

# Guide to Completing your Handover Pack

Are you the incoming exec?

If so welcome to the SU and good luck for the year ahead.

Each new exec must complete the Society Handover pack to register their Society for the upcoming academic year, and also inform us who the exec are so we can set you up on the system and get in touch with the various events that take place.

For instance, we need to contact you to register for the Societies Fair and we also run a comprehensive training programme. We can only keep you up to date with them if we know who you are.

Once completed, please submit your completed handover pack to [Studentactivities@WarwickSU.com](mailto:Studentactivities@WarwickSU.com)

**Please note:** We require the mandatory sections to be fully completed, or we will not be able to register you as a Society. This could mean you won't have a table at Societies Fair, be eligible for grant funding or have be affiliated to the SU; meaning you won't have a Society account or have a presence on our website.

The handover pack outlines which are the mandatory sections.

**Section 1: Exec Sheet (Mandatory)**

**Section 2: Annual Risk Assessment (Mandatory)**

**Section 3: Constitution (Mandatory)**

**Section 4: MOU (Mandatory)**

**Section 5: Inventory (Mandatory if you want equipment insured)**

**Section 6: Action Plan (Optional)**

# Section 1: Exec Sheet

The Exec Sheet section documents the Club/Society's executive committee, responsible for running the affairs of the Club or Society and responsible to all its members.

We need this info for the below reasons:

- We update the website with the exec to give exec's permission to access the control panel of the SU website, which in turn allows them to access member lists, reports,
- Every Undergraduate receives a HEAR report at the end of the year, which documents amongst other things, extra-curricular activity such as exec positions. Only information officially on the system can be sent to Student Records to go on your HEAR. Therefore, we need the exec sheet completed in order to update the system.

## What should an Exec Sheet contain?

The following roles must be filled and cannot be combined:

- President (or equivalent title)
- Secretary (or equivalent title)
- Treasurer (or equivalent title)

The following roles are recommended or can be held in combination with other roles:

- Equal Opportunities Officer
- Welfare Officer
- Safety Officer
- Environmental Officer

For example, a single individual could be President and Safety Officer, but nobody can be both President and Treasurer.

## Section 2: Annual Risk Assessment

The Risk Assessment documents the Club/Society's executive committee's identification of any risks to members or the Club/Society that might be encountered as part of its general running.

This **does not cover** any risks that might arise in connection with Special Events such as a Ball, Tour or Conference. These will be assessed separately as part of the event planning process. It **should** cover any risks associated with Standard Events (small-scale socials, meetings, etc).

It is compulsory for every Club and Society to submit a Club/Society-level Risk Assessment..

### **What should an Annual Risk Assessment contain?**

The Risk Assessment must identify the likely areas of risk to the SU, the Club/Society and its members, and outline the plan for mitigating the risks in order to reduce the likelihood of occurrence and/or the scale of harm that might result.

The following would be a useful start point, though this is not an exhaustive list:

- Conduct and safety at Club/Society meetings
- Financial security
- Social media and publicity
- Manual handling
- Use of electrical equipment
- Environmental or nuisance noise
- Members' welfare
- Vehicle driving

# Putting an Annual Risk Assessment together

Your Society will naturally have some activities that may pose a risk. The likelihood is you will have some activities that will pose a **Medium, High, or Very High Risk**.

For those activities, you will need to put in measures to get those risks down to **Low or Very Low**.

**Describe the Hazard**

This section is for you to describe the hazard that you are assessing. Please be as concise as possible, if the hazard is obvious from the name, you do not need to describe it.

**Who might be at risk and how?**

This section is to highlight who is at risk of being harmed from the hazard and how.

This could be your society members, other students or general public.

**Existing control measures**

This section is to highlight any existing measures that are in place to tackle this hazard

Annual Risk Assessment						
Name of Person completing this risk assessment						
Hazards and how they may cause harm	Who may be at Risk?	What existing Control Measures are currently in place	Current Risk Level <small>(VL, L, H, VH)</small>	Where current risk is <b>M</b> , <b>H</b> or <b>VH</b> , what additional Control Measures are required?	What action is required by whom & by when?	Final Risk Level
You should list the hazards here, along with how they will cause harm.	E.g. Members, general public, exec etc.	List current control measures here that are used to bring down the risk level.	You should consult the table at the end of this document for the risk level and enter it here.	Additional measures to bring the risk level down to an acceptable level should be listed here.	Actions required to control and manage the hazards should be listed here, along with a date to have it completed/put into place by.	List the new risk level here based on the additional control measures.

**Risk Level**

Use the matrix below to calculate the current risk level

**Additional control measures**

If your risk level is **M**, **H** or **VH**, then what additional things can you put in place to reduce the risk?

**Action Required by Whom**

Identify who will be responsible for actioning the control measures identified.

**Final Risk Level**

Once you've put in additional control measures, then recalculate the final risk level. It should now be either **VL** or **L**.

# Risk Assessment matrix

	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	Very low	Very low	Low	Low	Moderate
Possible	Very low	Low	Low	Moderate	High
Likely	Low	Low	Moderate	High	Very high
Very likely	Low	Moderate	High	Very high	Very high
Certain	Moderate	High	Very high	Very high	Very high

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored
Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced

The Severity is how serious the outcome would be if was injured from a hazard.

<u>Superficial</u>	Injuries include bumps, small cuts, abrasions etc.
<u>Minor</u>	Injuries that could result in treatment required off site, and may involve limited time off work less than 7 days
<u>Serious</u>	Injuries that require 7 days or more off work
<u>Major</u>	Injuries include broken limbs, serious head injuries, injuries to eyes that affect sight, asphyxiation etc.
<u>Extreme</u>	Fatality or life changing injuries

The Likelihood is how likely a hazard with injure somebody.

