

Student group handover & affiliation documents



**Committee Training
2022/23 Handbook**

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Introduction

Student Group Handover is the process where the outgoing committee teaches the incoming committee about their roles. Organising a thorough handover is important to ensure your Student Group can hit the ground running.

All documents must be submitted by **July 1 2022** to unionactivities@le.ac.uk. **Hard copies (paper forms) will not be accepted.**

We know that organising your Student Group's handover and filling in affiliation documents can be difficult and want to assure you that the Activities & Volunteering Team is on hand to answer any questions. Our working hours are 10am-4pm Monday to Friday and you can get in touch at unionactivities@le.ac.uk

Who is responsible?

The **whole committee** is responsible for the successful completion of the affiliation documents. This includes any edits requested by following submission and providing updates to documents.

Handbook Overview

This handbook will help you navigate the following:

- Your Affiliation Documents
- Student Group Handover

For more information, check out our Student Group Affiliation page [here](#).

Resources

From this module, following resources will be mentioned:

- [Student Group Inventory](#)
- [Student Group Constitution](#)
- [Student Group Master Risk Assessment](#)
- [Whole Student Group Handover Assistance](#)
- [Individual Role Handover Assistance](#)



Student Group Handover

What is Student Group Handover?

Student Group Handover happens between March and June every year and is the process where the outgoing committee teaches the incoming committee about their roles. Achieving the best handover possible is important to ensure your Student Group can hit the ground running next year.

What should I include in my Student Group handover?

We know that organising handover can be a daunting task if you have never done it before. To help, we have come up with some ideas on how you could go about it in the following documents:

- [Whole Student Group Handover Assistance](#)
- [Individual Role Handover Assistance](#)

This guidance is by no means exhaustive, and is intended as a platform for you to build from. Please edit these document and add in anything that you think should be included in your handover.

How should my Student Group handover?

There is not a set way to handover your Student Group. However, you should consider the following:

- **Methods:** What works best for your role? Is it shadowing, meeting 1:1 or as a team? We recommend creating a handover document (see below) to accompany your other training.
- **Reflection:** What was good about your handover? What do you wish you had been told?
- **Tailoring:** What are the incoming committee least confident about?
- **Documentation:** A handover document should include all the information you need to run your group. Look further in this document for things to include for your role specifically alongside the committee as a whole.
- **Location:** Ensure that everyone can attend your handover, whether it is in-person or online. If you are hosting it online, some platforms you could consider using are [Zoom](#), [Discord](#) and [Microsoft Teams](#).



Student Group Affiliation Documents

Why does my Student Group need to fill in affiliation documents?

Every Student Group that plans to be affiliated to the Students' Union for the 2022/2023 academic year is required to fill in their affiliation documents to ensure that they are covered by the Students' Union's insurance and to set out their goals and objectives for the year ahead.

Student Group Inventory

An up-to-date inventory ensures that your Student Group is not making unnecessary expenditure on items that your group already owns. It also allows the Activities & Volunteering team to support your group in case anything is lost and/or stolen.

Check out the form [here](#).

How to Complete

- **Item Number:** It is useful to number your items so that you can use it as a categorisation system of where/how you store your items.
- **Type:** Use this as a very general description (e.g. 'Costume', 'Merchandise', 'Equipment') so that if you want to filter your spreadsheet by a certain type of item, it's easy to see all things within that category.
- **Description:** Use this column to enter a much more detailed description of what the item is .
- **Quantity:** This is particularly useful if your Student Group sells merchandise, as you can use the inventory to record sales. You could even add an additional tab on the bottom to record sales in more detail. It is also important to know quantities in order to keep track of equipment (e.g. number of cricket balls etc.).
- **Price/Value:** Enter the price and/or value of the item, if you are not sure, find a similar item on the internet.
- **Notes and Extra Detail:** Here, you can enter any other information.

Please Note: The **Photo** and **Purchase Date** columns aren't compulsory to complete, but can be a very useful addition to the inventory.



