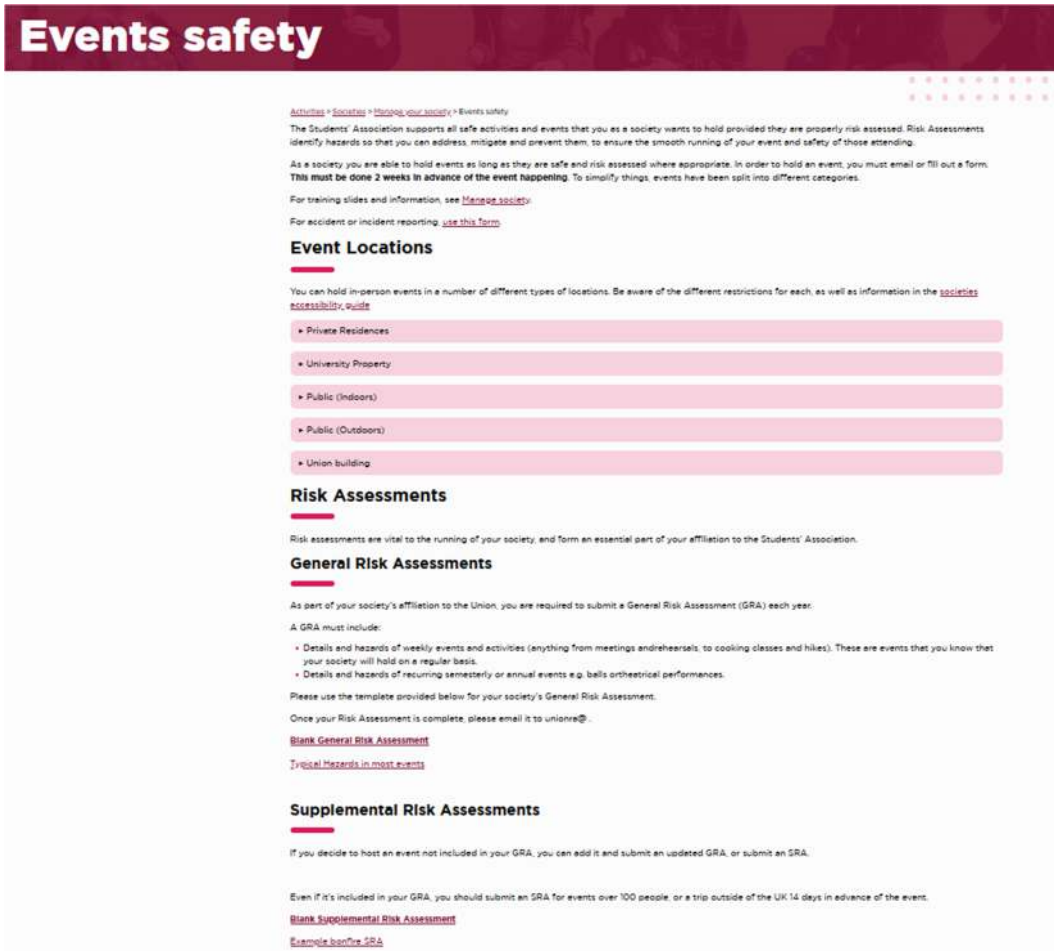
Contact us

- socs@st-andrews.ac.uk
- sgsg@st-andrews.ac.uk
- vol@st-andrews.ac.uk
- Students' Association
St Mary's Place
St Andrews
KY16 9UZ
- [Show contacts](#)

Bits and bobs

- [Society Index](#)
- [Work with us](#)
- [Advertise with us](#)
- [Privacy](#)
- Scottish-registered charity: [SC038883](#)

Forms and Information Access



Events safety

[Activities](#) > [Societies](#) > [Managing your society](#) > Events safety

The Students' Association supports all safe activities and events that you as a society wants to hold provided they are properly risk assessed. Risk Assessments identify hazards so that you can address, mitigate and prevent them, to ensure the smooth running of your event and safety of those attending.

As a society you are able to hold events as long as they are safe and risk assessed where appropriate. In order to hold an event, you must email or fill out a form. **This must be done 2 weeks in advance of the event happening.** To simplify things, events have been split into different categories.

For training slides and information, see [Manage society](#).

For incident or incident reporting, [use this form](#).

Event Locations

You can hold in-person events in a number of different types of locations. Be aware of the different restrictions for each, as well as information in the [societies accessibility](#), [Public](#).

- Private Residences
- University Property
- Public (Indoors)
- Public (Outdoors)
- Union building

Risk Assessments

Risk assessments are vital to the running of your society, and form an essential part of your affiliation to the Students' Association.

General Risk Assessments

As part of your society's affiliation to the Union, you are required to submit a General Risk Assessment (GRA) each year.

A GRA must include:

- Details and hazards of weekly events and activities (anything from meetings and rehearsals, to cooking classes and hikes). These are events that you know that your society will hold on a regular basis.
- Details and hazards of recurring semesterly or annual events e.g. balls or theatrical performances.

Please use the template provided below for your society's General Risk Assessment.

Once your Risk Assessment is complete, please email it to unionra@.

[Blank General Risk Assessment](#)

[Typical Hazards in most events](#)

Supplemental Risk Assessments

If you decide to host an event not included in your GRA, you can add it and submit an updated GRA, or submit an SRA.

Even if it's included in your GRA, you should submit an SRA for events over 100 people, or a trip outside of the UK 14 days in advance of the event.

[Blank Supplemental Risk Assessment](#)

[Example blank SRA](#)

Contacts

Director of Student Development & Activities – dosda@st-andrews.ac.uk

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Any questions?