

# Explanation of the ACI Safety Plan 2018

## Introduction

All student organizations with introduction camps, introduction periods spread across multiple days, introduction activities at several locations and other risky introduction activities will be given the opportunity to submit their introduction plans to the ACI for assessment prior to the introduction period.

Submissions must include:

- 1) Factual information per organization, to be entered via [www.googleforms](http://www.googleforms). The ACI will send the relevant link after the information meeting in May or upon requests made via [aci@rug.nl](mailto:aci@rug.nl).
- 2) Appendices to be e-mailed to [aci@rug.nl](mailto:aci@rug.nl), namely:
  - a) the detailed activity plan
  - b) a risk analysis and the health and safety policy
  - c) an incident protocol
  - d) lists with the contact information of aid organizations and the ACI.

The aim of drawing up a safety plan and having it assessed by the ACI is to ensure maximum health and safety protection of the participants and supervisors during the introduction activities and to allow for the best possible response in the event of an incident.

The Board of the student association or organization is responsible for meeting this objective and enforcing compliance with the subsequent rules through adequate supervision.

In 2016 the Boards of the University of Groningen and Hanze UAS created an Accreditation Committee for the assessment of student organizations. A Code of Conduct was added in 2017. The Boards of the student organizations are requested to sign this Code of Conduct, which will also be signed by either one or both of the Boards of the University of Groningen and Hanze UAS. The ACI will send the Code of Conduct to the organizations in due course. Signed codes of conduct can be returned via [aci@rug.nl](mailto:aci@rug.nl). The ACI secretariat will subsequently have the Code of Conduct signed by the relevant Board, archive the fully signed Code and email a copy to the relevant organization. There will be a public register on the UG and Hanze UAS websites where the Code of Conduct is published, together with the names of all the organizations that have signed the Code in a specific year.

This means that the ACI will also accept e-mail submissions of:

- 3) the Code of Conduct signed by the Boards of the various student organizations

*N.B. The Accreditation Committee may make the accreditation of certain student organizations conditional on requirements that go beyond the ACI guidelines. It is obvious that those organizations will be subject to the additional requirement(s) set by the Accreditation Committee in such cases.*

The following section contains an explanation of the appendices.

## A. Detailed Activity Plan

1.	All programme elements, including a full description, their duration and location.
2.	Transport, travel and supervision
3.	Times for nutrition, hydration, rest, sleep and hygiene
4.	Responsibilities and supervision per programme element
5.	Sober persons per programme element or per shift

### 1. Full description of the programme

The detailed plan must cover the time at which the participants gather until the moment when they no longer fall under the responsibility of the organization.

The detailed plan needs to comprise all programme elements, i.e. all activities as well as the times for nutrition, hydration, rest, sleep and hygiene.

A full specification of duration and location must be provided for each programme element.

All activities must be clear to the ACI; games and activities have to be explained where necessary.

### 2. Transport/movements

When moving participants from one location to another, the means of transport and the number of supervisors present must be clearly indicated.

### 3. Food, drink, relaxation, sleep and hygiene

Sleeping hours for participants must be clearly indicated, and there has to be time for personal hygiene before and after sleep. The programme must include at least 6 hours of uninterrupted sleep and 30 minutes for personal hygiene, i.e. there can be no programme activities for at least 6.5 hours. There must be a sufficient number of breaks and moments of rest in between programme activities and during long programme activities.

It must be clear what is on the menu.

There must always be sufficient drinking water and drinking opportunities for the first-year students. There can be no limitations on the use of toilets.

### 4. Responsibilities

The duties and responsibilities of the organization must be clearly laid down at all times. The detailed plan must include who is responsible when. It must also include whether the responsible person has a driving licence, a BHV in-house emergency certificate (hereafter BHV) or a First Aid (EHBO) certificate.

### 5. Sober persons

In principle, all senior supervisors who are 'on duty', i.e. who are, at that time, tasked with the supervision of first-year students or responsible for the introduction of a programme element, must stay sober, i.e. not under the influence of alcohol and/or drugs. The ACI wants to know the total number of supervisors per camp as well as the minimum number of supervisors who are on duty and thus sober.

Introduction camps must have at least 2 supervisors with First Aid certificates, one of whom must also have a BHV certificate to perform evacuations; 2 supervisors with driving licences; and 2 available cars. As the number of participating first-year students rises, the number of qualified supervisors, supervisors with driving licences and available cars will have to rise accordingly.