Top Tips

- Customise the spreadsheet to fit the needs of your Student Group. For example, you may want to add additional columns to make specific notes, such as the condition of equipment (as new, good, slightly worn etc.), or anything else which you might not include under 'Notes and Extra Detail'.
- Take photos of your Student Group's belongings to make sure that they are easily identifiable and watermark any high value items.
- As soon as you purchase new goods, update your inventory and send it to the Activities & Volunteering team.

Student Group Constitution

The Constitution is the core governance document for all Student Groups that wish to be affiliated with the Students' Union. It outlines your Student Group's aims and objectives alongside all committee roles, responsibilities and the annual declaration.

Check out the form [here](#).

Please Note: The Constitution is a static document that remains with a Student Group for an academic year. It can only be edited if an Emergency General Meeting (EGM) is called where the membership votes on changes to the constitution.

How to Complete

- 1) The Student Group Constitution should be distributed to everyone on the committee to ensure that they are informed of its contents
- 2) Work through the document and fill in all areas highlighted in yellow to ensure that the Constitution is unique to your Student Group.

Deciding Aims and Objectives

Aims and Objectives are used to inform development meetings and give your group direction for the year. The easiest way to split up your Student Group Aims and Objectives is that your Aims are what you want to achieve and your Objectives are how you will achieve them.



You should make sure that your Aims and Objectives are SMART:

- **Specific:** What exactly does your Student Group want to achieve?
- **Measurable:** What will success look like?
- **Achievable:** Can this be achieved in your time in office?
- **Relevant:** Is it relevant to the core purpose of your group?
- **Timely:** When will it be achieved (e.g. Semester 1, Semester 2 etc.)?

Writing Committee Responsibilities

Here, describe the tasks for each of your Committee Members. For the roles of President, Treasurer and Wellbeing and Inclusion Ambassador, there are a number of key roles and responsibilities already outlined.

Please Note: It is crucial that your Student Group's Committee Responsibilities are accurate as these are used to hold all Committee Members to account and are referred to in the case of a disciplinary procedure being enacted.

Student Group Declaration

The signatures for your Student Group Committee members signify that your Committee Members agree to the constitution and declaration.

Please Note: Signatures must be inserted digitally into the document. Scanned documents and hard copies (paper forms) will not be accepted.

To do this, you will need your committee members to send you a picture of their signature (make sure that they have read the constitution beforehand!) insert the image next to their name on the declaration signatures.



Student Group Master Risk Assessment

The Master Risk Assessment (MRA) safeguards your Student Group by ensuring that your activities are covered by our insurance.

There are two different MRA templates depending if you are a Team Leicester, Sports or Performance group.

Please Note: For this document to be accepted, you must identify at least 2 activities that your Student Group will be taking in for the next academic year along with 5 hazards for each – remember, committee meetings count as events!

Check out the form [here](#).

How to Complete

- 1) Fill in the 'Declaration and Categorisation' tab including the Basic Information, Declaration and Group Activity Categorisation. For the latter, think about which events your Student Group held in the last academic year to base your next one.
- 2) For each of the boxes you ticked in the 'Group Activity Categorisation' section, you must ensure that a risk assessment is filled out
- 3) Once these have been done, submit to unionactivities@le.ac.uk.

Starting Off

To start off, identify:

- **The location:** Is it On Campus, Off Campus, Abroad or Other?
- **How often the event is happening:** Is it a reoccurring weekly/monthly event or a one-time event?
- **Who could be affected?:** Think about who is attending your Student Group's event; is it Student Group members, Other Students, Visitors/Public or Young Persons (Under 18) (you can pick more than one)

It is important to identify these three factors as they may affect which hazards you identify in your risk assessment. For example, you might identify certain risks off campus (such as interference from members of the public) which are less likely to happen on campus.



Identifying a Hazard

The next step to filling in a risk assessment is identifying a hazard. There are some overarching categories of hazards you are likely to face and should consider when writing your risk assessment. Some of these are more likely to happen depending on the nature of your group. For example, if you are a support group your members may face a psychological hazard from dealing with certain topics whilst a sports group is more likely to face physical hazards.

