

Club Safety Policy: Oxford University Baseball and Softball Club

Introduction

- 1) Oxford University Baseball and Softball Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the club's constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to BaseballSoftballUK and will continue to be affiliated for the full academic year.
- 4) This policy is updated at least once a year, for the beginning of the academic year. An updated version of this document is submitted to the Sports Federation at least once per academic year, through the club handover process, and is subsequently updated immediately, and re-submitted (via safety@sport.ox.ac.uk) should any changes be required. This is a live policy relating to all club activities and is updated frequently.
- 5) The updated version of this document, and all other club documentation, is made available to the club's members via the club's website. This is also updated immediately, when changes are required.

Overview of Activities

Weekly Activities [during term-time]

Day	Time	Location	Sessions Name and/or Description
Tues	20:00-22:00 or variable	Iffley Road Sports Centre: The Fletcher Field Artificial Field (‘Astroturf’)	Weekly Fielding Practice
Wed	21:00-22:30	Iffley Road Sports Centre: Cricket Schools	Weekly Batting and Pitching Practice
Fri	19:00-20:30	Iffley Road Sports Centre: Cricket Schools	Weekly Batting and Pitching Practice

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Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
The Tenth Week of Hilary Term	All day Saturday and Sunday	The National Baseball & Softball Complex at Farnham Park, Slough	BUCS Baseball National Championships
End of Hilary Term	All day Saturday or Sunday	Horspath Athletics and Sports Ground at Horspath, Oxford, OR Coldham's Common, Cambridge	Baseball Varsity Match

Risk Assessments

- 6) All club activities are appropriately risk assessed by the club. The club maintains up to date and accurate records of its risk assessments, so they can be immediately referred to should an accident, incident or near-miss occur. The clubs also maintain records of any changes made to those risk assessments (including the dates any changes were made) to be referred to as and when required. Support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review all clubs' risk assessments periodically and provide feedback.
- a) Risk assessments for regular club activities are included as appendices to this policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or before the start of a new academic year).
 - b) Risk assessments for events are submitted via the event registration process to be approved by the Sports Safety Officer. All details are submitted at least 21 days prior to the event, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
 - c) Risk assessments for trips and tours (UK or abroad) are submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are submitted at least one calendar month prior to departure, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
- 7) For risk assessment purposes, club activities include any activity organised by the club or its committee member for the benefit of the club's members, or any activities using the club's resources or name. Activities or events organised between members of the club are not included, providing the club and/or committee is not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

First Aid

- 8) All club activities are appropriately covered by qualified first aiders, unless the risk assessment for the activity explicitly states that first aid cover is not required.

- a) This cover comes in a variety of forms (such as qualified staff at host venues, qualified coaches leading activity, qualified club members within activity, emergency services or externally appointed first aiders) and will be specified in the risk assessment for each activity.
- a) Should the agreed first aid provision not be available, the risks are reassessed using guidance from the National Governing Body and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the club will cancel that planned activity.

Accidents, Emergencies and Near Misses

- 9) All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.
 - a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.
 - b) An 'incident' is used to encompass accidents, dangerous occurrences, specified occupational exposure, ill-health. All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [in the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members.
 - c) A 'near-miss' relates to incidents that did not result in injury, illness, or damage, but that had the potential to do so. Recognising and reporting these incidents can provide opportunities to learn lessons that prevent future injury or damage. Club members and committees are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.

Insurance

- 10) All club activities are appropriately insured to ensure that the members, and the club itself, have an appropriate level of cover should an accident or incident occur.
 - a) The club has public liability insurance, which is provided by BaseballSoftballUK and a copy of this insurance can be provided to members or third parties when needed.
 - b) The club has personal accident insurance, which is provided by BaseballSoftballUK and a copy of this insurance can be provided to members when needed. All registered club members (registered through the Sports Federation membership process) are also covered by the Sports Federation personal accident insurance. This policy should be treated as a backup for club specific cover, but details of this policy will be communicated directly to members once they are registered by the club.
 - c) The club ensures that all coaches and session leaders have appropriate professional liability cover in place and always maintains up to date records of those insurance details.

