

Society Lead Handbook

YOUR NAME:

YOUR SOCIETY:



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Notice one of these? These indicate a frequently asked question!

WELCOME!

and thank you for volunteering to be a **society lead**!

Being a society lead is a wonderful, rewarding and fun experience where you get to build communities and help people find their people.

This guide will provide you all the information you need during your time in the role. However, if you are ever struggling to find an answer to your question, the Students' Union is also here to help! You can request a society support meeting with the SU at any point during the year.

People like you are a vital part in ensuring a positive University experience and we are so excited to work with you and seeing what your society does.

Have a good year and good luck!

-Norwich Arts SU



WHAT IS A STUDENTS' UNION?

The Students' Union ('SU') is a **student led** membership organisation, which is **independent** from the University; all students automatically become members upon enrolment, completely free of charge.

FUN FACT: The first Students' Union was established at the University of Edinburgh in 1884. It was called the Student Representative Council

Being student led means democracy is at the heart of what we do. The SU has two **Presidents** – these are elected annually and are the political leaders of the organisation, along side a team of elected Part Time Officers that represent the various communities at our University. They are elected on manifestos, a series of goals and objectives that guide their work in office.



Daniel – President of Education & Representation
Speak to me about Student Reps, Democracy and Education



Indi – President of Community & Welfare
Speak to me about Events, Clubs and Societies and Welfare

Your Officers are supported by a staff team, which supports the services provided by the Students' Union



George
Advice and Representation
Project Manager



Arran
Managing Director



Katie
Events and Communications
Project Manager



Patrycja
Communities
Project Manager

You can contact any staff member by emailing studentsunion@norwichuni.ac.uk

SU's have a variety of functions, each one unique in it's structure and operations although there are some similarities. Below you can see a diagram outlining some of the things we do:



OUR STRATEGY

broadly speaking, the overall aim of our strategy is to **know all of our students**. We aim to do this by helping you to:



FIND YOUR
VOICE



FIND YOUR
PEOPLE



FIND YOUR
FUN

For clubs and societies, this means:

a variety of
societies and
activities available
throughout the
year

working towards
societies being as
easy and
accessible to run
as possible

enabling those
with shared lived
experience to
build communities
and organise

developing Trial-
A-Soc*, which
introduces a new
means to create
societies

developing course
based societies to
enhance
academic
experience

*trial-a-soc is where the SU team run a society for up to 6 weeks followed by students taking it over

OUR STRUCTURE

Trustee Board

The Trustee Board is the highest governing board of Norwich Arts SU. It holds legal responsibility over the organisation.

Executive Committee

Executive Committee takes what is decided before the below actions and fulfils the work

Academic Affairs & Representation Council

This council sees policies and makes decisions on matters regarding Education

EDI and Welfare Council

This council sees policies and makes decisions on matters regarding EDI and Welfare

Part Time Officers

We have a team of part time officers that covers educational and liberation remits. They work with the SU on their own campaigns as well as sit on the above councils

Student Reps

These are elected for every year group within each course and they champion student voices on academic matters. They attend Student Forums and Student Rep Groups to relay your feedback.

Society Leads

This is YOU!

Society Leads volunteer their time to run clubs and societies.

Societies can be built on shared interest, culture or lived experience. They help us in our aim of enabling communities and help students find their people.

WHAT IS A SOCIETY OFFICER?

Your main responsibility will be to ensure that your society is **running smoothly and in accordance with SU procedures and code of conduct**. The following list highlights some of the main things you will get up to as a Society Lead:

- Facilitate regular meet ups, including securing venues, resources and funding as well as promoting your group
- Ensure regular communication with the SU
- Attend relevant training and meetings
- Create inclusive, welcoming and accessible communities
- Remain legally compliant, in areas such as health and safety, GDPR and the Equality Act
- Contribute to events & campaigns hosted by the SU
- Find someone to run your society when you have decided you no longer want to or you graduate



We understand this may seem scary. The SU is here to support you while you are in your role. Besides this handbook, you will receive training and can request a 1-on-1 with the Communities team at any point. Remember that the SU is in your corner, and is around to help you be the best society you can be.



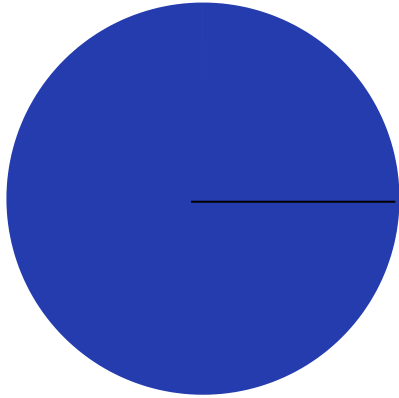
Do I have to run my society within the SU?

While there is some work involved in running a society, affiliating your group with us grants you a lot of benefits, including:

Training	Insurance	Operational Support	New Skills
Advertising	Funding	Room Booking	SU Awards

If you choose to not formally set up your society with the SU but run it anyway, you should not use the SU or the Universities name in your social media or other advertising and make it really clear – such as in your Instagram bio – that you are not affiliated with either organisation.

WE ASKED SOCIETY LEADS ABOUT THE SKILLS THEY DEVELOPED...



