

# Meet your team



**Tammy Bowie**

**(She/Her)**

**Student Opportunities Manager**

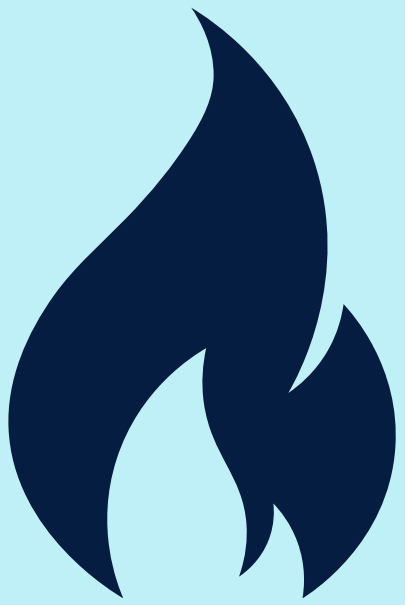


**Loz Green**

**(They/Them)**

**Clubs and Societies Coordinator**

# Housekeeping



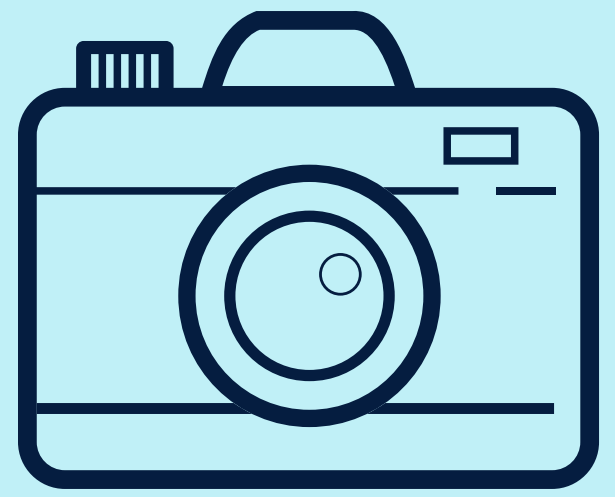
**Emergency**



**Breaks**



**Wellbeing**



**Photography**



**Stamp Cards**

# Running order

**Morning**

09:45

Committee Responsibilities and expectations

10:00

Health and Safety

10:50

*Break*

11:00

Club Finances

12:00

Oh, the Places We'll Go! Organising society  
trips and events

12:45

*Lunch - provided by SUBU*

# Running order

## Afternoon

13:30

Volunteering

Campaigns

High Risk

14:15

New Members

Democracy

Academic

15:00

*Break*

15:15

Sponsorships

Social Media

Careers

16:00

Access All Areas: Inclusion, Accessibility and Welfare

16:45

*Closing plenary*



COMMITTEE TRAINING 2024/25

# RESPONSIBILITIES AND EXPECTATIONS

# **IN THE NEXT 15 MINUTES...**

**We will:**

**Establish what is expected from you in your committee role**

**Establish what you expect from SUBU**

**Map out our mutual responsibilities and how we can maintain momentum  
throughout the year**



## Committee Expectations of SUBU

Support from Staff

Easy processes for organising regular activity e.g. accessing finances and room booking

Independence when running society activity

Fun and supportive environment

## SUBU Expectations of Committees

Open communication between committees and the Student Ops Team

Students to engage with the processes in place and make us aware if things aren't working

Students to be safe when attending/running society activities

Students to enjoy their time at BU

## Mutual Responsibilities

**Regularly check emails/ Teams to maintain a point of contact**

**Com: Utilise the Committee Zone to find the answers**

**Loz: Keep the committee zone up to date**

**Com: Completing risk assessments and following BU rules and regulations**

**SUBU: Organise training for Committees e.g. First Aid**

**Treat all staff and students with respect.**



# Health & Safety

All Committee members are responsible for the safety of your members during your events and activities. This session will give you an overview of your Health and Safety processes and a deep dive into risk assessments.



