**Code of Conduct and Policies
Bar Crawls**

**Committee Responsibilities**

Committee members should at all times behave in a responsible manner. It is the Committee’s responsibility to set an example for their members and to ensure the safety and welfare of everyone who attends an event organised by your student group.

When organising and running a bar crawl, there are several things that this should include:

**Event Planning and Risk Management**

Be aware of the preventative steps outlined in your student group’s Master Risk Assessment (MRA) in order to reduce risks. Even if there is a nominated risk assessment lead for an event, the Committee as a whole are responsible for ensuring that all risks are appropriately managed. This includes ensuring that all Event Notification forms are completed and that **members have been briefed about emergency procedures** for the event.

If you’d like any advice on how to plan and run events, then you can email unionactivities@le.ac.uk to ask a question or book a meeting.

**Alcohol**

The following policies must be adhered to at any society event where alcohol is purchased/provided:

* At least **two** Committee members must remain completely sober throughout the event.
* A non-alcoholic alternative must be provided throughout any event where alcohol is present, for example, by including non-alcohol based challenges.
* Ensure that no members are peer pressured in any situation, social or otherwise.
* Members must **not** do things which would bring the University of Leicester into disrepute.
* It is essential that members are briefed in case of an emergency (see below).

It should also be noted that no form of ‘initiation’ (alcohol-related or other task) is endorsed by the SU. An initiation is where members or potential members are expected to perform a task as a means of gaining credibility, status or even entry within that club. As well as being potentially dangerous, this could be anxiety-provoking and off-putting to potential members.

If it is found that your student group has held any form of initiation, an investigation will be carried out by Union Activities.

**Emergency Procedures**

If an incident/accident occurs on a bar crawl, the following 6-step procedure should be followed:

1. **Assess the situation** calmly and using common sense, decide on a safe course of action. If the sober committee members are around, notify them of what has happened.
2. **For minor injuries**, a trained first aider from your group/the venue should attend to the injury and make a decision about further action to be taken.
3. **In the event of a serious injury**, the designated first aider/activity organiser/sober committee member should contact the emergency services by dialling 999. Be prepared to give them as much information as possible about the condition of the casualty and to follow their instructions.
4. **Ensure the safety and welfare of all other members** and make sure they are escorted to another venue if necessary. If the group splits up, ensure that there is an understanding of responsibilities between the groups and that each has a leader. Make sure that no members are left unattended.
5. **Where a casualty is taken to hospital**, it is advised that another member of the group (preferably a member of committee) should accompany them.
6. **Where a serious incident or fatality has occurred** involving a student, it is the role of the police to inform relatives. For this reason, it is essential that no one speaks to the media or contacts relatives to inform them of the accident. Do not give information to **anyone** other than SU or UOL Security Staff members dealing with the incident.

**Reporting Incidents**

Following any incident, accident or injury during a planned activity, you should complete the student group incident report form (<http://bit.ly/2zQMDMM>) or in the case of a serious injury during office hours (weekdays 9am-5pm) call Union Activities on 0116 223 1181 or out-of-hours call campus security, 0116 252 2888.

Please provide as much information as possible about what occurred, what steps were taken and any injuries that were sustained. If you would feel more comfortable, you can come into the Union Hub office to report it to us. Where possible, this should be done within 24-hours of the incident.

**Briefing Members**

You need to brief your members prior to a bar crawl. This needs to include venues/routes and timings, general safety advice and an emergency protocol. For example:
1. Reynards: 8-9pm
2. R Bar: 9-9.30pm

3. Gate 38: 9.30-10pm

4. Yates: 10-11pm

You’ll also need to make your members aware which Committee member(s) are sober during the event and give them a committee member’s number as an emergency contact number, so that they can call you if there’s an emergency, or if they get lost.
**Please fill in this template briefing form and email distribute it to your members CC’ing in** **unionactivities@le.ac.uk****.**

**Bar Crawl Member Briefing**

|  |  |
| --- | --- |
| **Name of Student Group (in full)** |  |
| **Name(s) of Activity Organiser(s)** |  | **Contact Number** |  |
|  | **Contact Number** |  |
| **Sober Committee Members** |  | **Contact Number** |  |
|  | **Contact Number** |  |
| **First Aider** |  |
| **Date of Event** |  |
| **Bar Crawl Route****(include timings)** |  |

**General Safety Advice**

1. Please be aware of the bar crawl route and timings and attempt to stay with members of your group at all times. If you get lost, then try to contact your sober committee members, or another trip leader.
2. There will be other members of the public in the bars that you’re at, so be respectful of them and be aware of yourself and your belongings.
3. Remember to consider getting home safely after the event; take a taxi where possible and avoid walking through dark or secluded areas, especially if alone. Try to travel home with other people to make sure you all get home safely!

**Emergency Procedure**

In the case of an emergency, **assess the situation** calmly and using common sense and decide on a safe course of action. If the sober committee members or activity organiser(s) are around, notify them of what has happened.

For **minor injuries**, a trained first aider from your group/the venue should attend to the injury and make a decision about further action to be taken.

In the event of a **serious injury**, the designated first aider/activity organiser/sober committee member should contact the emergency services by dialling 999.

If you’re unable to locate any of the above contacts, or are alone, get to a safe place and try to call them.