100%

100% of those surveyed could name
multiple skills they developed as a
society lead

end of year society lead survey, 2025

Some of the skills they named are:

COMMITMENT
TEACHING
SOCIAL MEDIA
CONFIDENCE
TEAMWORK
PLANNING
BUDGETING
RISK ASSESSMENTS
LEADERSHIP
TIME MANAGEMENT
EVENT MANAGEMENT
ADVERTISING

SIGNPOSTING STUDENTS

Content Note – this section mentions sensitive topics such as mental health, sexual assault and discrimination.

While a society lead, students will see you as someone they can trust. You may find that people attending your events disclose details regarding their physical or mental wellbeing, or issues they are facing within their course. **You are not a counsellor, mediator or doctor.** If you are not the correct person to help someone, it is okay to admit that and signpost them to someone who is better trained and equipped. There are several places you can signpost a student:

Students' Union

can help with matters relating to academic complaints and appeals or behavioural issues

provides free, no questions asked, food and household items to students through the Community Pantry

provides free condoms and dental dams in the SU Lounge

Student Support

can help with concerns regarding mental health, accommodation, finances or disability

You Report We Support tool can be used to report an incident of sexual misconduct, harassment, bullying or hate crime to the University.

hold a drop Monday - Friday during term time, 12:30-3:30

Student Enquiries

can help with your Timetable, Council Tax Exemption, Student Status Letters and general advice and guidance about your course such as transfers or intermissions

Their office is located Foyer of St Georges Building (first glass door to your right as you enter the building, before the swipe doors).

If someone discloses information to you which you find concerning, please contact the Students' Union and we can help you figure out next steps.

HOW TO GET STARTED

Dividing Workload

At Norwich Arts SU we give you the freedom to organise your society committees in a way which suits you. This could mean:

- Each society lead takes on a specific role. Eg. One person is responsible for submitting paperwork to the SU, one person is responsible for social media and one person is responsible for running the sessions on the day
- You integrate splitting workload into the planning process, and clearly define roles and responsibilities for each event independently
- One person takes ownership of an event, with another person taking ownership of the next event

There is no one way of running your society; different things will work for different people.

Top Tip: At the start of the year, meet with your fellow society leads and decide how you want to divide the workload. Remember to be kind to each other and communicate. Everyone has personal lives and it is okay for plans to change. Treat your fellow society leads with respect and compassion to ensure a positive working relationship



Organising Events

The nature and frequency of your events is entirely up to you. You can host events on campus, off campus or online.

Consider what encourages new members to join, what keeps the society exciting and what helps achieve your goals be it professional or for the society. Remember that there is no harm in asking your members what they would like to see, this can give you a good starting point for planning.

However, there are some processes and rules that must be followed when running your society. Before we go over these, we will look at what a year in the life of an SU looks like to give you an overview of the sorts of things you may want to get involved with throughout the year

A YEAR IN THE LIFE OF THE SU

SEPTEMBER – FRESHERS

The start of the year is when engagement is the highest; book a stall at freshers fair and plan what you want to do during the first few weeks!

OCTOBER – BLACK HISTORY MONTH, STUDENT REP ELECTIONS

There are a variety of liberation related celebrations throughout the year, such as BHM. Consider how you can involve your society in these. If you would like to but are unsure, speak to our team!

NOVEMBER – MOVEMBER, DISABILITY HISTORY MONTH

JANUARY – WINTERFEST, SPILL THE SOCIE-TEA

Spill the Socie-tea is the SU's annual society survey, where all students whether they attend, don't attend or run societies can have their say and shape societies. Prizes are given out to individual students and the society with the most responses!

DECEMBER – Running Christmas themed events is super fun! Remember that not everyone in your society will celebrate Christmas, so consider how you can make your society inclusive during this time

FEBRUARY – LGBTQ+ HISTORY MONTH

This is when you should start looking for people to run your society next academic year

MARCH – WOMENS HISTORY MONTH, OFFICER ELECTIONS

Have you enjoyed running societies? Consider running for one of our Officer roles! You should also let us know who is taking over your society by the end of March.

APRIL – Students get really busy this time of year so expect engagement to drop

MAY – SU AWARDS, HAND IN

You made it! Remember to let the SU know when your last meet up will be and start preparing a handover for your new society officers as this is when we will train them

JUNE/JULY/AUGUST

The summer is mostly for planning and preparing, so spend some time chatting to your society lead team figuring out what you want to do. The SU is still available to help our with any queries during this time

A YEAR IN THE LIFE OF SOCIETY

print of this page and use it to plan your year

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRRUARY

Start looking for people to takeover your society

MARCH

APRIL

MAY

SUMMER

ORGANISING A SOCIETY EVENT



TURN YOUR IDEA INTO A PLAN

Hold a planning meeting with your society leads and ask yourselves the following questions:

- What do we want to achieve with the event?
- What activity will we be doing?
- Where is best for the event to take place?
- When should the event take place?
- Do we need to make any purchases for the event? How much money will we need?
- Who is doing what?
- Will this event be regular?

Asking yourselves these questions will mean you all have an understanding of what is happening and what your roles are.