# Society Risk Rating - New for 2024/25

- SUBU are implementing a Club Risk Rating system.
- Your clubs have been graded from 'Low' to 'High' Risk. As of September 2024 the following Societies fall into this category:
  - Airsoft, Climbing, Snowriders, Surf
- Responsibility for these Societies and their compliance with Health and Safety processes sits with the Student Opportunities Manager.
- Risk ratings are subject to change so its important that you are familiar with this rating system.
- High Risk Societies have the following expectations:
  - Your Health and Safety Officer (HSO) is now compulsory
  - Your core Committee must attend Training
  - Your HSO and one other Committee member must attend a High Risk Induction session



# Six categories of SUBU Health and Safety Compliance





# Guest Speaker registration

- Required by BU
- Who counts as a Guest Speaker?
  - One-off Instructors and Coaches\*, Performers, Live music, Speakers generally
- How do you register a Guest Speaker?
  - Complete the form available on the Committee Zone
  - Send this to SU Clubs **no less** that 4 weeks in advance
  - Once approved, if your event is on site upload the approved copy when booking your rooms



*\*See section on Paid and Voluntary Coaches for annual instructors*



# Club and Society Inventories

- You are constitutionally expected to maintain a club inventory.
- We provide a template document that once completed can be handed over to your next Committee and updated, at minimum, annually.





# Paid and Voluntary Coaches and Instructors

- We must have an up-to-date record of who provides coaching to our clubs through the completion of the Coaches agreement and providing their relevant insurance details and documentation.
- The agreement document can be found on the Committee Zone. This document details the insurance evidence they will need to provide.





# Student Drivers

- Whether you are driving your own vehicle or hiring a car or mini bus to transport members to your activity you must register as a student driver **each time** you drive on behalf of the Society.
- The registration form is available on the Committee Zone and will ask for; insurance, license and activity details.
- Student Drivers should not participate in activity where possible to prevent stranding students off-site.





# Room Bookings (on BU Property)

- All Society bookings must be made using the Society Email Address. The link to the booking portal is available on the Committee Zone.
- You can only book a room for your regular activity one term at a time.
- There is a 3 strike rule for no showing to your bookings or leaving the room in disrepair.
- If you need to cancel your booking, you must contact suclubs by 4pm on the date of your booking and include the following information:
  - Society name/name it was booked under
  - Room you had booked
  - Time of booking





# Risk Assessments

- Committee members are asked to Risk Assess your activities because no one knows your activities better than you do.
- Risk Assessments are not designed to prevent you from doing the things you enjoy, in fact they exist to help you take part in bigger and better activities while keeping your members safe.
- The golden rule of risk assessments is...





**Do it once  
and do it  
right!**

Risk Assessment deep dive





# SUBU Risk Assessments

- There are two types of risk assessments we ask you to complete...



**Annual**



**Additional Activity**

# SUBU Risk Assessments

- There are two types of risk assessments we ask you to complete...

## Covers:

- The things you want to do repeatedly on a regular basis that form part of your regular activity
- One Annual Risk Assessment will cover these activities for the entire Academic year

**Annual**



**Additional Activity**



# SUBU Risk Assessments

- There are two types of risk assessments we ask you to complete...



**Annual**

Covers:

- One-off trips and events your Society might want to participate in
- Each Additional risk assessment must be bespoke to the event or activity you are running.

**Additional Activity**

# Risk Assessment myths...

**If I do a risk assessment, I will have to say it's dangerous and we won't be allowed to do an activity**

**False – A risk assessment is to help you make an activity as safe as possible while still doing it!**

**I must fill it in with every possible risk I can think of**

**False – A Risk Assessment should only cover those things that are likely to occur and/or cause harm**

**If I fill it in and someone gets hurt, I'll get in trouble**

**False – they don't allocate blame, it records your thought process and if someone gets hurt, we can review your RA to find a way to prevent it**

1

2

3

4

5

**So how  
do we  
risk  
assess?**

# 1. Identify the Hazards

- **Sources of risk:** there are different elements of your events and activities that could cause risk;
  - Venue; accessibility, weather extremes, electrical equipment
  - General; slips trips and falls
  - Activity; specific risks associated with your activity i.e. Surf – drowning or Threads RSI. A controversial Guest Speaker may also present a risk to your members.
- When identifying your hazards apply the **common sense rule**:
  - What things are expected of you as a group of reasonable adults
  - What things are in your control

## 2. Who might be harmed and how?

- It is important to consider who might be harmed by the hazards you have identified as this might affect what you can do about it.
- It might not just be your members put at risk but members of the public. Some hazards may be a risk to specific demographics of people, i.e. pregnant people.
- Make use of the 'Other' Category if there are specific people at risk during your activity.

