

# SOCIETY RENEWAL PACK

To renew your society for the next academic year fill out the form below with as much information as possible and return to [student.involvement@solent.ac.uk](mailto:student.involvement@solent.ac.uk).

This form should be completed by the newly elected committee during or after the society's AGM.

## SOCIETY CONSTITUTION

<b>Name of society:</b> <i>If different from original name, please state both old and new names</i>	Current Name:  Changed Name:				
<b>Our key aims are:</b>					
<b>Our key objectives are:</b>					
<b>Expected annual running costs for 2020-2021</b> <i>Based on previous year's outgoings</i>					
<b>Membership fee?</b> <i>Minimum membership fee is £5.</i> <i>If there are no running costs the fee can be free..</i>	Current Fee:  Changed Fee:				
<b>Official Society Email Address</b>					
<b>Society Facebook Page</b>					
<b>Society Facebook Group</b>					
<b>Society Instagram</b>					
<b>Society Logo</b> <i>Check the box beside your selection</i>	<table border="0"> <tr> <td>Use Existing</td> <td>Ask SU for Design</td> </tr> <tr> <td>Design Own</td> <td></td> </tr> </table>	Use Existing	Ask SU for Design	Design Own	
Use Existing	Ask SU for Design				
Design Own					

For the society to run the following documents need to have been completed

- Election for the mandatory positions of President, Vice President and Treasurer
- Completed a Budget Plan showing your expected running costs based on last year
- Completed General Risk assessment
- Signed Society Renewal, which in place of a Society Constitution
- Completed an Asset Register with all your equipment

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## COMMITTEE MEMBERS

Committee Position	Name	Campus Card No.	Email
President			
Vice President			
Treasurer			

The mandatory roles of President, Vice President and Treasurer must complete Committee Training.

<p><b>Declaration:</b></p> <p>By signing below you are agreeing to:</p> <ul style="list-style-type: none"> <li>• Abide by the Societies' Constitution and Students' Union Health &amp; Safety Policies.</li> <li>• Operate within our Equal Opportunities framework and will not display discriminatory behaviour at any time.</li> <li>• Being accountable for your finances and distributing money through your Students' Union account only.</li> <li>• Not breach any of the above, as this could result in disciplinary action.</li> </ul>
<p><b>PRESIDENT</b></p> <p>Name:</p> <p>Signature: _____ Date: _____</p>
<p><b>VICE PRESIDENT</b></p> <p>Name:</p> <p>Signature: _____ Date: _____</p>
<p><b>TREASURER</b></p> <p>Name:</p> <p>Signature: _____ Date: _____</p>

## FRESHERS' FAYRE - SOCIETIES STALL BOOKING FORM 2019

Friday 18th September 2020 (10-4.30pm)

<b>Society Name</b>	
<b>Names of stallholders</b> (minimum of 2 stallholders per table booked)	
<b>Do you need power outlets?</b> (There are a limited number that will be allocated first come, first served, so if required please explain what for).	
<b>What equipment are you bringing?</b> (Tables and chairs are provided)	
<b>Cost of your Society Membership?</b> (If free, note the value as £0)	
<b>What activity will you be planning on your stall?</b> (Any activity based stall will require a separate risk assessment)	

- Freshers' Fayre 2020 will be held on Campus. Society stalls will be set up on Floor 1 of The Spark. Be mindful of how you transport things to and from the fayre if you're bringing extra equipment.
- An update on the event details will go out to stall holders closer to the date. Tables will be 1.8m/6 ft. in length. It's an all-day event, so make sure you have people covering your stall throughout! There must be between 2 and 4 people on a stall at any one time.
- Set up will be from 8am, and all stalls must be set up by 9:30am. Societies can start packing down their stalls from 4:30pm.
- There are a limited number of stalls that will be allocated on a **first-come, first-served basis**, so please return this form in good time!
- For information regarding cancellations, please consult the Societies at Freshers' Fayre 2020 Terms and Conditions form. Stall bookings will not be accepted without a signed and attached T&Cs form.
- Solent Students' Union processes the data included on this form for the purpose of fulfilling the booking for this event. Full information on our data processing please view our student data privacy statement at [www.solentsu.co.uk/privacy](http://www.solentsu.co.uk/privacy)

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# TERMS & CONDITIONS FOR SOCIETIES