SUBMIT YOUR PAPERWORK

All events require a Risk Assessment, more on this later

Your event will require a funding request if you require funding, more on this later

Your event will require a room booking request if it is taking place on campus. You can also submit your Risk Assessment and **Funding Form** through this request. If it is off campus, you can submit these via email.

If your event is ticketed, you will also need to **request a Native listing** (historically, society officers have had to set up their own tickets but we have taken this work off of society officers)

Some events will require additional steps, such as External Speaker requests or trips.



PLEASE SUBMIT THESE FORMS AT LEAST **2 WEEKS** BEFORE YOUR EVENT, THEY ARE PROCESSED BY ONE STAFF MEMBER WHO OVERSEES 30+ SOCIETIES, PLEASE BE PATIENT AND GIVE US TIME

Unsure what is needed? Refer to our Event Checklist available on the committee hub or email the SU and we can help.



Why do we have to do so many forms?

The short answer is, the law. SU's have to remain compliant in a variety of areas such as Health and Safety or Charity Law. These processes exist because they have to, but we try to make them as accessible and clear as possible. Feel free to suggest improvements!



PROMOTING YOUR SOCIETY

You can start promoting your event **once it is approved by the SU**, and there are multiple ways to do so.

ONLINE	IN PERSON
Request a Native Listing, all students have access to Native so promoting your event on there keeps your society accessible	If you would like to set up a stall around campus to promote your society or do something interactive then reach out and we can help you do this!
Promote your event via your social media and groupchats, if you want anything shared by the SU you can message us to ask	Make leaflets and put them around key social areas on campus, do some chatting to students to encourage them to come to your event
The SU sends out a weekly Society events list on social media - working with the SU on your event means it'll be promoted to more people via SU channels	Put up posters around campus, use notice boards where possible and an adhesive that won't damage the walls. Take your posters down after the event and do not cover up Health and Safety information

Top Tips for leaflets: Ensure they are informative - include information on where and when your society meets or how you can find out more. Make it fun and exciting; Metal and Alternative Rock Society (M.A.R.S) made their leaflets in the shape of a rocket. Futureproof them - will they only be relevant for a month? This prevents waste and reduces your workload, as you don't have to make them again. Lastly, a leaflet should be A5 at most but posters can be bigger.



What can we do at the Societies Fair?

More information on how much money you can spend will be provided closer to the time, however you can do almost anything. Most people give out free stickers, sweets, prints or badges but we encourage you to be creative with it to make your society memorable and interesting.

4

TIE UP LOOSE ENDS AND HAVE FUN!

Before the event takes place you have your final opportunity to tie up loose ends.:

- Have you purchased everything you need for the event? Remember to hold onto all receipts and stick to the budget you agreed on in the Funding Form. Once the purchases are complete, send your receipts and your bank details to the SU for reimbursement
- Check how many tickets you have sold - this will help you go into the event prepared
- Check in with your society leads to make sure everyone is happy and clear on how the event will run

Then your event can take place - remember your role in this but also enjoy it! Mingle with new people, catch up with friends and have fun! Before it is over, remind attendees to follow you on social media or add them to group chats

5

HOW DID IT GO?

After the event, reflect on how it went! Think, what went well, what can you change for next time.

Also, let the SU know how it went - we love hearing about your wins and successes! if it didn't go well, we can help you figure out why and how it can go better next time. But you've probably done a great job and everyone left super happy!

Event Checklist

Plan, plan, plan!

Receipts sent to SU

Risk Assessment

EVENT DAY!

Funding Form

Reflect

Room/Venue Booked

Event page on website

Social Media/Campus promotion

Purchases Made

EVENT PLAN

Print this out to help you plan an event for your society

Your Society:

Date of event:

The event idea is...

Things to buy/rent and cost:

We will promote the event by:

Total Budget:

To Do List:

Task Assigned To:

GROWING YOUR SOCIETY

We have already discussed promoting your events on social media. However, make sure you use social media safely and in a way that is inclusive.



DO'S

- Use accessible fonts and colours
- Report any suspicious or harmful activity to the SU
- Post regular updates about your events and plans
- Give the SU your social media log ins so new society officers don't have to make new accounts
- Be creative!



DO NOT'S

- Post your or someone else's personal information, such as phone numbers or addresses
- Post photographs without people's consent
- Post content that could make people feel unsafe
- Post advertisements, endorsements or accept sponsorship deals without informing the SU

BRANDING ALERT

Both the SU and the University have undergone a rebrand. Your social media should not include 'NUA' or 'NUASU' in the usernames or bios.

Please use 'Norwich Uni', 'Norwich Arts' or ideally 'Norwich Arts SU' instead.

You can also grow your society by getting involved in SU organised campaigns and events, such as Winterfest. More information on opportunities to get involved with the SU will be provided throughout the year.

GROUPCHATS

A good way to build community is to have a groupchat, however there are some things you need to consider to ensure these spaces are safe.

WHO IS IN THE GROUP CHAT?

You should only be adding current students to your groupchats, as only SU Members are permitted to attend societies. Add people who have purchased a membership or who has attended an event. **Don't post links online that allow people to join without approval.**

WHAT DO YOU ALLOW ON YOUR GROUP CHAT?


