

At your Campaign Briefing Session

At your Campaign Briefing Session you will meet UCL Union representatives and be issued with an Accident & Emergency Procedure Card. This has a list of useful telephone numbers to call in an emergency and an outline of procedure on the back.

You will also be issued with a copy of the Activity Registration & Risk Assessment Form. You will need to point out any risk involved in any activity of your campaign through this form.

In the event of an incident

In the event of an incident on University College London or Union property the Campaign Leader (or nominee) should immediately contact a member of staff, who will be conversant with the relative incident procedure and the availability of First Aiders.

In the event of an incident occurring please ensure the student(s) involved fill out an Accident/Incident Report Form and return it to the Sabbatical Suite Reception at the end of the session.

In the event of an incident at a location other than University College London, the Campaign Leader (or nominee) should follow instructions from an official representative of that establishment.

Accident and Emergency Procedure

In the event of an incident that may warrant the use of any of the emergency services the Campaign Leader (or nominee) will ensure that:

- the appropriate emergency service is contacted immediately.
- any intervention/assistance does not jeopardise the safety of other members of the group including themselves.
- the treatment of casualties is only administered by those who are qualified to do so, except in cases where the casualty has already stopped breathing.
- UCL Communications Centre (020 7679 3333) is contacted; they will enact procedures for contacting next of kin.
- media enquiries are referred to UCL Development Office (020 7679 9728 or out of hours 07917 271 364), and that no statements are made to the media, as unofficial statements may affect any subsequent legal proceedings and may lead to relatives being contacted by the media.
- In the event of death, the police are contacted, and ensure that no member of the group advises the next of kin of the fatality.

Near Miss Occurrence Reporting

The reporting of all "Near Miss" occurrences is vital for the future safety of all individuals, as such information helps others to plan and prepare in order to avoid possible dangers.

If a near miss occurs, please complete an Accident/Incident report form and return it to the Sabbatical Suite Reception at the end of the session.

Risk Assessment

You will be required to undertake Self Assessment of Risk, as required by the Union to:

- *Identify Hazards*, i.e. the potential to cause harm
- *Assess the Risk*, i.e. the likelihood or possibility that people will come to harm
- *Decide upon risk control measures*, i.e. the stringency of the measures proportionate to the risk identified
- *Supervise implementation*, i.e. check that control measures are being carried out
- *Implement control measures* i.e. reduce and if possible eliminate the risk to participants.

Completed Activity Registration & Risk Assessment Forms must be returned to the Campaign Planning Meeting (4 weeks before your campaign week).