### Top Tip:

The BU Risk Assessment system gives you a list of options to choose from!

Staff  
Students  
Contractors  
Visitors  
Members of the public  
Children  
Vulnerable Adults  
Other



### 3. What are you already doing to control these risks?

- This is where the concept of ‘Control Measures’ comes in. There are three main categories of control measure when it comes to mitigating risk and some of these controls may be put in place by your venue, instructors or by governing body advice.



**Knowledge**



**Collective  
Controls**



**Individual  
Controls**

## 4. Risk rating the hazard

- Now you know the hazards and who might be harmed, you need to determine the **level of risk**.
- This is done by comparing the **likelihood** of an incident occurring against the **severity** of the harm it will cause. Risk Ratings typically work in a Low-High grading scheme.
- **Top Tip:** The BU Risk Assessment system calculates this risk rating for you as part of filling in the risk assessment so that helps you out a lot, but you may come across a time where you need to calculate this yourself.

# 4. Risk rating the hazard

Key:

Green - Low risk

Orange - Medium

Red - High

*How often has this happened in the past?  
Are there control measures already in place?  
(Think of what you came up with in step 3)*

**Likelihood**



*High*

*Low*

**Severitiy**

*How severe would you expect an injury to be? Has it happened before and what was the injury?*

## 5. What else do you need to do?

- If your risk rating falls into the Medium-High category you should consider additional control measures to reduce the either the likelihood, severity of harm or both.
- Remember to implement your Control Measures!
- Ensure someone on your Committee is taking responsibility for implementing your control measures. Some, like knowledge and training can be done in advance of your event.
- Make sure to share these responsibilities amongst your committee – it is a committee wide responsibility to manage club health and safety.

# Submitting your risk assessment

- All Club Risk Assessments must be submitted through the BU system the link to this is available on the Committee Zone Health and Safety Page.
- You must send them to specific members of the Student Opportunities Team for approval - the suclubs inbox won't work.
  - General – Loz Green [greenl@bournemouth.ac.uk](mailto:greenl@bournemouth.ac.uk)
  - High Risk Societies – Tammy Bowie [tbowie@bournemouth.ac.uk](mailto:tbowie@bournemouth.ac.uk)
  - Nerve outlets - Shani Wortley [swortley@bournemouth.ac.uk](mailto:swortley@bournemouth.ac.uk)
- If we need additional information from you, you will receive a notification that the risk assessment has been rejected and will always feature our feedback on where you need to make changes, clarify something or add additional controls.
- You will also receive a notification if the risk assessment has been approved.



# Annual Risk Assessment Deadline

**Deadline for your annual risk assessment is: 04/10/24**

Annual regular activity should not resume until this has been completed and approved.

**Any questions?**



# Club and Society Finance



All Committee members are responsible for the financial sustainability of your club or society. This session will get you up to speed on the basics, how to generate income and changes to how you spend Society funds.