Having clear guidelines on what is and is not allowed in a groupchat will help keep your members safe. Some apps will allow you to limit access until rules are agreed to (such as Discord), while others will allow you to pin a message with the groupchat rules

DOES THE SU NEED TO BE IN THE GROUPCHAT?

No, we do not. If your group is on Discord we would like you to invite us in case your society goes dormant and is adopted after you have graduated.

WHAT IS YOUR GROUP CHAT ON?

This might be a good thing to ask your members. Discord is very popular, as is Instagram. Consider what is accessible and safe.



TOP TIP: You shouldn't only be active in one groupchat, as this prevents new members from finding you and your community from growing. Remember to keep a somewhat active social media and on campus presence to encourage new members. Keeping in touch with the SU and using things like Native and the weekly emails will also reach those students who do not use social media.

If your group chat is on Instagram, ensure your society Instagram account is also included in the group chat. If you have any questions about why we do this please come chat to us.

THE LEGAL STUFF

The Students' Union is responsible for implementing a range of policies and procedures to ensure we uphold our legal responsibilities in line with UK legislation. As a Society Lead, it is important that we pass on some key information to you to ensure that you are aware of your responsibilities in upholding our guidelines and commitments. In the sections below there are some key things to monitor throughout the year with regards to Health & Safety, Equality, Diversity & Inclusivity and Data Protection.

HEALTH AND SAFETY (H&S)

We want all of our students to remain safe and healthy when undertaking any activity within the Students' Union. You play a really important role in this, but you are not alone in working toward this goal.

As a Society Lead you have two jobs in relation to H&S:

1 Completing Risk Assessments for all society activity

2 Reporting accidents and near misses to the SU



What do I have to complete risk assessments?

Society activity is covered by our Insurance policy, which requires risk assessments to be completed for all events. We ask society leads to do this, because you are the ones present during an event and as a result you need to be aware of the steps that need to be taken to make your event psychologically and physically safe. We are here to support you in this.

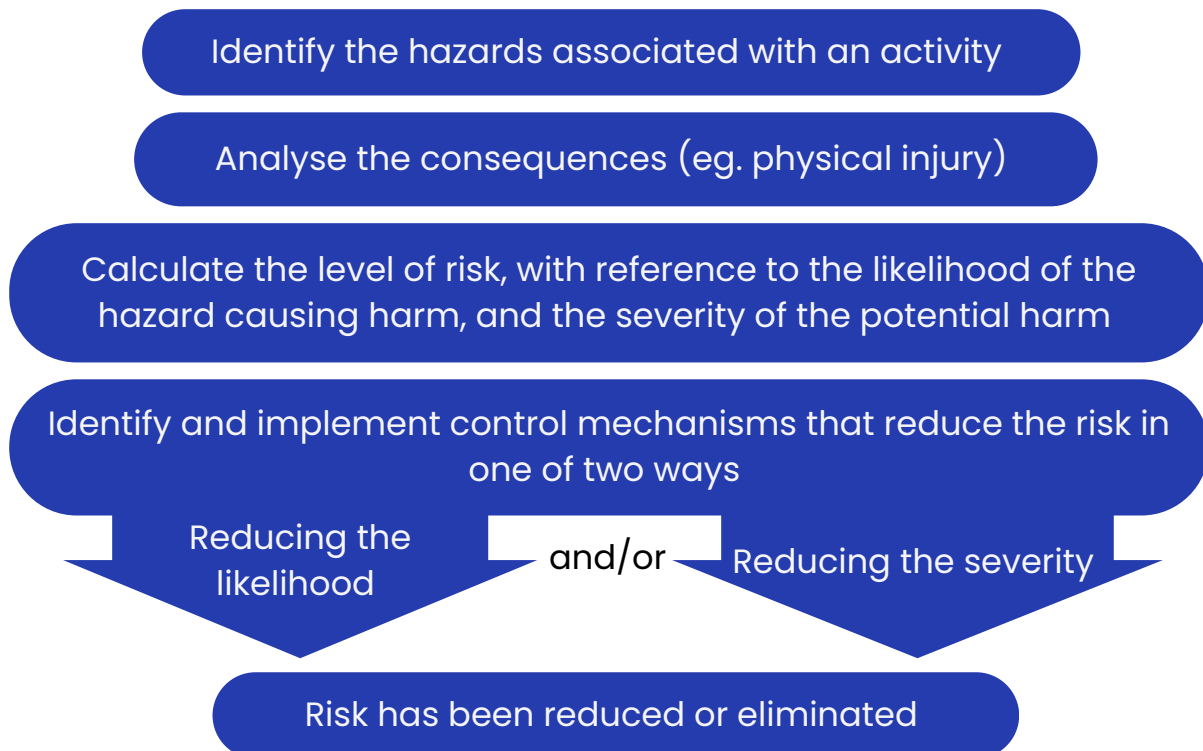


What happens if I don't fill out a Risk Assessment?

In the first instance of an unauthorised, not-risk assessed event taking place, you will receive a warning. If it happens again, we may withdraw support for the Society temporarily or permanently.

Risk Assessments

Risk Assessments (RA's) are a legal requirement under the Management of Health and Safety at Work Regulations 1999. RA's are more than a form, they are a process:



The RA form reflects the above process, and we will review each step in more detail.



When do I need to complete a risk assessment?