For the purpose of this document Solent Students' Union is referred to as SoSU

## Booking & Entry

- All bookings must be confirmed prior to commencement of the event. Deadline for bookings is Monday 31st August 2020.
- Bookings will only be confirmed on receipt of a completed booking form. Access to the fair as stallholders will not be granted without a confirmed booking.
- Societies may access the building to set up stands from 8am. All stands MUST be set up by 9.30am and be packed away by 5.30pm. The Fresher's Fayre will be open to students from 10am until 4.30pm.
- SoSU will allocate stalls as necessary. Every effort will be made to consider the requirements of the stall holders.
- Vehicles used for set up need to be moved from site by 9.30am to a public car park. A loading/unloading permit will be sent out to all stallholders prior to the event.

## Cancellations

- Any cancellations MUST be made by Friday 11th September 2020 and MUST be sent to the Activities, Events and Income Department at [student.involvement@solent.ac.uk](mailto:student.involvement@solent.ac.uk). It is important to do this so other societies can have the opportunity to have a stall in your place.  
-Email: [student.involvement@solent.ac.uk](mailto:student.involvement@solent.ac.uk)

-Phone: 02382 016435

## Dos

- Societies are solely responsible for moving their promotional material from their allotted stall. There will be no staff to help you in doing this, please bring your own trolley if you feel it is necessary.
- All tables MUST be covered with a table cloth and clearly indicate the name of the Society occupying the stand space either by use of a display board or show card(s). All tables will be provided with a show card.
- Societies must behave in a considerate and responsible manner to all staff, other exhibitors and students.

## Don'ts

- Obtrusive promotional methods are prohibited. Such methods may involve advertising via Bluetooth technologies or digital broadcasting jackets.
- Nothing may be drilled, marking any of the walls, furniture's or fixtures. Helium and popcorn are not permitted.
- In line with current legislation smoking is not permitted anywhere in the building.
- Please do not promote materials that aren't to do with your society i.e. handing out flyers from where you work/for a friend.
- Under no circumstances are societies able to handle cash at the event. All Society membership payments must go through the pay station provided by the SOSU.

## Health and Safety Regulations

- Society stalls must not obstruct access to fire exits or appliances.
- ALL Society stallholders will be required to attend the stallholders fire evacuation briefing at the Spark at 9.30am on the day of the event.
- Societies must not endanger the safety of staff, students, other exhibitors or members of the general public.
- **ANY ELECTRICAL EQUIPMENT BROUGHT BY EXHIBITORS THAT WILL USE POWER FROM THE MAINS MUST BE PAT TESTED WITH APPROPRIATE CERTIFICATION TO EVIDENCE. Please ensure this is done prior to the event via Solent University.**

## Other

- SoSU and Solent University do not accept liability for any losses to any personal equipment or property whilst in the Fresher's Fayre or on Solent University property.
- All societies and their members must adhere to the policies and procedures of SoSU and Solent University. Any breach of these procedures may lead to disciplinary action.
- Solent Students' Union processes the data included on this form for the purpose of fulfilling the booking for this event. Full information on our data processing please view our student data privacy statement at [www.solentsu.co.uk/privacy](http://www.solentsu.co.uk/privacy)

## Warnings

- Empty Spaces look bad for the SoSU so please let us know if you can't make it.
- If your society have not arrived to set up by 9am your table will be given away to the first society on the waiting list.
- The use of megaphones is prohibited and these will be confiscated if used.
- All stalls must be manned by at least one student at all times; your stall must never be left unattended.

By signing the Fresher's' Fayre Booking Form 2020, I confirm that I have read and agree to the terms and conditions of SoSU Fresher's Fayre 2020. I acknowledge that failure to adhere to these requirements will result in cancellation of my booking/removal from the event.

Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_

Society Name: \_\_\_\_\_ Committee Position: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: Student Involvement Department [student.involvement@solent.ac.uk](mailto:student.involvement@solent.ac.uk)

<b>Society Budget Template</b>	
Society Name:	
<b>Income</b>	<b>£</b>
<b>Total Income</b>	
<b>Expenditure</b>	<b>£</b>
<b>Total Expenditure</b>	
<b>Balance</b>	

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**GENERAL RISK ASSESSMENT**

<b>Date assessment issued:</b>	<b>Use this area to describe the area and/or the main activities to be covered by this risk assessment. Include details of the facility used:</b>
<b>Planned review date:</b>	
<b>Retention period:</b>	

**Summary of assessment:** The activity has been assessed against the existing control measures. The assessment has identified the below issues and any non-H&S recommendations are detailed in the action plan.