Coaching

- d) Any sports coaching that takes place within club activities is led by individuals with appropriate qualifications and insurance in place. Coaching is defined as the process of motivating, guiding, and providing technical advice or training to individual(s) or teams, relating to the sport or activity in question.
- e) Coaching can come in a variety of forms. This requirement includes external contracted instructors or coaches (whether permanent or visiting), club members, student leaders and volunteers, who all must have the correct qualifications and insurance in place.

- f) Volunteer instructors or coaches can, in some circumstances, have insurance cover through the sports NGB without having a qualification, but any insurance in place must still be clarified and evidenced and the club will maintain up to date records of those insurance details.
- 11) All individuals that are 'coaching' within club activities are registered with the Sports Federation through the Club Coach Registration Form, as per regulation 1.12(1)(k) of the [University Regulations for the Activities and Conduct of Student Members](#).
- a) The club acknowledges that failure to register coaches through the Club Coach Registration Form, or failure to include any coach's qualifications or insurance, may expose club officers, the club and the University to damages arising out of negligent action by the coach, and as such will ensure all coaches are registered appropriately.

Events

- 12) All events organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Club events' are defined as any activities that take place on a specific date(s) or at a specific time(s) that are outside of the club's regular risk assessed activity, which can include sporting and non-sporting activities. Further details can be found via the [Events](#) page of the Sports Federation Hub.
 - b) All club events are submitted via the Event Registration Process, to be approved by the Sports Safety Officer. All details are submitted at least 21 days before the event is due to take place, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c) The club acknowledges that failure to register any event within the above deadline may mean that said event cannot be approved and therefore cannot take place.
 - d) Club social events and activities are also appropriately planned, organised and risk assessed, but in most cases will not be registered via the Event Registration Process, unless they are associated with or linked directly to a sporting event (e.g. an after-event dinner).
 - e) Club social activities are defined as any non-sporting activity organised by the club or its committee members for the benefit of the club's members, or any activities using the club's resources or name. Social activities or events organised between members of the club are not included, providing the club and/or committee are not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

Trips and Tours

- f) All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.
 - a. 'Trips and Tours' are defined as any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk'. Further details can be found via the [Trips and Tours](#) page on the Sports Federation Hub.
 - b. All club trips and tours are submitted via the Trips and Tours Registration Process to be approved by the Sports Safety Officer. All details are submitted before the club makes any firm commitments, and at least one month before the trip or tour is due to take place, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c. All club overseas trips will also follow all of Part 4 of the [University Regulations for the Activities and Conduct of Student Members](#), which includes individual permission requirements for each student (through the Sports Safety Officer and the Proctors) should the trip take place during Full Term or the Thursday and Friday preceding Full Term. The club is aware that permission for students to travel within these timescales is not guaranteed and the club will make alternative arrangements if permission is not granted (e.g. change of dates) otherwise the trip or tour will be unable to take place.

- d. The club, the individuals and any club property travelling should not be uninsured during any part of a trip, as comprehensive travel insurance is a requirement for all participants travelling on a club's overseas trip.
- e. The club acknowledges that failure to register any trip or tour within the above deadline may mean that said trip or tour cannot be approved or take place, either at all or at least in the name of the University.

Safeguarding Children and Vulnerable Adults

- g) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.
 - a. Any concerns regarding safeguarding are to be addressed to the club committees and the club ensures that every club member knows how to escalate concerns to the committee.
 - b. Any concerns brought to the committee are shared with the Sports Safeguarding Officer (SSO), as early as possible, who may refer to the University Designated Leads for a decision and action if required. Concerns should not be reported to the club's NGB until the University Designated Leads has provided feedback to the Sports Safeguarding Officer.
 - c. Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

Club Safety Policy: Oxford University Baseball and Softball Club - Appendices

APPENDIX 1: General / Overall / Regular Risk Assessment(s)

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

This is a template for OU Sports Club use only and their general activities. Amend as required. Additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk).