Most societies have a **core activity, for example:**

Volleyballs core activity is training at UEA Sports park

Film Socs core activity is film screenings in DS20

Chess Club's core activity is playing Chess in St Andrews

At the start of the year/your time as a society lead, you will complete a risk assessment that covers your core activity for the whole year. If you run an event or meet which is substantially different to your core activity (eg. new venue, new activity or new element) a new RA must be filled in, for example when

Volleyball play a competitive game

Film Socs go to the cinema

Chess Club go on a pub crawl

If your society does not have a core activity, each event will require a new RA, and planning your term ahead can be really useful to manage this.

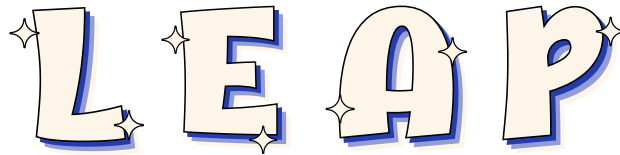
Identify the hazards associated with an activity

HAZARD = anything that has the potential to cause harm

There are six main types of hazards, those highlighted in blue are the ones you are most likely to come across:

Mechanical – created by powered operation or apparatus or tools (eg sewing machine)	Physical – substances or conditions that may harm your physical safety (eg. spillage)	Chemical – substances which are dangerous due to their intrinsic properties or generation of waste product (eg. saw dust)
Organisational – hazards associated with behaviour and people	Environmental – conditions or events that effect your environment and adversely affect peoples health (eg. loud noise or temperature)	Biological – organic substances or micro-organisms that pose a threat (eg. food hygiene or animals)

The first page of your risk assessment will have a checklist with some hazards that may be associated with your activity. Tick those that apply, but remember that this is not an exhaustive list so consider whether there are any other hazards that may come up. When thinking about what other hazards may be involved, remember:



LOCATION | EQUIPMENT | ACTIVITY | PEOPLE

Analyse the potential hazard (eg. physical injury)

Consequences take place when someone or something interacts with the hazard and creates a hazardous event. Your RA should consider:

- who faces the consequence (eg. students, staff, passerbys)
- how they are harmed (physical injury such as broken leg, property damage such as broken equipment or reputational damage to the society/SU)
- and the details of harm



for example, a hazard associated with most events will be trips and slips, as trip hazards can be anywhere. the consequence of this could be faced by students attending or passerbys, there could be physical injury such as broken bones or bruises or damaged property depending what was tripped on

Calculate the level of risk, with reference to the likelihood of the hazard causing harm, and the severity of the potential harm

A hazardous event has a likelihood of happening and the consequence has a severity of injury. You use these two factors to calculate the level of risk with the below risk calculator.

LIKELIHOOD X SEVERITY = RISK

		Severity →				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Severe
Likelihood ↑	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Certain	5	10	15	20	25



for example, if the likelihood of someone tripping during a social event in the SU Lounge is **3 - Possible**, and the severity of injury could be **4 - Major**, the risk is **12**. A risk level of 16 is not acceptable, which is why we implement control mechanisms.

		Severity →				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Severe
Likelihood ↑	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Certain	5	10	15	20	25

When estimating the severity and likelihood, think about what is not an unreasonable possibility. You can use the below guidelines to help you understand severity:

Insignificant – first aid injury, such as minor cuts or bruises

Minor – short term injuries, such as cuts that require stitches

Moderate – significant longer term injuries, such as broken bones

Major – permanent life changing injury, such as brain injuries or severance

Severe – death

Identify and implement control mechanisms that reduce the risk in one of two ways

