



Clubs & Societies

CODE OF PRACTISE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

Club/Society: Freefall

The Aims of the Club/Society

To encourage people to take up skydiving and progress in it safely

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

Area of activity: travelling to and from the drop-zone and other areas

Procedures to follow

- The Exec will organise transport before hand. This will include; who is going and how they are getting there; this will be done at the weekly meeting or via email/phone
- Members of the exec present on the trip draw up trip lists and conduct head counts before leaving and after every stop.
- Safety Officer checks that all drivers have a license, insurance and up to date car tax and MOT and that mini-bus drivers are qualified, registered and following the Minibus drivers handbook before the cars are used or the drivers allowed to drive.

Areas of risk assessment covered:
Travel

Area of activity: Training/ instruction

Procedures to follow

- Drop Zones ensure that all RAPs or AFF students are taught by qualified instructors in accordance with BPA guidelines.
- President, Vice president or Safety Officer makes sure that everyone else knows what they are doing, have received the necessary training, in accordance with BPA rules. This is done at the weekly provisional meeting. It is compulsory for people to turn up to this meeting before going to the dropzone.

- The society will only use Drop Zones affiliated with the BPA or equivalent, safety officer checks this.
- Safety Officer reviews weather conditions before going and gives members advice on winter clothing to prevent hypothermia and frostbite; and in summer on water, sun screen and covering up to prevent heatstroke and burning. The trip will be cancelled in event of very bad weather.
- Everyone must fill out BPA health and safety form at the Drop Zone/ training centre before jumping or training.
- The society only uses professional drop-zones which undertake strict safety measures and procedures according to BPA regulations, Safety Officer checks this.
- Instructors and First Aiders are available and will be supervising at all times. President ensures that this is the case
- Information and advice will be given on clothing at the provisional meeting by president and safety officer. E.g. no heels, scarves etc to be worn. Members are required to wear flat lace up shoes. Exec members and instructors at the dropzone will check this before people can jump.
- All members of the exec are responsible for ensuring that everyone follows the rules. Anyone breaking Drop Zone rules or BPA regulations and bringing danger to themselves and others will be immediately suspended from the club by the President.
- Before jumping at the drop zone all members receive full training or a refresh from a qualified instructor at the drop-zone.

Areas of risk assessment covered:

Lack of Supervision, Health Problems, Clothing, Weather conditions, Activities undertaken at drop-zone

Area of activity: Skydiving

Procedures to follow

- Drop Zones ensure that all RAPs or AFF students are taught by qualified instructor in accordance with BPA guidelines.
- Exec members make sure that everyone else knows what they are doing and have received the necessary training, in accordance with BPA rules. The RAPs officer is responsible for ensuring that this is the case for people on RAPs courses.
- The Jump master on every load ensures everyone who needs supervision is being supervised and that BPA rules are being followed.
- Safety Officer ensures that the club only uses professional Drop Zones affiliated with the BPA or equivalent.
- Everyone must fill out BPA health and safety form to at the Drop Zone/ training centre before jumping or training.

- Information and advice will be given on clothing at the provisional meeting by president and safety officer. E.g. no heels, scarves etc to be worn. Members are required to wear flat lace up shoes. Exec members and instructors at the dropzone will check this before people can jump.
- Students must turn up to a meeting before jumping at the drop zone; If they don't attend then they must contact the president or vice president before they go to the dropzone or they are not allowed to jump.
- Society jump suits are available for all club members at the drop zone. The condition of the suits is checked by an exec member before being handed out.
- Instructors and First Aiders are available and will be supervising at all times. President ensures that this is the case
- All members of the exec are responsible for ensuring that everyone follows the rules. Anyone breaking Drop Zone rules or BPA regulations and bringing danger to themselves and others will be immediately suspended from the club by the President.
- Before jumping at the drop zone all members receive full training or a refresh from a qualified instructor at the drop-zone.

Areas of risk assessment covered:
Lack of supervision, Health Problems, Clothing, Activities undertaken at drop-zone

Area of activity: Socials

Procedures to follow

- When on socials no-one can pressure people to drink, this is the responsibility of the person organising the social, usually the social sec.
- Before the social begins the social sec will give advice on drinking water.
- At least one exec member on the social will be sober in order to deal with any accidents and if necessary warn people about endangering themselves. The person organising the social is responsible for ensuring that there is an exec member on the social who will not drink.
- Exec members organising the socials will avoid socials that involve cooking by members of the society, the society will use restaurants/ caterers instead

Areas of risk assessment covered:
Socials

Duty of Care

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in

such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society executive committee and may face expulsion from the society.