**Signature of assessor:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_ **Position in Group:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Approval:**  
I have reviewed this risk assessment in consultation with the assessor and accept the issues identified. The actions defined in this risk will be taken in order to reduce residual risks to a level that is as low as reasonably practicable.

**Signature of Manager** ..... **Name (print)** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Subsequent assessment review:** Risk assessments require review, and in some cases revision, to ensure the assessment continues to reflect current working practices e.g. a review should be initiated in response to significant changes to the area / activity or if an accident / incident has occurred.

**Review undertaken on:**  
**Comments:**

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		Travel Health	
Ionising / Non-Ionising Radiation		Discharge / Spill		Falling Objects		Humidity		Stress	
Exposure to Hazardous Substances		Slips, Trips & Falls		Machinery / Power Tools		Lighting		Out of Hours Working	
Biological Hazards		Electrical Safety		Hygiene		Noise		Personal Security	
Cryogenic Hazard		Manual Handling		Welfare		Vibration		Display Screen Equipment	
Chemical Storage		Working at Height		Pressure / Vacuum Systems		Access / Egress		Reputation	

WHO IS AT RISK									
Identify groups of individuals who need to be considered as part of this risk assessment									
Staff/Students		Contractors		Visitors		Others		Higher Risk groups	
Employees		Cleaners		Visitors		Neighbours		Young Persons	
Temporary Staff		Maintenance Engineers		Customers		Members of the Public		Disabled Persons	
Operatives		Security		Delivery Staff		Environment		Children	
Academics		Catering Staff		Clients		Wildlife		Pregnant /Nursing Mothers	
Students		Contractors						Lone Workers	

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

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### ASSESSMENT OF RISK

**List each individual risk within each identified hazard area and detail the control measures taken to reduce each risk. Please refer to the matrix below to determine the risk rating before and after control measures.**

Significant Hazard Area	Perceived Nature of Risk	Risk rating before control measures Low/Medium /High	Existing Control Measures	Risk rating after control measures Low/Medium /High	Further action required Yes/No
Welfare	Not having access to a toilet can cause discomfort.	2 x 2 = 4 Low	Advise society members of the location of the nearest toilet.	1 x 2 = 2 Not Significant	No
Lighting	Lights may cause eye strain.	2 x 2 = 4 Low	Lighting will be controlled as per members' requests.	1 x 2 = 2 Not Significant	No
Noise	Noise may become loud which can cause headaches and public disturbance.	2 x 3 = 6 Medium	Noise will be limited and managed so as not to annoy or irritate anyone.	1 x 3 = 3 Low	No
Access / Egress	Socials/events can be hard to get to for members with additional accessibility requirements.	2 x 3 = 6 Medium	Socials are planned in accessible locations which has wheelchair access. The committee are also able to be reached via the society Facebook group to assist anyone getting into the building / to the room.	1 x 3 = 3 Low	No

Personal Security	Personal items may be at risk of being stolen, broken. Staying late may cause personal security to be at risk.	2 x 3 = 6 Medium	Keep personal belongings with you to avoid them being stolen.  Make sure when staying late that members can get home.	1 x 3 = 3 Low	No
Display Screen Equipment	Screens will be used for meetings and training.	3 x 3 = 9 Medium	Adequate breaks will be taken to diminish eye strain.	1 x 3 = 3 Low	No
Out of Hours	Staying at the university late could mean being locked in a building.	2 x 3 = 6 Medium	Please be aware of the out of hours facilities number to call if this occurs – 07703207227.	1 x 3 = 3 Low	No
Stress	Members may experience stress as these activities are academic on top of their studies	3x2=6 Medium	Ensure members know that they can be involved as much as they like. Social activities also available.	1 x 2 = 2 Not significant	No
Storage	Incorrect storage could cause trip hazards resulting in injury	2 x 3 = 6 Medium	Ensure equipment is stored in boxes provided and places out of the way of walkways and not stacked above head height.	1 x 2 = 2 Low	No

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ACTION PLAN					
Develop a prioritised action plan to support the risk assessment, if any of the identified control measures require further action					
Action to be taken to further reduce risk	Person responsible for completing action	Target completion date (Prioritized on risk)		Action closure	
		Date	Priority	Signature	Date

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