

Rocketry and Space Society

Safety Statement

University: Atlantic Technological University (ATU)

Society: Rocketry and Space Society

Document Version: 1.0

Date: 20 September 2026

Review Date: 18 September 2027

1. Purpose

The ATU Rocketry and Space Society is committed to providing a safe and responsible environment for all members, guests, volunteers and participants involved in Society activities.

This Safety Statement establishes the responsibilities and procedures for managing health and safety during Society meetings, design activities, workshops, launches, trips and other Society events.

The Society will comply with all relevant university health and safety requirements, applicable legislation, venue requirements, and the rules and requirements of any relevant external organisation or facility.

2. Scope

This Safety Statement applies to:

- All Society members, committee members and volunteers.
- Visitors and guests participating in Society activities.
- Society-organised meetings, workshops and events.
- Off-campus activities, launches and educational trips.

Higher-risk activities will only be undertaken where appropriate risk assessments, supervision, permissions, facilities and safety measures are in place.

3. Responsibilities

3.1 Society Committee

The Society Committee is responsible for:

- Ensuring that appropriate risk assessments are completed and maintained.
- Following all relevant university health and safety procedures.
- Ensuring members receive appropriate safety information before participating in Society activities.
- Ensuring activities are appropriately supervised.
- Reporting accidents, incidents and near misses through the appropriate university procedures.
- Suspending or stopping an activity where conditions become unsafe.
- Ensuring that Society activities are conducted in accordance with this Safety Statement.

3.2 Activity Leaders

Activity Leaders are responsible for:

- Reviewing the relevant risk assessment before an activity begins.
- Providing or arranging appropriate safety briefings.
- Ensuring that required safety controls are in place.
- Monitoring activities while they are taking place.
- Suspending or stopping an activity where safety requirements are not being met.
- Working with the Safety Officer to ensure that appropriate safety procedures are followed.

3.3 Safety Officer

A Safety Officer will be appointed for any activity where the Society Committee determines that additional safety oversight is required.

The Safety Officer is responsible for:

- Monitoring compliance with the relevant safety procedures and risk assessment.
- Ensuring that members are following established safety protocols.
- Identifying and raising safety concerns with the Activity Leader or Society Committee.

- Suspending or stopping an activity where safety protocols are breached or where they reasonably consider that continuing the activity would present an unacceptable risk.
- Reporting significant safety concerns, incidents and near misses to the Society Committee.

The Safety Officer has the authority to override an Activity Leader on matters of safety. Where the Safety Officer determines that an activity cannot continue safely, the activity must be suspended until the relevant safety concerns have been addressed.

3.4 Members

All Society members are expected to:

- Follow safety instructions and university policies.
- Use equipment correctly and responsibly.
- Wear the required personal protective equipment (PPE).
- Report hazards, accidents, near misses and unsafe behaviour.
- Follow instructions given by the Activity Leader or Safety Officer.
- Not participate in activities for which they have not received the required briefing, training or authorisation.

4. Risk Assessment

An appropriate risk assessment will be completed before activities presenting significant hazards are undertaken.

Risk assessments will consider, where relevant:

- Electrical equipment.
- Rocket construction and testing.
- Propulsion-related activities.
- Launch and recovery operations.
- Fire and emergency situations.
- Transport and off-campus activities.
- Weather and environmental conditions.
- Public safety and exclusion areas.

- Equipment and workshop activities.

Risk assessments will be reviewed whenever activities, equipment, locations or circumstances change, and following significant incidents or near misses.

Where a risk cannot be adequately controlled, the relevant activity will not proceed until appropriate control measures have been established.

5. Launch Activities

Rocket launches will only take place at an appropriately authorised location and in accordance with the requirements of the site, relevant authorities, ATU, and any applicable rocketry or sporting organisation.

Before a launch, the responsible Activity Leader and Safety Officer will ensure, where applicable, that:

- The launch area has been appropriately assessed.
- Appropriate exclusion and safety areas have been established.
- Weather and environmental conditions are suitable.
- All required permissions and approvals have been obtained.
- Participants understand the relevant launch and emergency procedures.
- Members and spectators remain within designated safe areas.
- Appropriate methods of communication are available.
- Emergency arrangements are understood by the relevant personnel.

A launch may be postponed, suspended or cancelled if safety conditions cannot be adequately controlled.

6. Emergency Procedures

In an emergency, members should first ensure their own safety and then follow the instructions of the Activity Leader, Safety Officer, university staff or emergency services.

Emergency procedures will be established for relevant activities and may include:

- Evacuation procedures.
- First-aid arrangements.
- Fire procedures.

- Emergency contact details.
- Accident and incident reporting procedures.
- Procedures for contacting emergency services.

Emergency arrangements will be communicated to participants before higher-risk activities begin.

7. Safeguarding and Member Welfare

The Society is committed to maintaining an environment in which all members can participate without bullying, harassment, discrimination or inappropriate behaviour.

Concerns should be reported through the appropriate Society or university procedure.

Members will be directed towards relevant university welfare and support services where appropriate.

8. Trips and Off-Campus Activities

Society trips and launch activities outside the university will be subject to appropriate planning and risk assessment.

Consideration will be given to:

- Travel arrangements.
 - Accommodation, where applicable.
 - Venue and activity-specific hazards.
 - Emergency contacts.
 - Supervision.
 - Weather and environmental conditions.
 - Insurance and university requirements.
 - Requirements imposed by the host organisation or venue.
-

9. Incident and Near-Miss Reporting

All accidents, injuries, significant hazards and relevant near misses should be reported promptly to the Activity Leader, Safety Officer or Society Committee.

The Society Committee will ensure that incidents are reported through the appropriate university procedures and that relevant risk assessments are reviewed where necessary.

Serious incidents will be escalated to the appropriate university personnel and emergency services where required.

10. Training and Safety Briefings

Members will receive appropriate information or training before participating in activities where specific hazards exist.

Safety briefings will be provided before relevant activities, particularly launches, testing activities, workshop sessions and off-campus events.

Only members who have received the required training or authorisation may undertake activities requiring specialist competence.

Where a member is unsure about the safe operation of equipment or participation in an activity, they must stop and seek guidance from the Activity Leader or Safety Officer.

11. Monitoring and Review

The Society Committee will review this Safety Statement at least annually and following significant changes to Society activities or following a serious incident.

The Committee will also ensure that activity-specific risk assessments remain current and accurately reflect the activities being undertaken by the Society.

Any significant amendments to this Safety Statement will be recorded in the document's version history.

12. Approval

This Safety Statement has been reviewed and approved by the ATU Rocketry and Space Society Committee.

Society President: Xander Schnoebbe

Date: 20 September 2026

Next Review Date: 18 September 2027