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# University of Otago African Students Association (UOASA) Health & Safety Plan

## Purpose:

To provide a safe, inclusive, and supportive environment for all members and participants in ASA events and activities, in line with OUSA and University of Otago health and safety requirements.

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## 1. Responsibilities

- **Club Executive:** Ensure all events are planned with health and safety in mind, and that risks are assessed and mitigated.
  - **Event Coordinators:** Lead risk assessments for each event and ensure safety procedures are implemented.
  - **Members:** Follow safety instructions, report hazards or incidents, and look out for each other.
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## 2. Risk Assessment

- All events (social, academic, cultural, or sports) will undergo a **risk assessment** prior to commencement.
  - Potential risks include: slips, trips, falls, food allergies, crowd management, fire hazards, and COVID-19 or other infectious diseases.
  - Mitigation strategies include:
    - Safe venue selection
    - First aid kits and contact for medical assistance
    - Clear communication of rules and emergency exits
    - Assigning responsible individuals to manage hazards
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## 3. Emergency Procedures

- Identify all emergency exits at event venues.
- Ensure at least one executive member is trained in **first aid** and accessible during all events.

- Keep a list of emergency contacts (OUSA security, local health services, university support).
  - Report any incidents or near-misses to the Secretary, who maintains a **Health & Safety Incident Log**.
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#### 4. COVID-19 and Infectious Disease Considerations

- Follow University of Otago and Ministry of Health guidelines for gatherings.
  - Provide hand sanitizer and encourage mask use where necessary.
  - Members feeling unwell must refrain from attending events.
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#### 5. Event Safety Guidelines

- For off-campus activities, ensure travel arrangements are safe and communicated.
  - Food served at events must be prepared following hygiene and allergy guidelines.
  - Sports or physical activities must include warm-ups and supervision to prevent injury.
  - Limit alcohol consumption at social events in accordance with venue rules and legal requirements.
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#### 6. Review and Training

- Executive team to review this plan at least **annually** at the AGM.
  - New executive members will receive a **briefing on health and safety responsibilities**.
  - Encourage members to provide feedback to improve safety at all events.
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#### 7. Documentation

- Maintain a **Health & Safety File** including:
    - Risk assessments for events
    - Incident reports
    - First aid contacts
    - Venue safety documentation
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