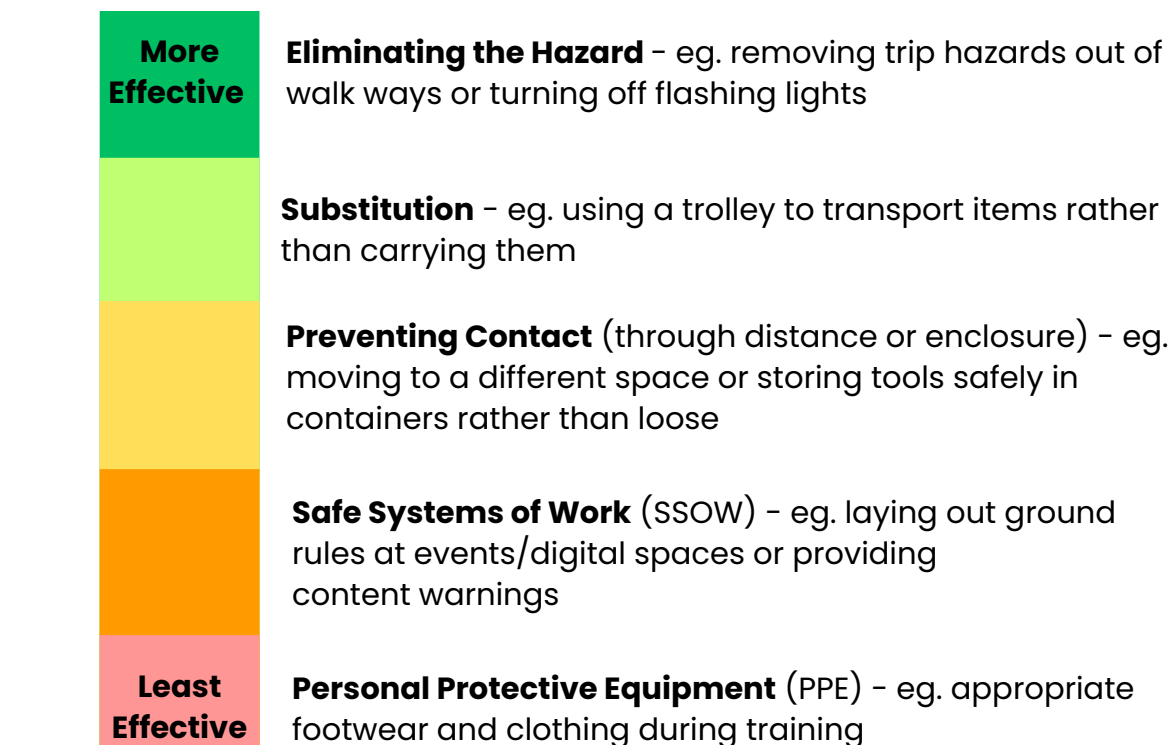
Reducing the likelihood

and/or

Reducing the severity

To reduce risk you can either **reduce the likelihood** or **reduce the severity**. Sometimes you can do both.

We do this with control measures, which vary in effectiveness. You should prioritise using more effective control measures



for example, going back to our example, we can reduce the risk of slips, trips and falls by:



ensuring bags and coats are kept underneath tables or in a corner to prevent trip hazards (this eliminates a part of the hazard, and reduces the likelihood of consequence)

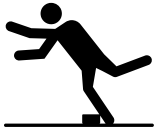
ensuring all cables are safely tucked away rather than being spread throughout the room (this prevents contact with the hazard, and thus reduces the likelihood of injury)

reporting any issues with the room that could cause a trip or slip hazard (this eliminates the risk and thus reduces the likelihood of the consequence)

knowing how to contact a first aider in the space you are in (this is a SSOW and can reduce the severity of the consequence as the injured person can be seen to before their condition worsens)

Risk has been reduced or eliminated

Once we have identified with control measures we can implement, we re-calculate the risk. If the risk has not been reduced, you need to implement additional control measures.



for example, after we have implemented the above control measures, the likelihood drops to **2 - Unlikely**, the severity drops to **3 - Moderate**, the resultant risk is **6**

		Severity →				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
Likelihood ↑	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Certain	5	10	15	20	25



So what do I do if an accident occurs at my event?

If an accident occurs and someone is injured, you should seek a first aider.

At an external venue, **you should ask a member of staff at the start of the event** how to get a first aider to you if you need one.

If you are on campus you can **contact reception during officer hours, or the duty manager out of hours**, and inform them that you need a first aider and which building you are in. Look out for these posters around campus which will help you contact them.



Once the situation has been handled, and it is reasonable for you to do so, you should report the accident to the SU via the Accident Reporting Form. You can find a link to this on the [committee hub](#). We will contact you and the injured party to make sure everyone is okay.

You need to report all accidents and near misses, so if someone falls over but is not injured you should still let us know. The purpose of this is so we can prevent near misses from becoming accidents in the future.

Let's go over one more example

Identify the hazards associated with an activity

Food Hygiene and Food Allergens

Analyse the consequences (eg. physical injury)

Students who consume improperly prepared food could become ill with food poisoning, depending on what is served this could be fatal. Students with allergies who consume the food or are in the vicinity could become seriously ill, potentially die

Calculate the level of risk, with reference to the likelihood of the hazard causing harm, and the severity of the potential harm

The likelihood of someone becoming ill or having an allergic reaction with no control measures is **4** - **Likely**. The severity could be **4** - **Major**.

The risk, therefore, is 16.

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
Likelihood	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Certain	5	10	15	20	25

Identify and implement control mechanisms that reduce the risk through reduce the likelihood (RL) or severity (RS)

Encourage people to bring only pre-packaged food that is in date and unopened (RL)

Keep original packaging so people can check for allergens (RL)

Avoid common allergens such as peanuts (RL)

Gather people's dietary requirements before the event to check if anything needs to be avoided, or if you need to provide gluten free/dairy free food (RL)

Know how to contact a first aider (RS)

If ordering food, check food hygiene certificate of restaurant and let them know if there are any allergies they should be aware of (RL)

Risk has been reduced or eliminated

The likelihood of someone becoming ill or having an allergic reaction following the control measures is **2** - **Unlikely**. The severity could be

3 - **Moderate**

The risk, therefore, is 6.

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
Likelihood	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Certain	5	10	15	20	25

SPECIALIST RA'S

(such as sport or trips)

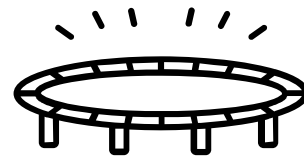
Some more specialist risk assessments will require more consideration. This includes sport risk assessments or higher risk activities such as trips, or creative activities that require machines or tools.

The process for writing the Risk Assessment is the same, but we encourage you to seek out risk assessment examples to help you fill out the form. The SU can help you find these.