# Finance Basics

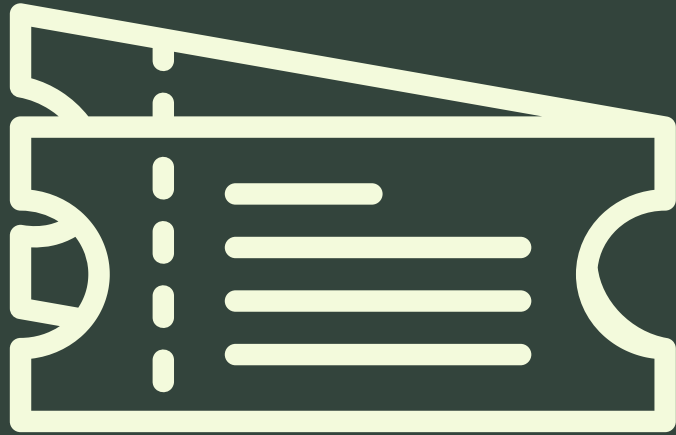
- All clubs have a bank account held within SUBU. You must not have any other Society accounts held externally. If you do – come and talk to me.
- You do not get a bank card or pin number; to access your funds you must follow a specific process.
- All Societies are given a unique Nominal Code, this is 4 digits long and will remain with that Society.
- Any income generated from your Society webpage will automatically be deposited into this account on the first of every month.
- Your account does not have an overdraft, so you cannot spend more than what is in the account



# Income Generation



**Membership Fees**



**Ticket Sales**



**Sponsorships**



**Merchandise**



**Fundraising**



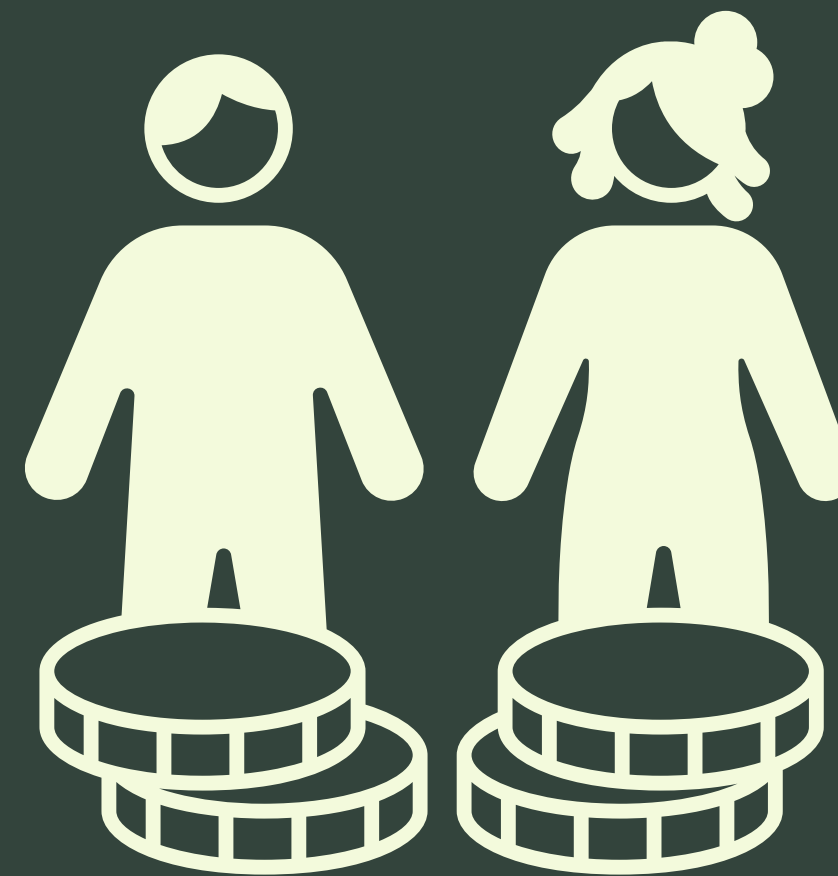
**Grant Funding**

# Spending your funds

- This is where your processes have changed for 2024/25, there are now two separate processes to spend your funds:



**PO Requests**



**Claims Form**





- Purchase Orders (PO's) are a financial process used by professional organizations so it's a good process for you to become familiar with.
- POs are a legal guarantee between your Society and a supplier that you are going to pay them a certain amount of money in return for goods or services.
- PO's can be paid directly from the Society account, meaning your Committee Members are not expected to foot the bill for your activities.
- A PO can be used whenever a supplier can provide an invoice.
- PO Requests act as your permission for our Finance team to make the payment on your behalf and must be made before a purchase is made, ideally with a **minimum of 4 weeks' notice.**