Separate Risk Assessments will be required for Events and Overseas/UK Trips and Tours (See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB	Oxford University Baseball and Softball Club		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Oliver Staples	DATE OF ASSESSMENT:	28 May 2026
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Oliver Staples	SIGNING OFF DATE:	28 May 2026
DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Risk of generic activities			

In line with University Policy statement (S5/08 - <http://www.admin.ox.ac.uk/safety/policy-statements/s5-08/>), identify all hazards associated with the activity, the individuals who might be harmed (both University and non-University personnel) and the known existing controls. Then assess the resulting risk in relation to the following system and identify what, if any, further actions are required.

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low , medium , or high . Where risk is determined to be low , effectively zero , this is optional)	
Location Specific <i>choose areas relevant to your activity from (a) indoor, (b) outdoor, (c) pool based, (d) water based, or (e) mountain/hill/cave.</i> <i>Note – delete the locations that are not relevant (e.g. risk assessment for basketball then delete all above locations apart from 'Indoor Hazards'</i>					
Indoor hazards (Iffley road cricket centre) minor / major injury caused by: • Lack of lighting • Temperature on to ventilation • Inappropriate space • Slip, trip falls (add in any specific advice) • Fire (add in any specific advice) • Damaged surface	Participants	Check the playing surface and surrounding areas by a leader and/or committee members before the activity commences. Check any other equipment (bats, pitching mound, helmets, nets) Check that lighting conditions are appropriate for the activity. Ensure those not involved in the activity are outside of the playing area through	A2	In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)	

		the use of nets and screens. Ensure that enough space is given to each activity (if multiple activities are run simultaneously) so that the risk of balls entering other playing areas is negligible.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Outdoor hazards (astroturf, Horspath) – minor/major injury caused by: • Slips, trips, falls • Unsafe equipment in the playing area – risk of being blinded by floodlights when fielding fly balls • Collision with items left by previous users of the pitch • Weather extremities • Injuries	Participants, spectators, umpires	Any new participants have made the captain/activity leader aware of any injuries. Check the playing surface and surrounding areas by the captain/session leader(s) before the activity commences. Check any other equipment (bats, helmets) and move nets such that the playing area is free of hazards and appropriate for training. Check that lighting conditions are appropriate for the activity. Check for any adverse weather in advance and have alternate plans in place if necessary. If the weather is extreme, do not start the activity (because you feel you must – remember safety is paramount) or abandon it if conditions become unsafe during the activity. Ensure those not involved in the activity are outside the playing area.	C2	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Training /Competition Poorly planned and managed activity, including poor coaching practice, may contribute to unsafe practices	Experienced activity leaders, Captains, Participants	Training and games to be structured in conjunction with BSUK and BUCS guidelines and best practice. Training intensity should be adapted to the level of the participant. Increased attention to beginners.	A1	Action to take ASAP In the event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then

Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.		Sessions are led by an appropriately experienced leader (details of whom to be given to Sports Fed). Session leaders/Captains to confirm qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements) Any activity leaders should have considerable experience with the activity and be aware of safe practices. The club committee is responsible for ensuring these are adhered to. Participants should disclose if they have any injuries/illness in advance (e.g. when signing up for the club) and update any changes. Participants are encouraged to warm up and cool down and to wear appropriate clothing. Dynamic risk assessments may be required for unforeseen circumstances or situations.		ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Written Report Required All first aid incidents or other H&S matters including near misses to be reported by a club member via https://oxforduni-remoteforms.info-exchange.com/Incident
Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards; Using astroturf during or recently after rain Examples of trip/fall hazards: Equipment (e.g. players' bags, sports equipment) Baseballs on the ground that participants are unaware of fences, walls, or goalposts on the	Participants, spectators, umpires	Session leaders, Captains, and members of the committee need to check that the facility is fit for purpose before the start of the activity and monitor throughout. Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until the hazard is removed or made safe (Encourage a 'see it, report it, sort it' mentality). Drinks to be consumed and stored well from the playing/activity area.	A2	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident

