



GROUPS HANDOVER DOCUMENT

[Updated April 2026]

This document will ensure that you successfully handover all necessary information to your new committee. It should be completed in the presence of both your current committee and new committee.

Please create a copy of this document by clicking File > Make a copy. You must be logged into your society email to do this.

Once complete, please export this document as a PDF (File> Download> PDF) and upload this document [here](#). You must complete and upload this document by the **7th June 2026**.

We don't expect current committees to train their new members - we will deliver any necessary training before the new academic year.

PAID SOCIETIES: *if you are part of a society with a paid membership (An A Account society), please book a meeting [here](#) as your handover must be completed in person with the Groups Team. You do not need to complete this document.*

1. Handover Checklist

*This section is for **current committee members to complete with the new committee***

- Complete the handover general questions (**Section 2.**)
- Complete your risk assessment for next year (**Section 3.**)
- Provide a list of key names and their contact details (**Section 4.**)
- Provide a list of core activity sessions (**Section 5.**)
- Hand over your society's email account login details
- Organise your society's Google Drive so that all information is readily available and the new committee can navigate it.
- Ensure your new committee members are trained to operate any equipment used by your society and that they know how to access any storage

- Hand over any social media account login details (in addition to any specific branding the society may have). **These should all be linked to your @upsu.net society email address**
- Create a timeline of any key events the society holds throughout the year.

2. Handover general questions

*This section is for **current committee members to complete***

Please consider and answer the below questions. Your answers will help the new committee take your experiences into account when they decide how to progress and run the society next year.

What worked well this year?	Coding for none coders, External guest speakers and sponsored events
What didn't work so well this year? How would you look to improve this?	Support sessions need to be inline with course work hand ins and exams. In the future we must let staff know about them ahead of time and ask for a staff to be present
What do you think is important to continue next year?	Coding for non-coders , I believe anna wants to run and expand this
How would you like to see the group develop?	Certifications. Mani is willing to support Azure this and negotiate funding - wants someone from committee to help out AWS - cheap for students Amanda would be willing to do cisco certs Michael R B Parker (CERN) - willing to help remotely with linux
Any additional advice/ feedback for the new committee?	Speak to Rich about Ideas, Val for equipment access. Ping Tom (Hack pompey) on discord if he doesn't respond Dice ask for £10 deposit to cover entry food + drink (last year we covered half from budget and asked for £5 entry) Speak to Val about storage cupboard/any form of hardware (2nd floor buckingham)

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3. Risk Assessment (RA)

*This section is for **current committee members to complete with the new committee***

It is **compulsory** for your group to have a risk assessment that covers your regular activity.

To make this process as easy as possible for you we have created a [Standard Group Activity Risk Assessment Template](#)

Please review this document. If this risk assessment covers all of your regular activity, please complete the sections in red and upload to the Student Leadership Portal as demonstrated below. *It is important you review this document carefully - it is your responsibility as a committee to follow the risk assessment to ensure the safety of your members*

If this risk assessment does not cover all of your activity - please add additional rows to cover additional hazards associated with your regular activity.

When calculating the likelihood (LH), impact (IP) and risk evaluation (RR) scores please refer to the tables below to support you:

1	Extremely Unlikely	Less than 20%	Once every two years (Has not occurred)	Low
2	Unlikely	20% to 39%	Once a year (Rarely Occurs)	Low / medium
3	Possible	40% to 59%	Once a month (Possible but not common)	Medium
4	Likely	50% to 79%	Once a week (Has before, will again)	Medium / high
5	Almost Certain	80% or more	Once a day or more (Occurs frequently)	High

1	Negligible	No Injury / Minor Injury / Minimal Loss / No time off work	Low
2	Low	Minor Injury / Some loss / 3 days or less off work / some damage	Low / medium
3	Moderate	Injury / 4 days or more off work / Damage / Loss / RIDDOR	Medium
4	Major	Long term injury / irreversible injury / serious damage or loss / RIDDOR Incident	Medium / high
5	Catastrophic	One or more fatalities / irreversible injury / substantial damage or loss / RIDDOR	High

		Table 1 - Risk Evaluation					
Impact - Severity (Table 3)	Catastrophic	5	5 Low	10 Medium	15 High	20 High	25 High
	Major	4	4 Low	8 Medium	12 Medium	16 High	20 High
	Moderate	3	3 Low	6 Low	9 Medium	12 Medium	15 High
	Low	2	2 Low	4 Low	6 Low	8 Medium	10 Medium
	Negligible	1	1 Low	2 Low	3 Low	4 Low	5 Low
				1	2	3	4

3.1 Uploading your RA to the SLP

Please follow this screen recording to upload your RA to the SLP:

 **Risk Assessment File Upload.mp4**

Please note this will have to be completed by a current committee member as new committee will not have access to the SLP until the 1st June

4. Useful Contacts

*This section is for **current** committee members to complete*

Please use this space to provide a list of any useful contacts you have made this year. This may be venue managers, coaches, external suppliers etc.

Contact Name	Contact for	Contact details (email, phone number)
Tom (hack pompey)	<i>Industry/General</i>	@tomhewett (discord)
Anna (Red bull)	Sponsorship (free redbull) Want photos that look busy (20+ people ish)	+447949608942
Matt Deco	Deco discount (speak in person/facebook)	thedecopub@gmail.com / deco on facebook
Ryan CTO Habitat learn (hack pompey)	<i>Industry/General</i>	@timeforbacon discord
Reece Try Hack me	Try hack me events	reece@tryhackme.com

5. Core Activity Sessions

*This section is for **current** committee members to complete*

Please use this section to provide details about your regular core activity sessions

Day of the week	Activity type	Location	Time	Frequency (ie. every week, once a month)
<i>Eg. Monday</i>	<i>Training</i>	<i>Activities room</i>	<i>5pm-7pm</i>	<i>Every week</i>
Thursday	General Event	Buckingham Floor 2 (speak to Rich abt rooms for something else)	5PM-7PM Or 6PM to 8PM	Weekly
Tuesdays	Trainings	Portland 0.034 (60 capacity, speak to Rich's assistant)		Weekly
Every other friday	Social Event	Portsmouth	TBD - evening	Biweekly

6. Sponsorships

*This section is for **current** committee members to complete*

Please use this section to provide details about your group's sponsorships.

If you have any sponsorships please email GROUPS@UPSU.NET. You must not agree to any new or existing sponsorships without confirmation from the Groups team.

Company	Contact name & email	Agreed fee	Requirements	Any additional information
<i>Eg. Domino's</i>	<i>Joe Bloggs Joe.bloggs@gmail.com</i>	<i>£500</i>	<i>10 Social media posts over the academic year</i>	
None	None	None	None	None

7. Asset Tracker

Please ensure your society's asset tracker is fully up to date by completing the following spreadsheet:

Student Groups Asset Management - 26/27

It is important that all equipment and assets owned or used by your society are accurately recorded, as this helps us maintain clear records for insurance, safety, and future planning purposes.

If your society is not listed on the spreadsheet, our records currently indicate that you do not hold any assets and therefore a page has not yet been created for you. If this is incorrect, or if you have recently acquired any items, please contact us at groups@upsu.net so we can set this up for you.

8. Declaration

We declare this form has been completed in full to the best of our ability and in the presence (either physically or digitally) of both the current committee and the new committee

Current Committee Signature (Print Names)	New Committee Signature (Print Names)	Date
MICHAEL PARKER	OSCAR PEACE PETER DELAP ANNA Kennewell	22/05/20 26