- **Physical Hazard:** This is the risk to a person and is frequent with sport, for example bodily injury, trips and slips etc.
- **Environmental Hazard:** This is a risk caused by the environment around a participant, for example poor lighting, electrical issues, crowded walkways or even meteorological risks such as ice
- **Psychological Hazard:** This is a risk that can cause damage to a person psychologically, for example, dealing with a stressful situation, facing harassment or discrimination
- **Reputational Hazard:** This is a risk that could put the reputation of the Student Group or affiliated bodies at risk, for example, not being able to facilitate an external visitor correctly

Please Note: You should identify at least 5 hazards per Risk Assessment and add more as necessary to ensure that your members are safeguarded.

Deciding the Risk Rating

The next step in your Risk Assessment is your 'Risk Before Controls' section. For this, you will need to use the 'Rating Guide' (see next page).

For each of the hazards identified, consider the likelihood of the hazard happening and the impact to a participant before you put any controls/measures in place to stop it from happening. To help, use the 'Impact Guide' tab. For example, a 'Slip, Trip or Fall' at Laser Tag is possible to happen (Likelihood rating 3), and the participant is probably going to need some First Aid (Impact rating 2).

The spreadsheet will then return the hazard's 'Risk Rating' that is worked out by multiplying Likelihood and Impact. Depending on whether it is rated Low, Medium, High or Critical will reflect on the number of controls/measures you will need to put in place.

Please Note: There is no wrong answer for your risk rating, it is entirely your perception of the hazard identified.

Rating Guide

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
Impact (See 'Impact Guide' tab for guidance)	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe

Risk Rating	1 to 4 Low (Maintain Controls)	5 to 9 Medium (Consider Improving)	10 to 15 High (Seek to Improve)	16 to 25 Critical (Stop/Actions Required)
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The Existing Measures to Control Risk

From here, it is time to describe the existing measures to control risk. For example, to reduce the risk of a 'Slip, Trip or Fall' happening at Laser Tag, we have identified that before participating, everyone is informed that running is not allowed in the arena as it is a dark space.

You could also consider whether you ask for a waiver before your members take part in the activity.

Tip: If you are taking part in an activity led by an organisation, you can ask for their risk assessment before integrating it into your own or type into Google '**[Activity Name]** Risk Assessment' and use what comes up for inspiration.

Risks after Controls in Place

Here, you will follow a very similar process to the original Risk Rating, now considering the extra measures put in place and if that impacts the likelihood and impact ratings.

For example, now that everyone has been told that running is not allowed, the likelihood of this hazard happening has dropped to 2 but has not gone lower as people are still semi-likely to run in the Laser Tag arena.



However, although the likelihood of someone tripping has decreased, they are still likely to require First Aid so the impact rating remains at 2.

Please Note: The likelihood rating will never be 0.

Any Additional Controls (Optional)

This is your space to add any extra controls you may put in place if the hazard still happens. For example, if after warning everyone not to run and someone still trips, you could ask them to sit to one side and not participate for the rest of the activity.

Additional Assistance

Completing your risk assessment carefully is absolutely crucial to your Student Group's affiliation to the Students' Union. You may want to seek additional assistance on Google or your National Governing Bodies website.



Making your Experience Transferable

Throughout your time on committee, you will gain skills that may be useful when writing applications past your time on committee. Have a look below for some ideas on skills that directly relate to Student Group Handover and Affiliation Documents.

These have been taken from the Careers Development Service's '[Transferable Skills Framework](#)', designed to help students review skill sets that are desirable to employers.

- **Planning and Organising**
 - Filling in your Master Risk Assessment and ensuring that it is followed at an event takes a good amount of planning and organisation to ensure that your members are well supported and safeguarded.
- **Supervising**
 - If you are leading on a handover, you are developing and improving supervision skills as you ensure that your new Committee Members know the ins and outs of their new role.
- **Learning**
 - If you are new to your role on committee, think about how you made sure that you became knowledgeable about your role.

When applying these skills in your applications, remember to use examples that you can back up along with your role in the situation.

Of course, this list is not exhaustive and for further support, the Activities & Volunteering Department would strongly encourage you to visit the [Careers Development Service](#) website and look through their resources or book an appointment.



Changelog

26/02/2020 – Written for 2020/2021 academic year

08/05/2021 – Updated for the 2021/2022 academic year

19/04/2022 – Updated for the 2022/2023 academic year.