outskirts of playing areas				
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors	Players	At least two people must carry each piece of the wooden pitching mound, as well as the L-screen and the pitching machine. Seek assistance from others to assist with carrying/moving the load to mitigate slips, trips, and falls. Look to avoid twisting, lifting from the floor to above the shoulders and/or carrying over excessive distances where possible. Seek assistance from others in the event of needing to open doors. (Propping open fire exit doors may increase risk of damage to property and injury to persons in the event of a fire, especially if the prop is left in place, e.g. forgetfulness).	A1	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants at indoor practice	If a fire or smoke is discovered, press the nearest fire alarm point and evacuate. All should acquaint themselves with the nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel, particularly if evacuating.	D1	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to

				https://oxforduni-remoteforms.info-exchange.com/Incident
Equipment Poorly maintained equipment may lead to injury whether the facility, club or personal owned.	Club Committee Club Members	Adhere to BBF and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment. Club committee to be aware of club property. Record and maintain via an inventory. Share copy with Sports Fed (see website for details/deadlines). Club equipment of value is to be secured in lockers at the Cricket schools within Iffley Road Sport Centre. Inform the Sports Fed if any items are stolen. All club equipment should be visually checked regularly and catalogued. Perform annual inspection and inventory of equipment. Discontinue use and dispose of broken bats and helmets. Any equipment found to be in an unsafe condition must be removed until it can be repaired or renewed to the required standard. If disposal is required, this should be done in a safe and, where possible, environmentally friendly manner (e.g. recycling). Any legal statutory requirements should be met.	A1	
Personal Equipment	Club Members			Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation (or for those based at Iffley Road, inform General Manager).
Food & Drink Provision by Club If providing food/drink, be aware of the following, which may lead to illness or even a fatality: Food Allergies / Intolerances	Club members	Seek permission from the University first (unless in public areas) Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and, where applicable, a	A1	Club/Individual may find itself liable for any food it has provided at training/matches, which could result in food poisoning or someone has been/is exposed to food allergies. In the event of any serious injury/incident:

Food Poisoning Team socials and dinners, including drinks reception before the end-of-year dinner. Once-a-year formal organised by the club. Serving alcohol (may require facility permission and possibly a licence). Also refer to Social Activities.		temporary licence (these fall under a separate RA).		If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing	All Club Members	Follow BSUK Welfare guidance Welfare officer to be available for players to confide in with specific welfare concerns.	B1	Signpost where appropriate by Club committee/welfare officer. Examples: Sports Fed and /or their Welfare Officers (can be done in confidence). Other College/University support. National Governing Body Designated Welfare Lead
Exhaustion /Dehydration (also link to Welfare) Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment	Participants	Players to bring water/appropriate fluid to sessions. Water fountains are available at Iffley Road. Check availability at Horspath in advance. Breaks given for rehydration in training and competition. Have medical support in place. Refer to Welfare where appropriate.	A1	

Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) (also link to Welfare) Any signs of unexplained physical injury/illness Signs of mental abuse Unsupervised activities (including providing advice)	Club members under 18	Avoid or, if not possible, mitigate risks to ensure the party engaging in the activity is unsupervised. Where an appropriate person is supervising, mitigate the risk of 1:1 by having others in attendance. Welfare and safeguarding officer MUST have done BSUK Safeguarding training and, if necessary, be DBS checked. The club is aware of and follows BSUK and University safeguarding policies, including an appropriate DSL person and procedures in place for concerns/reporting.	A1	In the event of any concerns or incidents follow the NGB and University reporting procedures. For further advice: Contact the club's NGB for their Safeguarding/Child Protection policies and procedures. Ensure this information is passed on to relevant persons within the club. Be aware of Oxford University's Safeguarding Code of Practice Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.
Management of Injuries /Illness (incl first aid) Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness	All	Inform duty facility staff in the event of participant(s) suffering injury or illness during the activity. The first aider will assess and respond accordingly. If not at a staffed facility, use any first aider / medical staff provided (e.g. BUCS fixtures at Parks), otherwise seek advice on 111 (999 if life-threatening). Obtain any medical conditions from all new participants and existing members to let the coach/leader know of any new injuries/medical conditions. The coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning too early. Incorrect training or overtraining.	C3	In the event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification.
Concussion Hit by ball or bat	Participants	Seek immediate first aid in event of concussion or	C1	In event of any serious injury/incident:

Recognition, Management, Return to Activity. Failure to recognise, treat and manage a concussion may result in severe injury/fatality. Note - Some symptoms of concussion. Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues		even suspected concussion or if in doubt! If in doubt, they must sit out. All players are to ensure the recipient of a throw is looking at them before throwing. Ensure there is sufficient space before swinging a bat, especially when waiting to go up to bat. Do not practice receiving fly balls if playing under non-baseball floodlights. Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College. Monitor condition before allowing return to activity (in line with NGB guidelines). Participant to stop immediately if he/she feels unwell on return to activity.		If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
Travel To / from venues away from Iffley Road. Private Vehicle Hired Vehicle (through Sports Fed)	Drivers, Passengers	Check in advance. Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks, etc.) and have another route in case. Weather conditions for the to and from venue. Driver responsible for ensuring the vehicle is roadworthy, insurance, MOT, and tax are in place. The driver must have an appropriate driving licence.	A1	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident

All drivers Passengers		Drivers must be on the authorised list of drivers registered on the scheme and have passed any checks/training course in place. Check the hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP. Adhere to road and traffic laws and regulations. Responsible for the safety of themselves and all others in the vehicle. Take regular rest breaks. Do not drive over 2 hours in any one stint. Stop ASAP for a break if feeling tired at any time. Avoid distractions, particularly from others in the vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces. No alcohol when driving on club business Should be made aware that distractions/anti-social behaviour are likely to affect driver.		Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business. Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement) Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles). For hired transport, look to have a minimum of 2 drivers if this is possible (in case of tiredness, injury) particularly if the drive will be more than 2 hours one way. Minibus/MPV drivers, when reversing or in tight manoeuvring spots MUST use a banksman (someone to be outside the vehicle) and help guide the driver). Agree on signals. Club to adhere to NGB and OUS H&S Policies and record keeping.
		Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible).		Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)

		Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.	Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident For hired vehicles, inform Sports Fed asap so hire company can be told Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)
Social Activities, including alcohol, non-prescribed drugs, and behaviour Physical injury or illness Damage to property, equipment, and the reputation of the sports club and/or the university. Personal Safety (maybe comprised in the event of an individual drinking to excess)	All attending club social events	Follow NGB and OU (incl OUSF) Code of Conducts/Practices with disciplinary procedures in place. No alcohol before and during activity. Alcohol should be consumed in moderate levels at any other time and not to excess. Drivers should not drink any alcohol and see non-alcoholic alternatives. Non-prescribed drugs are allowed at any time. Advice for all is to use well-lit and well-used areas at night. Be aware of your surroundings. Avoid flaunting items of value (e.g. watches, large amounts of cash, phones) Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.	Potential reputational risk to the sports club, Sports Department and University in the event of adverse behaviour of an individual(s). Club committee should remind members. If necessary, seek medical advice on 111 (NHS)

Covid-19 Minimise spread of virus	Coaches Participants	Avoid contact with others if you might be infectious Respect other people's space Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		Monitor current university guidance which can be found here.
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APPENDIX 2: Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

THIS IS A TEMPLATE RISK ASSESSMENT FOR SPORT CLUBS TO USE FOR EVENTS. SEE NOTE BELOW.