RA'S FOR EXTERNAL EVENTS

When you are taking an your society to an external venue, you are responsible for the activity you bring to the venue and the venue is responsible for the premises.

for example, if you go to Gravity Trampoline Park



YOU are responsible for ensuring people are wearing appropriate clothing, know the rules of the trampoline park, know how to get there, aren't intoxicated or consuming food, reporting any spillages mess or damage to the venue, following instructions of staff during an evacuation, knowing who the first aider is (non exhaustive list)

GRAVITY is responsible for checking the safety of the trampolines, keeping the building safe, having evacuation procedures in place, having a first aider on site, ensuring the safety of any food or drink they supply (non exhaustive list)

Your risk assessment should cover the things you are responsible for and recognise that the venue also has policies that you will follow.

When working with an external venue you should always obtain a copy of their risk assessment and public liability insurance.



THATS IT ON RISK ASSESSMENTS!

We know this part of being a society officer can be daunting or even boring, but we are here to help you figure it out! Please do get in touch if you would like more guidance on Risk Assessments

DATA PROTECTION (GDPR)

You are likely to hold a range of personal information relating to your members such as names, email addresses and other contact information. General Data Protection Regulations outline strict guidelines on managing, processing and handling personal data. You can follow these steps to ensure your members personal information remains confidential at all times:

Only make personal information accessible to SU Staff and Society Leads

Never share personal information without express permission from the individual.

Password protecting any documents which contain personal information.

Limit the amount of data you store

Personal information must not be used for any other purpose other than for communication relating to your club & society.

EQUALITY, DIVERSITY AND INCLUSION

All Societies must be open to all students regardless of:

- age
- sex
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race inc. skin colour, nationality, ethnicity or national origin
- religion, belief or lack of religion/belief
- gender identity
- sexual orientation

These are called 'protected characteristics' under the Equality Act 2010 and apply to anyone in work or education. It is against the law to discriminate against anyone who has these characteristics.

If you believe someone in your society is discriminating against members, please speak to the SU about this. Students who are victims or witnesses of discrimination can report incidents using Student Support's You Report We Support Tool.

TOP TIP: There are ways in which you can integrate inclusivity and accessibility into event planning. Think about:

- The food you provide during an event; does it cater to different allergies, intolerances and dietary requirements?
- Where your event takes place; are the spaces you are using wheelchair accessible?
- The content; what films are you watching, or music are you listening to?
- Promotion; can new students find out information about your society easily? Are your promotional materials accessible?

If you have any concerns about access to your society, get in touch with the SU and we can help you figure it out.

FUNDING YOUR SOCIETY

There are multiple ways to fund society activity, including using the SU society grants, sponsorships and fundraising

SU Funding

SU Funding is available to all societies to fund their activity, and can be requested via the funding form, which will ask you what you are looking to spend money on and ask for evidence of your workings such as screenshots that show the cost of the items you want to buy.

Some costs are pre-approved, but must still be requested. Requests that exceed these amounts will be deferred to the President of Community for consideration. The SU retains the right to reject a request that falls within the pre-approved amount due to, for example, limited budget or unreasonable overuse. You can read more about this in the funding policy which is available on the SU Website.

Pre Approved amounts 2025/26:

Snack Foods; up to £20

Hot Food; up to £70

Equipment (non-sport); up to £30

Equipment (sport); up to £50

Promotional Materials; up to £10

Media Hire; up to £5

Model Hire ; up to £30

There are two key rules

- Always ask for funding before making a purchase
- Keep all receipts, as we cannot refund you without a receipt that includes what was purchased, when and where it was bought and how much it cost.



Sports clubs charge a membership to cover some of the cost associated with them, such as instructor cost or court hire. The above funding pot can be used by Sports clubs to host social events or purchase new equipment. The SU does not profit off of sports memberships, on average they cover 50% of the basic costs incurred.

FUNDING YOUR SOCIETY

Sponsorship

Societies can fund their activity through sponsorships from businesses in Norwich. There is currently no formal process for this and if you are interested in exploring this with your society please email the SU, but recognise that sorting this will take some time.

Fundraising

Societies can fundraise for society activity, such as for competitions or a bigger event. If you would like to do this, please get in touch with the SU and we can help you set something up.

Please note that strict rules apply to charitable fundraising due to the SU being a charity.

Societies are also not allowed to fundraise for individual students, for example to fund final projects.

SOCIETY HANDOVER

In February you should start recruiting next years Society Officers, and once you have recruited them you can start completing a handover with them.



Why in February? That is so early!

We want to move to a system where we have a full list of society officers by the end of April, so we can complete training for the next academic year at the end of May. This will mean societies have a much smoother start in freshers and can begin planning over the summer rather than rushing in the first couple weeks of Freshers.

Recruiting the Next Committee

The key thing to remember is that you want to recruit fairly, accessibly and equitably. You do not want to force people to take over the society, instead you want to encourage people to take the opportunity. Ideally you want to find 2 or 3 people to take over.

Some ways of recruiting new society leads include:

- at the start or end of your sessions , let your attendees know that you are looking for people to takeover and that they can get in touch with you if they are interested
- post a message into your discord server, or create a post for your social media saying you are looking for new society leads
- put up posters in the SU Lounge or relevant areas of campus (remember to take them down when they are no longer relevant!)