<u>Unlikely</u>	Has not happened previously, not expected to happen
<u>Possible</u>	Could occur sometime, but not expected
<u>Likely</u>	Has not happened previously, but expected to happen at some point
<u>Very Likely</u>	Has happened before, expected it will happen again.
<u>Certain</u>	Very likely to happen. Not 'if' but 'when'.

## Example

Harry Potter & Quidditch will hold taster sessions for students.

The Hazard would be general injuries & the current risk level could be calculated below:

- The LIKELIHOOD of INJURY is LIKELY
- The SEVERITY of INJURY could be MAJOR
- Therefore, the CURRENT RISK LEVEL is HIGH.
- CONTROL MEASURES could be wearing protective equipment.
- The new LIKELIHOOD is POSSIBLE and the SEVERITY could now be MINOR. FINAL RISK LEVEL is LOW

## **Section 3: Constitution**

- The Constitution documents the Club/Society's aims & objectives.
- It is compulsory for every Club and Society to review and submit a Constitution each academic year – the deadline for submitting the Constitution for each academic year is the end of Term 3 of the preceding academic year.
- As well as demonstrating how the Club/Society meets its obligations with regard to Democracy, Equality and Diversity, the aims and objectives will provide the appropriate basis for justifying use of Club/Society funds throughout the year.

### **What should a Constitution contain?**

- Consult with your Societies Officer & they will be able to steer you in the right direction. The handover pack contains a standard template, which we recommend. However, you can use your own version. If you wish to use your own form, please send it alongside your completed handover pack.

#### **Aims and Objectives**

- The Constitution must clearly set out the Club/Society's aims and objectives. The aims are the overall purpose of the Club/Society – what it exists for. The objectives are the specific activities or actions the Club/Society will engage in to work towards its aims.
- Aims are the “what”, objectives are the “how”.
- Think about the Society and its membership as it exists today and identify what the central aims should be. This can often be straightforward – if you are the Cheesemakers' Society then your aim is probably going to be something along the lines of “Providing a forum for students interested in making cheese”, and possibly also “Promoting the practise of making cheese within the student community”.
- Once those aims are clear, consider how the Society will go about trying to achieve them and the ideas you come up with will determine your objectives. Taking the Cheesemakers' Society example again, these might lead to “Hosting cheese-making workshops”, “Organising trips to visit artisan cheese-producers” or “Running events to showcase cheeses produced by members”.

#### **Memberships**

- You need to set out the rules and benefits around joining and participating in the Club/Society. This is a good place to set out any particular Equality and Diversity measures the Club/Society will be implementing.

- Look at the SU's Codes of Conduct, disciplinary procedures and membership regulations, etc. – these are the minimum standards your Constitution needs to uphold. You can set higher standards for your Society, provided they do not become unfairly discriminatory.

### **Executive Committee**

- The responsibilities of the committee should be clearly set out, both for the committee as a whole and with regard to specific roles where appropriate.

### **Meetings**

- You can set out the schedule of Exec and general meetings for the year and the conduct required relating to votes and elections. There are SU standards that you need to abide by for votes and elections, such as minimum turnout for votes to be valid, detailed both on the SU website and in the standard template Constitution.

## **Putting a Constitution together**

- A good starting point would be your previous Constitution. Your aims and objectives from your last version could be used, but it is always worth checking that they are still fit for purpose. Talk with your Societies/Sports Coordinator to get a copy of your old Constitution and for general advice about drafting a new one.
- If you are updating your constitution, please highlight all your changes in red.

## Section 4: MoU

The MoU sets out the key requirements that exec teams must abide by as part of their affiliation with the SU and details the sources for policies and rules that affect both execs and members – the things that make a Club or Society well-run.

It documents the Club/Society's commitment to the policies, rules and behaviours that are an intrinsic foundation for being part of the Warwick Students' Union community. It also outlines the reciprocal commitment of the SU in supporting the Club or Society.

**It is compulsory for every Club and Society's incoming Exec team to agree a Memorandum of Understanding.** This should be signed and submitted by the end of Term 3 Week 10 each year.

- [Society MoU](#)
- [Media Society MoU template](#)

### Tailoring an MoU?

There are some aspects of the MoU that might need tailoring for specific circumstances – particularly for **Media Societies** – and this is a process you will have to go through with your Coordinator. They will be able to identify which elements are necessary and which don't apply in your case.

## Section 5: Equipment Inventory

Every year, we are required to submit a list of your equipment directly related to your society, to our insurers to make sure you are insured for any damage.

Please list any equipment you have with a value over £100. Anything less than £100 in value need not be included.

If you have multiple items of the same piece of equipment, and the value of that is over £100, then you can include that. E.g. If you have 5 Hard drives that are worth £20 each, then the total would be £100, so you can include that.

You may not know the exact value of equipment, so your best guess would be appreciated.

Please complete the form as it is displayed as that is the exact format the insurers require. Please don't attempt to adapt or change the format.

## **Section 6: Action Plan**

Your action plan is a good guide as to the type of activities you intend to carry out for the year ahead.

It serves a few useful functions:

- It helps us determine if you need more support, and we can schedule one-to-one development meetings with your society to support activities. For instance if you tell us you are holding an inaugural conference, we would likely get in touch to offer advice and guidance.
- Useful tool for planning your year ahead. Often Societies have lots of ideas, but getting them down on paper helps formalise and organise the plan for the year ahead.
- Great for a handover. Having an action plan not only helps you, but also helps subsequent execs who can see what sort of activities used to take place and how to build on the good work of previous execs.