Some common hazards have been identified below and additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk.

Amend and Adapt this template to fit your Event (e.g. delete location rows not applicable, for first aid if at Iffley then delete all away from Iffley Road information, amend the transport guidance should an event be at Iffley).

Separate Risk Assessments will be required for Generic Club Activities and Overseas/UK Trips and Tours (See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB	Oxford University Baseball and Softball Club		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Emmett Lam	DATE OF ASSESSMENT:	17 February 2023
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Elliot Lee	SIGNING OFF DATE:	17 February 2023

DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT:

Event Name: 2023 Baseball Varsity Match

Event Description: The 2023 Baseball Varsity Match will be the sixth consecutive annual iteration of a Varsity Match between Oxford and Cambridge in baseball. The match will be held on Saturday 11 March, at Horspath Athletics Grounds (OX4 2RR), with first pitch scheduled for 12:30pm.

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium or high . Where risk is determined to be low, effectively zero , this is optional)	

Location Specific <i>choose areas relevant to your activity from (a) indoor, (b) outdoor, (c) pool based, (d) water based, or (e) mountain/hill/cave.</i> <i>Note – delete the locations that are not relevant</i>				
Outdoor hazards (Horspath) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, umpire(s)	Check playing surface and surrounding areas by coach / leader(s) before activity commences. Check any other equipment (e.g. bats, helmets) Check lighting conditions are appropriate for activity. Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount) or abandon if conditions etc become unsafe during activity. Ensure those not involved in activity are outside of playing area.	C2	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first (in this case, those at Oxford Harlequins). If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Event Planning Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency Ensure facilities etc cater for persons for	Experienced activity leaders, Participants, Spectators	Match to be structured in conjunction with BSUK, BUCS, and University guidelines and best practice. Activity leaders should be reminded of emergency plans / procedures (For warm-ups and cool-downs) Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to.	A1	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first (in this case, those at Oxford Harlequins). If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)

disabilities etc. (in line with legislation) Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.		Participants should disclose if they have any injuries/illness in advance and update any changes. Participants encouraged to warm up and cool down and to wear appropriate clothing. Liaise with facility management over access for those with disabilities Dynamic risk assessments may be required for unforeseen circumstances or situations.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards: Wet grass Mud Slopes (pitcher's mound) Examples of trip/fall hazards: Equipment (e.g. players bags, sports equipment) Baseballs on the ground that participants are unaware of Fences / walls on the outskirts of playing areas	Participants, spectators, umpires	Person(s) in charge needs to check facility is fit for purpose prior to start of activity and monitor throughout. Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made safe (Encourage a 'see it, report it, sort it' mentality). Drinks to be consumed and stored well from playing/activity area.	A2	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first (in this case, those at Oxford Harlequins). If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may	Players	Make the load smaller or easier to carry. Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips and falls. Look to avoid twisting, lifting from floor to above	A1	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first (in this case, those at Oxford Harlequins). If none, call 999/112 and then ASAP call Security

contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors		shoulders and/or carrying over excessive distances where possible. Seek assistance from others in the event of needing to open doors. (Propping open fire exit doors may increase risk of damage to property and injury to persons in the event of a fire, especially if the prop is left in place e.g. forgetfulness).		Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned. Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires	Club Committee Participants	Adhere to BBF and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment. All club equipment should be visually checked before use. Discontinue use and dispose of broken bats and helmets. Any equipment found to be in an unsafe condition to be removed until it can be repaired or renewed to required standard. Owners of personal equipment should be reminded they are responsible for the maintenance, safety and security of their own equipment.	A1	Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation (or for those based at Iffley Road, inform General Manager).
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing	Participants	Follow BSUK Welfare guidance Welfare officer to be available for players to confide in with specific welfare concerns.	B1	Signpost where appropriate by Club committee / welfare officer. Examples: Sports Fed and /or OUBSC Welfare Officers (can be done in confidence). Other College/University support. National Governing Body Designated Welfare Lead