Once you have found someone to take over, email the SU to let them know!

If you want to remain being an officer, you are more than welcome to! We still recommend putting a call out for people to join you - it is good to have someone on your committee who is in year 1 or 2 while you are in year 3 as you can mentor them so they can take over after you graduate.

COMPLETING A HANDOVER

The SU will train all society leads each year on processes and rules that ought to be followed, however you should still want to have a chat with the new society leads and handover what you know.

On the next page you can find a handover template which you can use to complete your handover. There is also a guidance document on the committee hub that goes into more detail

If you have any other questions about recruiting new society leads or handing over, do reach out to us and we are always happy to help!

There are also somethings you should tell the SU before you leave!

Things to tell the SU before I leave

- social media log in
- copy of logo
- discord link and discord admin rights
- any other social media log ins

.....SOCIETY HANDOVER

YEAR:

Things that went really well:

Things we wanted to do but didn't get a chance to

Top tips for being a society lead

Which spaces on campus work well? Which venues/businesses are popular with students?

Advice for the Societies Fair or promoting the society

Anything else?

Remember to also give them copies of the most up to date logo, social media log in details and any risk assessments that have been approved!

TOP TIPS

Below you can find some advice from Society Leads that came before you.

1. **Be present online!** Don't spend too much time on individual posts though, maybe make a few templates on Adobe Express or Canva to edit over the year. Having some **interesting branding elements** can help you stand out, you could even hold a session with your group about choosing the new branding for the year. You can also then use this branding to make quick physical media too, such as posters

2. **Keep sessions consistent.** Whether it's once a week or once a month, **try to keep to a schedule** that is attainable for yourself and for your members. Once you have figured out when the best day to meet is, try to stick to that day as much as you can. It helps with scheduling, and means eg. "Thursday is society meet day" is automatically in members heads.

3. **Try to be outgoing for those who aren't.** This is especially important as it supports newer members and quieter members. Encourage existing members to be welcoming to new members.

4. If you are stuck on event planning or do not know what to offer as a part of your society, **speak to your members!** Hold a session or create a survey to get an idea of what everyone wants to do. If they give you nothing to work with, go to google!

5. **Prepare events in advance!** Things will get busy nearer the end of the year for yourself and your members, allocate some time to have some bits planned for when you are too busy to make arrangements at the time. You could also consider suspending meets during submission periods to take pressure off of yourself if you are finding it tricky to manage!

6. If you are finding something difficult, **ask for help!** There will always be someone around in the SU to support you- whether that be with events planning, paperwork or just need to run ideas past a fresh face!

TOP TIPS

7. **Allow your own style to influence your society** – everyone will run their groups differently depending on their own preferences and interests. If you are really interested in offering a particular event- go for it! Have a session or chat with your co-leaders to discuss what each of you would like to bring to the society before the academic year begins.

8. **Collaborate with other societies!** This might be particularly useful if you would like to run a particular social but don't have quite enough people, or you are looking to expand the social circles within your society. Get in touch with the SU and other society members if you are interested in doing this.

9. **Keep on top of your documents.** When running a society you will often need to store information or make notes. Keep a separate folder of all your society related stuff and make sure everything is labelled! Some society leaders like to keep one large spreadsheet to manage timetabling, session ideas and such- others prefer to use other ways to organise, try a few things out and make sure it works for you! It also **helps to keep organised** so you don't have as much to do when handing over your society to anyone who takes over later.

10. **Enjoy it!** Being a society officer is a unique and hopefully rewarding position to have during your time at university. You will learn all sorts of skills and tricks for society management as you go. Make sure you are working with your other team members and don't put too much work on yourself- everyone will have a different tolerance and amounts of time for how much they can add to a society. If some times you are busy, speak out and arrange for someone to cover you and vice versa- **no hobby or interest is fun anymore when you overwork yourself!**

WHAT TO DO WHEN YOU DONT KNOW WHAT YOU ARE DOING

It is absolutely normal to sometimes feel lost or confused about what you are doing, particularly when you are a first time society officer. Here are some ways to figure out what to do:

1

Check out the committee hub!

We have created a brand new committee hub on the SU website which has all the form, guides and toolkits you may need in your time as a society officer. Check if you can find your answers there.

2

Email the SU!

If you have a quick question about processes or rules, email the SU. If you prefer to you can send us a teams message or pop into the offices instead.

3

Book in a meeting!

The SU offers 1-on-1s with societies available on request. You can use these meetings in any way you want such as to brainstorm ideas or to create a detailed plan together. These meetings can be in person or online.

4

Drop into the Society Leads Office!

The SU will now be running a Society Leads Officer every two weeks. We will book out a room on campus for society leads to gather and use the space to some society admin, whether that's planning your next event or making some social media posts. The SU will be there to help with questions, and this is also a good opportunity to meet other society leads.

The support we provide to societies varies because each society needs a different level of support. If you are feeling overwhelmed or don't have enough time to organise an event you really want to run, come speak to us and we can divide the workload between us!

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced, light gray horizontal lines running across the width of the page. The background is a clean, solid white color, providing a clear space for writing or drawing. There are no margins, text, or other markings present on the sheet.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal grey lines spaced evenly apart, typical of standard notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings present.

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