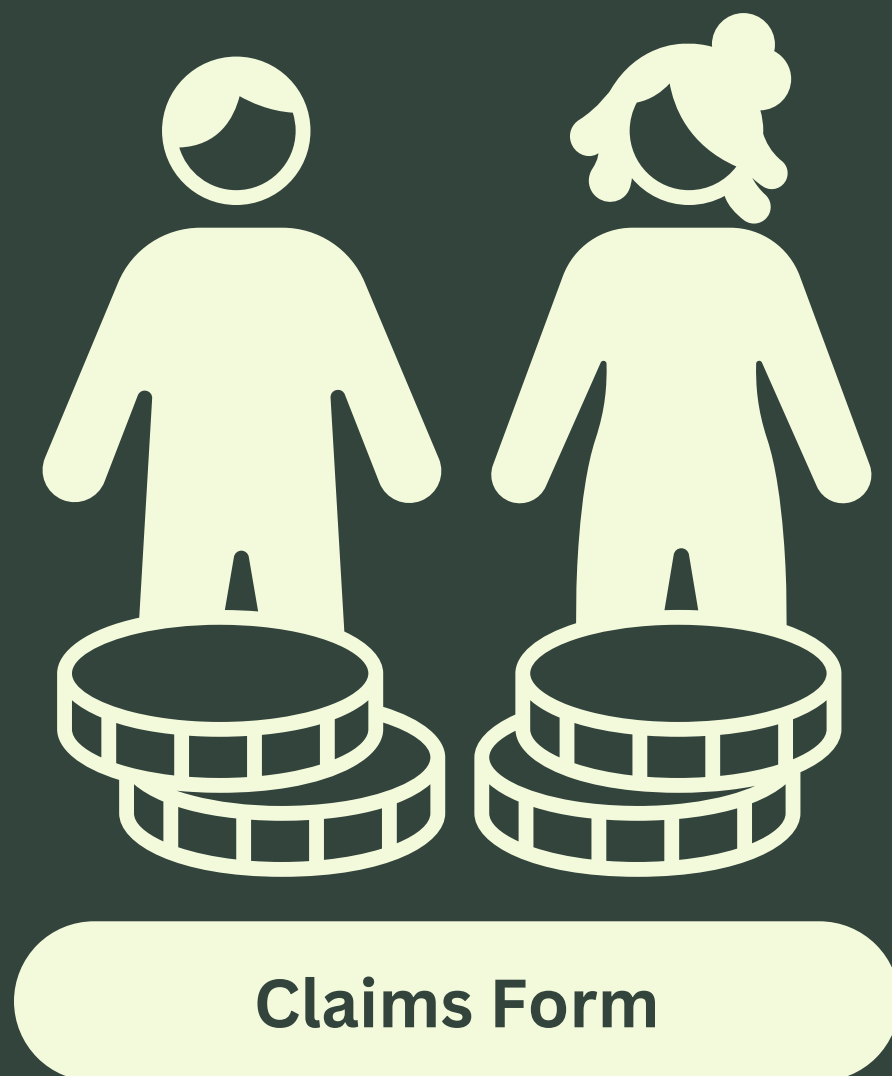
## PO Requests

- The Committee Zone Finance page has a section on PO Requests including the [link to the form](#).
- The form will ask you for some specific information:
  - Your club details including the Committee member who is raising the requests details
  - Your supplier details including their business address
  - Delivery details, particularly useful for things like merchandise orders
  - The details of the order itself
- This must be sent to the suclubs inbox for approval
- You will be provided with a PO Number; this should then be provided to the supplier to include on their invoice.
- Once they provide their invoice to you, you send it on to us and we handle the payment