Based on experiences from previous years, the general ACI guideline is to have at least 8 supervisors for a 2-night camp with 30 first-year students. For larger camps, 1 extra supervisor must be deployed

for every 6 additional first-year students. Expressed in a formula, this yields: number of supervisors = 3 + number of first-year students/6.

The guideline for people with First Aid and BHV qualifications, or First Aid qualifications only, is to have 2 qualified persons for a camp with 35 participants, i.e. first-year and senior students, with 1 extra qualified person to be deployed for every 35 additional participants. Expressed in a formula, this yields: number of qualified people = 1 + total number of participants/35. This guideline applies to all locations of an introduction camp.

The table below provides indicative ratios of the number of first-year students and supervisors in accordance with these guidelines.

<b>Number of first-year students</b>	<b>Total number of supervisors</b>	<b>Number of qualified supervisors</b>	<b><i>in BHV and First Aid</i></b>	<b><i>in First Aid</i></b>
30	8	2	1	1
60	13	3	2	1
90	18	4	2	2
150	30	6	3	3
240	43	9	4	5
420	73	15	6	9
600	103	21	8	13

The above numbers are merely guidelines. The total number of supervisors will further depend on:

- the number of participating first-year students,
- the duration of the introduction camp, i.e. the number of nights,
- the location, e.g. spread across multiple buildings or dormitories or involving significant travel,
- the intensity of the activity programme.

In the event of clear and significant non-compliance with the guidelines, the ACI will expect the relevant organization to state its reasons, for instance, the presence of staff at the location taking over certain tasks.

The number of sober supervisors relative to the total number of participants must also be clear for activities at locations in the city, including the number of unique individuals among these supervisors with BHV and First Aid qualifications or First Aid qualifications only.

## **B. Risk Analysis and Health and Safety Policy**

1. Participants with health issues	2. Use of alcohol and drugs
3. Sleep/Rest	4. Hygiene
5. Intimidation (Code of Conduct for participants and supervisors)	6. Treatment of participants suffering from poor health, fatigue or fainting spells
7. Safety of the accommodation	8. Food and drink
9. Waste, washing-up and cleaning	10. Disturbance and panic
11. Extreme weather conditions (heat, precipitation, wind)	12. Other risks

Attention must be paid to: a) policy/rules/arrangements, b) communication, c) complaint procedures.

Events always require a risk analysis, per programme element where necessary. Well-known risk factors during introductions are: a) alcohol abuse, b) lack of rest or sleep and exhaustion, c) abuse of authority in the hierarchical relationship between seniors and first-year students, d) extreme weather conditions. These factors often occur in combination.

The risk analysis must lead to two types of preparatory measures:

- 1) Preventive measures: Which measures can be taken to prevent risks? How are the participants and supervisors informed of such measures? These measures are refined in the health and safety policy below.
- 2) Reactive measures: which steps will be followed, should an incident, whether major or minor, occur (see the incident protocol checklist)?

The organization must be prepared for any real risk. The preventive and communicative approaches need to be part of the health and safety policy.

For all potential risks, the following conditions must be met:

- a) clear policy/rules/arrangements
- b) clear communication about policy/rules/arrangements to supervisors and participants and to parents where necessary.
- c) clear procedures for handling complaints by participants, both during the activity, e.g. through a confidential advisor, and after the activity, via the complaints procedure.

Some of the most common risks are addressed below. Note that this list is non-exhaustive; different programmes may introduce different or additional risks.

### **1. Participants with health issues**

A person's physical condition may limit his or her participation in activities. Participants must fill out an intake form regarding potential health issues and risks prior to taking part in the activities.

This intake form has to include the points below and any points a student association wishes to add, and it must be part of the safety plan.

Reported health issues must always be taken seriously. These may include:

- Medication, diet
- Illness/functional impairment
- Allergies, e.g. food, insect, or medication allergies
- Glasses, lenses, prostheses
- Psychological vulnerability
- Contagious diseases, e.g. tuberculosis, scabies, lice, STDs, hepatitis, HIV.

### **2. Alcohol/drugs**

The alcohol and drugs policy must be explicitly laid out, specifying at the very least whether alcohol will be served, and if so, at which hours and by whom. Bartenders must remain sober while on duty.

If alcohol is going to be served, the activity plan must clearly outline how the organization will enforce the official Dutch 'No Alcohol under 18' policy.