Exhaustion /Dehydration (also link to Welfare) Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment	Participants	Players to bring water/appropriate fluid to sessions. Water fountains are available at Iffley Road. Check availability at other facilities. Breaks given for rehydration in training and competition. Have medical support in place. Refer to Welfare where appropriate.	A1	
Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) (also link to Welfare) Any signs of unexplained physical injury/illness Signs of mental abuse Unsupervised activities (including providing advice)	Participants	Club committee / coaches responsible for ensuring they are aware if any participants are under 18s. Avoid or if not possible mitigate risks of to ensure the party engaging in activity unsupervised. Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance. Welfare and safeguarding officer should have undergone safeguarding training. Coach etc and club are aware of and follow BSUK and University safeguarding policies including an appropriate DSL person and procedures in place for concerns/reporting.	A1	In the event of any concerns or incidents follow the NGB and University reporting procedures. For further advice: Contact the club's NGB for their Safeguarding/Child Protection policies and procedures. Ensure this information is passed on to relevant persons within the club. Be aware of Oxford University's Safeguarding Code of Practice Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.
Management of Injuries /Illness (incl first aid) Having correct level of first aid/medic cover for event	All	Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly. If not at a staffed facility, use any first aider / medical staff provided;	C3	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first (in this case, those at Oxford Harlequins). If none, call 999/112 and then ASAP call Security Services on 01865 289999 or

Reporting of incidents /accidents / near miss to University		otherwise seek advice on 111 (999 if life threatening). Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions. Coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning to play too early.		Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Concussion Hit by ball or bat Recognition, Management, Return to Activity. Failure to recognise, treat and manage concussion may result in severe injury / fatality. Note - Some symptoms of concussion; Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues	Participants	<u>Attach NGB concussion guidance as an appendix to this risk assessment.</u> No official concussion guidance found, but here are some general principles that are to be followed from BSUK: “All players are to ensure the recipient of a throw is looking at them before throwing. Ensure there is sufficient space before swinging a bat, especially when waiting to go up to bat. Do not practice receiving fly balls if playing under non-baseball floodlights.” Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out! Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College.	C1	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).

		Monitor condition before allowing return to activity (in line with NGB guidelines). Participant to stop immediately if he/she feels unwell on return to activity.		
Travel To / from venues away from Iffley Road. Private Vehicle Hired Vehicle (through Sports Fed) All drivers	Drivers, Passengers	Check in advance; Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue. Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence. Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP. Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.	A1	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business. Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement) Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles).

Hired Vehicle (through Sports Fed) Passengers		Take regular rest breaks. Do not drive over 2 hours in any one stint. Stop ASAP for a break if feeling tired at any time. Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP. Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking or manoeuvring in tight spaces. No alcohol when driving on club business Should be made aware distractions/anti-social behaviour are likely to affect driver.		For hired transport, look to have a minimum of 2 drivers if this is possible (in case of tiredness, injury) particularly if the drive will be in excess of 2 hours one way. Minibus/MPV drivers, when reversing or in tight manoeuvring spots MUST use a banksman (someone to be outside the vehicle) and help guide the driver). Agree on signals. Club to adhere to NGB and OUS H&S Policies and record keeping.
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999.	A1	In event of any serious injury/incident away from Iffley Road, call Security Services on 01865 289999 as early as possible. For hired vehicles, inform Sports Fed asap so hire company can be told Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)

		Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.		
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol related)	Everyone	Estimate numbers well in advance. Methods of working / Communication. Chains of Command Methods of Ingress and Egress Emergency Procedures.	A1	
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area. Halt activity if animal enters playing area until it leaves	A1	
Covid-19 Minimise spread of virus	All	Avoid contact with others if you might be infectious Respect other people's space Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		Monitor current university guidance which can be found here