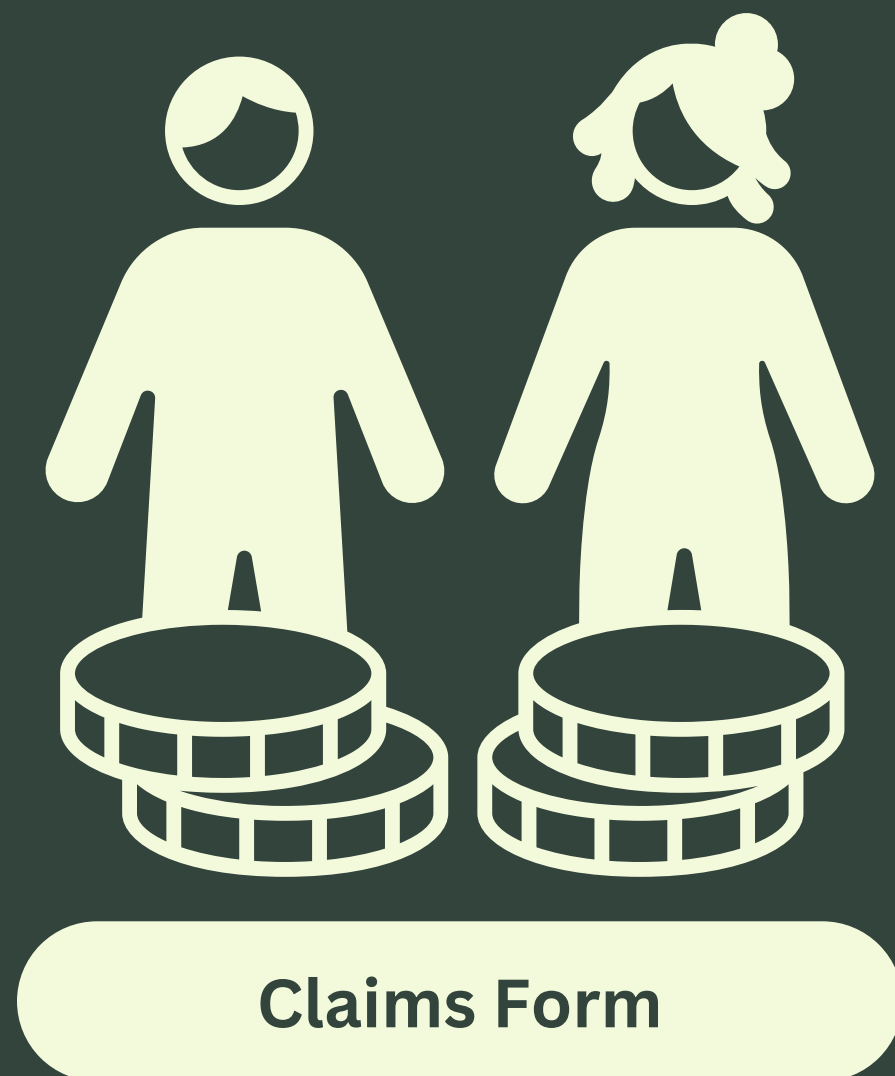
# PO Requests - Getting an invoice

- When you make a purchase, you must have a VAT receipt or Invoice to evidence the cost.
- Ensure it has an itemized breakdown of your spending, for example if you are booking a venue and they want a deposit it must be separated as its own item in the invoice for the Finance team to be able to process the deposit payment.
- You can also request invoices to be raised for people that owe you money, this could be sponsors or other Societies at other Universities who have taken part in large scale events you have organized.
- Don't raise the invoice yourselves – we have a dedicated form for you to request the Finance team to do it, this also means the Finance team can chase them if they haven't paid.



- A Claim Form is used when a Committee member has made a purchase on behalf of the club and needs to be reimbursed.
- The Claim Form is straight forward in that you must provide information on:
  - What was purchased
  - Evidence of the cost such as receipts
  - Confirmed bank details of the person receiving the refund
  - 2 core committee member signatures, you cannot sign a claim form if you are the person being reimbursed.
- Claim Forms must be submitted within 3 months of the purchase being made.





## Claim Forms have a newly imposed maximum limit of £250

- If you intend to make a purchase with an expense higher than this, contact the team to discuss your options before making any payments.
- We will not process a claims form if you do not have the funds available
- SUBU operates on a fortnightly payment run, claims forms are not immediate refunds and depending upon when you submit it during the payment cycle you may need to wait until the next payment run.

# Any Questions?



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