The alcohol and drugs policy must contain the following elements:

- Attention for responsible alcohol consumption or abstinence and the prevention of combined use of alcohol and drugs or medication.
- A full ban on the use and provision of liquor, extending to all supervisors!
- A ban on serving alcohol to people under 18.
- Active surveillance to prevent the use of alcohol under 18.
- Active surveillance to prevent alcohol abuse.
- Daily limits to when alcohol is served to those over 18.

- A ban on the use of hard drugs, such as XTC and speed, and on drug dealing. Discouragement of the use of soft drugs and a ban for supervisors.
- A ban on smoking or the creation of a specific, well-ventilated space for smoking.
- The disciplinary measures taken by the organization if alcohol or drug abuse is detected.

The detailed activity plan must explicitly state the number of sober supervisors present, i.e. supervisors not under the influence of alcohol and/or drugs, relative to the number of participants.

### **3. Sleep**

Offering sufficient opportunity to sleep, i.e. ensuring at least 6 hours of uninterrupted sleep per day. Before and after sleep there must be sufficient time and opportunity to dress, take care of personal hygiene and use the toilet. This means that the programme must be free from all activity, including role calls and voluntary activities, for at least 6.5 consecutive hours.

### **4. Hygiene**

Offering sufficient opportunity for personal hygiene. In concrete terms, this means permitting participants to bring enough underwear, i.e. one fresh set for every day, offering them sufficient opportunity to wash, allowing them to brush their teeth several times a day and not limiting the use of toilets.

### **5. Intimidation (Code of Conduct for supervisors and participants)**

Addresses how supervisors should behave towards first-year students and includes the mutual code of conduct for participants.

Sexually explicit acts and comments about appearance and sex are prohibited. Any form of physical or psychological violence is forbidden. Otherwise, we rely on the good sense and responsibility of the supervisors.

### **6. Treatment of participants who suffer from poor health, fatigue or fainting spells**

Addresses how the personal circumstances and constitutions of participants are taken into account. How are these participants monitored?

### **7. Safety of the accommodation**

Ensuring that there is sufficient room and a safe, fireproof space. Has the fire brigade performed a fire safety check? If relevant, are the location's permits in order? How is fire safety ensured and are there sufficient, well-marked escape routes? We recommend providing evacuation instructions or evacuation drills to students camping in complex locations.

### **8. Food and drink**

Offering sufficient opportunity for responsible and regular nutrition and hydration.

### **9. Waste, washing-up, cleaning**

Clearing up litter and waste.

Observing hygiene rules.

### **10. Disturbance and panic**

Is there a risk of disturbance or panic, either external or originating among the participants?

### **11. Extreme weather conditions**

Are there any additional risks under extreme weather conditions? Are additional breaks for resting and hydrating in hot weather offered? Is the heating sufficient to cope with low temperatures? Are strong winds and precipitation risk factors?

## 12. Other risks

Other risks not mentioned above. It is also important that student associations with introductions spread across several days supervise first-year students who travel between the association building or club house and their various student accommodations.

## C. Incident Protocol

<b>Step-by-step action plan</b>
1. Crisis team/coordination + other responsible persons
2. Organization of first aid + prevention of escalation
3. Information / communication with participants
4. Information / communication with ACI, parents, press, etc.
5. Aftercare
6. Evaluation

Student associations must draw up protocols so that all those involved in the organization of introductions know how to act in certain situations and during incidents. Naturally, these protocols must stipulate what needs to be done when such a situation occurs, but they are also meant to help anticipate who to contact, where to keep this contact information and how to deal with, for instance, parents and the media.

The protocols must be drawn up in such a way that people know what to do in the event of an incident. They must help you and back you up at such moments. Be critical of old protocols. Discuss the incident protocols thoroughly in your organization and inform all supervisors about them prior to the event. Make sure that everyone knows the division of responsibilities and what is expected of him or her.

Also ensure that all information, especially valuable information for communication, such as phone numbers, is complete, verified and readily available during an incident.

### 1. Crisis team/coordination + other responsibilities

In order to respond adequately to an incident, it is necessary to know who is responsible for what. Who is the crisis coordinator and who is on the crisis team? Who else is involved, e.g. in first aid, in BHV, as a driver, etc.? This must be part of an incident protocol and must be communicated to all those involved.

