

Important Forms

PRESIDENTS REQUIRED



Point of Order

All of these forms need to be completed and sent to katie.angell@solent.ac.uk before the beginning or welcome week.

01

Data Handling

Must be submitted to be able to start taking members

02

Asset Register

Keep track of your stock as a society, otherwise we cannot help if there are damages

03

Risk Assessment

Important so that you are able to meet up as a society and plan socials



Data handling

[Read more](#)



Make sure all the information is
correct across all platforms to
be valid

Read through carefully

Don't forget to sign the bottom

Delete what is in red and change to your relevant information

Data Handling Agreement – **YOUR SOCIETY NAME**

This agreement is made on the **TODAY'S DATE** with **YOUR NAME, YOUR COMMITTEE POSITION, YOUR SOCIETY NAME.**

This provides authority for the Society to process student data for membership management and is valid until the 31st July 2024. The data may only be processed for this purpose. The personal data available is:

- Membership – student name, student number and student email address

The Students' Union has extensive obligations under the General Data Protection Regulations (GDPR) and Privacy of Electronic Communications Regulations (PECR). These obligations extend to the below named Society Committee Member, who by signing acknowledges this legal responsibility and agrees to the following supportive guidelines:

1. To act only on the written instructions from The Union (unless required by law to act without such instructions) including those in the Data Protection & Information Security Handbook
2. To respect the confidentiality of the individual's affairs
3. To take appropriate measures to ensure the security of processing as outlined in the Data Protection & Information Security Handbook
4. Only transfer to other third parties for processing with the prior consent of the Union and a written contract
5. Assist the Union in providing subject access and allowing data subjects to exercise their rights under the GDPR
6. Assist the Union in meeting its GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments
7. Delete or return all personal data to the Union as requested at the end of each academic year or as requested by the Union
8. Provide the Union with whatever information it needs to ensure that they are both meeting their [Article 28](#) obligations, and tell the Union immediately if it is asked to do something infringing the GDPR or other data protection law of the EU or a member state
9. Ensure appropriate technical and organisational measures as detailed in the Data Protection & Information Security Handbook against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Signed: **YOUR SIGNATURE**

Name: **YOUR NAME**

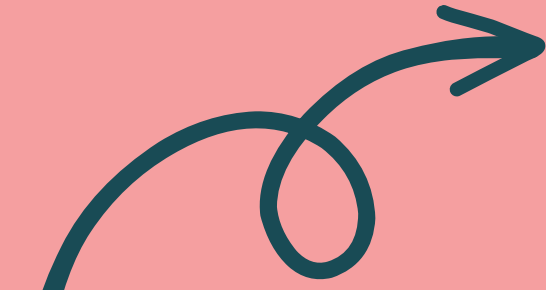
Date: **TODAY'S DATE**

Asset-Register

[Read more](#)

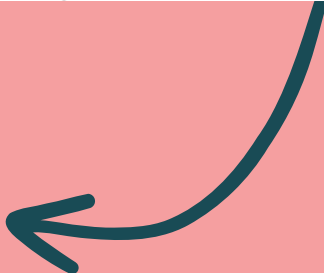


Include number if you know it, can be found out from activities coordinator



Asset Register 2023/24				Society Name XXXXXX					
				Society Number XXXXXX					
Item Number	Item	Description	Quantity	Value (individual)	Value (Total)	Location	Serial Number (if available)	License Activation Key (software only)	Known Purchase Date
1					£ -				
2					£ -				
3					£ -				
4					£ -				
5					£ -				
6					£ -				
7					£ -				
8					£ -				
9					£ -				
10					£ -				
11					£ -				

Formula provided, ensure you have the correct price per individual item



Highly important



Risk Assessment

[Read more](#)



HAZARDS							
Please place a cross in the box next to each relevant hazard area to identify significant hazards relevant to this risk assessment							
Flammable / Explosive Substances		Hazardous Waste Disposal		Storage / Housekeeping		Temperature	
Ionising / Non-ionising Radiation		Discharge / Spill		Falling Objects		Humidity	
Exposure to Hazardous Substances		Slips, Trips & Falls		Machinery / Power Tools		Lighting	
Biological Hazards		Electrical Safety		Hygiene		Noise	
Cryogenic Hazard		Manual Handling		Welfare		Vibration	
Chemical Storage		Working at Height		Pressure / Vacuum Systems		Access / Egress	

Consider who is at risk

RISK MATRIX				
Use the risk matrix to classify the perceived level of risk and to prioritise the action plan				
LIKELIHOOD	SEVERITY			
	1 -Slight (First aid injury)	2 - Moderate (Medical treatment injury)	3 - Severe (Lost time accident/major injury)	4 - Very Severe (Long term disability or fatality)
4 - Very Likely (Common occurrence)	4 - Low	8 - Medium	12 - High	16 - High
3 - Likely (Easily foreseeable)	3 - Low	6 - Medium	9 - Medium	12 - High
2 - Possible (Foreseeable under unusual circumstances)	2 - Not Significant	4 - Low	6 - Medium	8 - Medium
1 - Unlikely (Unlikely sequence of events / unplanned event)	1 - Not Significant	2 - Not Significant	3 - Low	4 - Low

Every activity has its risk,
even a simple meet up

Use the risk matrix to
grade your risks

IMPORTANT

Make sure that all of there documents along with a budget template is submitted before the deadline to gain all the society benefits



Deadline

09/11/23 (2nd week of Nov)



Email

student.involvement@solent.ac.uk



Website

<https://www.solentsu.co.uk/get-involved/societies/committeemembers/>

