**SPORTS CLUB/SOCIETY OFFICER RECORD SHEET**

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| **Club/Society** | Warwick Nintendo Society | **Effective From (Date)** | 22 February 2017 | **Academic Year** | 2016/17 - 2017/18 |

We, the undersigned, being officers of the Club/Society have read and agree to abide by both the financial regulations and the Warwick Sport/Societies Federation Regulations, as amended from time to time. WE UNDERSTAND THAT AS OFFICERS OF THE AFOREMENTIONED CLUB/SOCIETY WE MAY BE HELD PERSONALLY LIABLE FOR ANY UNAUTHORISED EXPENDITURE (Copies of the Finance Regulations and Warwick Sport/Societies Federation Regulations available [www.warwicksport.warwick.ac.uk](http://www.warwicksport.warwick.ac.uk) or [www.warwicksu.com/societies](http://www.warwicksu.com/societies)   
We have also actively read reviewed, updated where necessary and agree to the club latest Code of Conduct (Sports Club Only), Constitution and Risk Assessment (found online at warwicksport.warwick.ac.uk or www.warwicksu.com/societies)

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| **Position** | **Name** | **Term Address & Tel Number** | **Email Address** | **Mobile Tel No** | **Student No** | **Minibus Driver Y/N** | **Signed ✍** |
| President | Timothy Sit |  | t.sit@warwick.ac.uk | +44 7719 570407 | 1204154 | N | Screen Shot 2017-03-02 at 23.20.12.png |
| Vice President | Daniel Ilett | 45 Tachbrook Road, Leamington Spa, CV31 3DT | D.Ilett@warwick.ac.uk | +44 7593 940750 | 1408176 | N |  |
| Treasurer | Daniel Ilett | 45 Tachbrook Road, Leamington Spa, CV31 3DT | D.Ilett@warwick.ac.uk | +44 7593 940750 | 1408176 | N |  |
| Secretary | Kieren West | 31 Templars Field, Canley, Coventry, CV4 8FR | k.west@warwick.ac.uk | +44 7722 152734 | 1509312 | N |  |

**PLEASE GIVE INFORMATION BELOW ON WHO HAS RESPONSIBILITY FOR EQUAL OPPORTUNITIES AND SAFETY**

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| Equal Opp’s | Timothy Sit |  | t.sit@warwick.ac.uk | +44 7719 570407 | 1204154 | N | Screen Shot 2017-03-02 at 23.20.12.png |
| Safety | James Handy |  | j.handy.1@warwick.ac.uk | +44 7846 820887 | 1501822 | N |  |

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| Are you willing to allow your name to be forwarded to outside bodies in your capacity as club official? y/n | Y | Best person to contact | Timothy Sit |

***PLEASE COMPLETE AND RETURN TO THE WARWICK SPORT OFFICE/RESOURCES ROOM ASAP AFTER YOUR EXEC HAS BEEN DECIDED.   
PLEASE NOTE NO FINANCIAL TRANSACTIONS CAN BE PROCESSED WITHOUT SIGNATURES OF YOUR CLUB/SOCIETY OFFICERS.***

**CLUB/SOCIETY OFFICER RECORD SHEET CONT…**

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| **Exec Position** | **Name** | **Term Address & Tel Number** | **Email Address** | **Mobile Tel No** | **Student No** | **Minibus Driver Y/N** | **Signed ✍** |
| Publicity Officer | Julian Bird | 30 Radford Road, Leamington Spa, CV31 1LX | j.bird@warwick.ac.uk | +44 7506 026077 | 1516677 | N | Untitled-1.png |
| Tournaments Officer | James Handy |  | j.handy.1@warwick.ac.uk | +44 7846 820887 | 1501822 | N |  |
| Equipment Officer | Kieren West | 31 Templars Field, Canley, Coventry, CV4 8FR | k.west@warwick.ac.uk | +44 7722 152734 | 1509312 | N |  |
| Welfare Officer | Julian Bird | 30 Radford Road, Leamington Spa, CV31 1LX | j.bird@warwick.ac.uk | +44 7506 026077 | 1516677 | N | Untitled-1.png |
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| **PLEASE SUPPLY A SUMMER CONTACT NAME AND ADDRESS SO WE CAN SEND ON ANY IMPORTANT MAIL WE RECEIVE** |
| Timothy Sit  16 Thimbler Road, Coventry, CV4 8FL. (until 31 August) |

# **SOCIETY YEARLY RISK ASSESSMENT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **SOCIETY:** | Warwick Nintendo Society | | **DATE:** | 22 February 2017 | |  |
|  | | | | | | | | |
|  | **HAZARDS**  Whilst participating in your society activities, what hazards could you reasonably expect to come across? E.g.   * Physical (falling, injuries from machines, fire) * Environmental (poor lighting or ventilation) | | | **FREQUENCY OF HAZARD**  Do these hazards occur frequently, often or not very often?  Please answer for all hazards. | | | **SEVERITY OF HAZARD**  How severe would a resultant injury be from the hazards identified (minor, severe, and fatal)?  Please answer for all hazards. | |
| **A** | Falling objects | | | Rare | | | Minor | |
| **B** | Tripping | | | Rare | | | Minor / Severe | |
| **C** | Electrocution | | | Rare | | | Minor / Severe | |
| **D** |  | | |  | | |  | |
| **E** |  | | |  | | |  | |
| **F** |  | | |  | | |  | |
| **G** |  | | |  | | |  | |
| **H** |  | | |  | | |  | |

Corresponding to the hazards listed on the other side, please list the people at risk, and the control measures.

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|  | **WHO IS AT RISK?**  How many people are likely to be exposed to the hazard? Please indicate if some are  more vulnerable and who they may be.  Answer for all hazards. | **HOW DO YOU CONTROL THE RISK?**  At present what do you do to control the hazards? E.g. Special equipment, training, instruction manuals, briefing sheets, safety checks on equipment | **WHAT ELSE CAN BE DONE TO REDUCE THE RISK?**  i.e. by society exec, members, the Students’ Union. |
| **A** | All attendees. | Make sure all equipment is away from the edges of tables. | All members should help centralise equipment on tables if they start getting near the edge of tables. |
| **B** | All attendees. | Make sure bags are under desks, walking paths are clear and all wires are safely routed. | All members should keep all their equipment away from walking paths to ensure a safe environment. |
| **C** | People setting up the equipment. | Make sure that all equipment is safe before plugging it in and no wires are damaged. | All members should refrain from placing drinks nearby electrical equipment. |
| **D** |  |  |  |
| **E** |  |  |  |
| **F** |  |  |  |
| **G** |  |  |  |
| **H** |  |  |  |

**Please continue on another sheet if there are more than 8 Risks**

**I declare that the above information is true and accurate.**

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| **NAME** | Timothy Sit |
| **DATE** | 22/2/2017 |
| **SIGNATURE** | Screen Shot 2017-03-02 at 23.20.12.png |