### 2. Organization of first aid + prevention of escalation

What adequate action is, depends on the type of incident. Two aspects are important:

- a) Organizing first aid and care, including making the assessment whether or not to involve external emergency services
- b) Preventing escalation of the incident by paying attention to the health and safety of all the other participants as soon as possible.

The protocols must be clear on these first steps to be taken after an incident.

### 3. Further steps

Communication is of great importance in taking further steps.

- How are the participants informed about situations involving victims?
- Who decides about cancelling a programme element or even the entire activity?
- Who informs the members of the Board, if they are absent?
- Who informs the ACI and possibly the spokespersons of the UG and Hanze UAS?

- Who is responsible for the press contacts, if any, possibly in consultation with the ACI and the spokespersons?
- Who is responsible for communication with the parents of the participants?
- Does the organization have a death protocol?

At a later stage, attention must be paid to:

- Aftercare for victims, parents, the other participants and supervisors
- Evaluation: could the incident have been avoided? Was the safety policy adequate? Did the incident protocol function properly? What should we do differently next time?

#### D. Contact information regarding the introduction camp

	Name	Address	Telephone	Email address	Itinerary available
Location					
Contact person at location					n/a
Introduction Committee contact person					n/a
Introduction Committee deputy contact person					n/a
Board contact person					n/a
Other available people					n/a
Nearest GP(s)					
Nearest dentist(s)					
Medical Centre					
Hospital					
Police					
Fire department					
ACI contact person 1 ACI contact person 2 etc.					n/a n/a
ACI (office hours)			0503634652	aci@rug.nl	n/a

Please use the ACI contact information as e-mailed to you by the ACI.

Also ensure that:

- a) the contact information of external individuals/bodies has been verified against absence outside office hours or holiday leave.
- b) all responsible supervisors constantly have at their disposal all contact information, itineraries and data for use with a GPS device, an app or a car navigation system if relevant.

## E. Code of Conduct

The Code of Conduct builds on the common interest of the Boards of the University of Groningen and Hanze UAS and the student organizations in making the city of Groningen a safe and trusted study environment for students and prospective students, recognizing the importance of a broad, varied and responsible student life and making a contribution to the prominent position of Groningen as an attractive city for higher education. The Code of Conduct includes:

- a number of general principles
- guidelines for the introduction period
- general agreements on reporting, confidential advisors, complaint handling, internal and external sanctions and the obligation to inform.

The Code of Conduct is signed by the relevant student association or organization and by the Boards of the University of Groningen and Hanze UAS, unless the student organization is specific to the UG or Hanze UAS, in which case one Board signature will suffice. The student organization is free to decide who will sign on its behalf and which internal signing procedures to follow.

Signing the Code of Conduct will send a clear signal to its members, other organizations, the Boards of the University of Groningen and Hanze UAS, the municipality and parents about the organizational culture and relations between students as part of that culture.

The Code of Conduct must be renewed every year. It is advisable to explicitly discuss the contents of the Code of Conduct in the organization.

The procedure is as follows:

- the ACI sends the Code of Conduct to student organizations
- an authorized person signs the Code of Conduct on behalf of the organization
- the signed Code of Conduct is returned to the ACI
- one or both University Boards signs the Code of Conduct
- the ACI returns a fully signed Code of Conduct to the student organization
- the UG and Hanze UAS archive the signed Codes of Conduct
- the names of the signing student organizations are published on the UG and Hanze UAS websites. Organizations are free to publish the signed Code of Conduct on their own websites as well.

The scope of the Code of Conduct is not limited to the introduction period but covers association life throughout the academic year. Study associations can only be held responsible for the introduction period to the extent that it falls under their responsibility.

The Code of Conduct mentions a Complaints Committee. Student associations are permitted to share one Complaints Committee.

## Appendix: checklist

Several points for attention are addressed below. The ACI will not check these points for compliance but does advise all organizations to take them into account. Any additions to this list are welcome for the benefit of other organizations.

<i>points for attention</i>	<i>check</i>
First aid kit	
Tick removal tweezers	
Sunscreen	
Medication against wasp stings / allergic reactions	
Insect repellents	
Megaphone	
Torches	
Spare batteries for the megaphone and torches	
Plastic cups for use at the farm lodge	
Confidential advisor present or available	
Rules on phone use	
Check escape routes and fire extinguishers	
Check for present and missing persons	
Cars present and available	
A camp expulsion policy covering the transport of expelled persons, etc. etc.	