

Club Safety Policy: Oxford University Cheerleading Squad 2025-2026

Introduction

- 1) Oxford University Cheerleading Squad (henceforth known as 'Oxford Sirens') 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 clubs 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 the recognized British Cheerleading Association and Future Cheer Ltd 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[AT1]

Weekly Activities during term-time only.

TBD as awaiting Iffley Road Sports Fed confirmation.

Day Time	Location	Sessions Name and/or Description
Monday 17:30-19:30	Iffley Road Sports Centre	L3 Training session
Wednesday 06:30 - 08:30	Iffley Road Sports Centre	L3 Training session
Friday 06:30-08.30	Iffley Road Sports Centre	L2 Training Session
Sunday 14:30-16:00 16:00-18:00	Iffley Road Sports Centre	L2 training session Development squad training session

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location Event Name and/or Description
18/02/24	(TBD) 12:00	Manchester Central, FC University Nationals Manchester
Approx 11/02/24	(TBD) 12:00	(TBD) Bath & West ICC Western Showground. The Showground, Shepton Mallet, BA4 6QN

Approx 5th Week Hilary Term
2024, depending on 2024
competition dates

(TBD) 18:00 Iffley Road
Sports Centre
Annual Showcase

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description

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

- 10) 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.
- b) 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

- 11) 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.
- c) 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.
- d) 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

- 12) 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 Accident and Health from Arc Legal Group 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 Accident and Health from Arc Legal Group 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.
- 14) 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

- 15) 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.
- 16) 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

- 17) 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

- 18) 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 Cheerleading Squad - Appendices

Appendices To Be Included: -

- 1) General / Overall / Regular Risk Assessment(s)
- 2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.
- 3) Concussion Guidance / Policy – If appropriate to sport (e.g. from NGB)

1) General / Overall / Regular Risk Assessment

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

**NAME OF
PERSON
COMPLETING THIS RISK
ASSESSMENT**

Olivia Coombs (President) **DATE OF**

OXFORD UNIVERSITY CHEERLEADERS

**NAME OF
PERSON SIGNING
THIS RISK
ASSESSMENT (ONE
FROM;
CLUB PRESIDENT,
SECRETARY OR**

**CLUB H&S
OFFICER)**
Olivia Coombs

(President) Olivia Allen **SIGNING OFF DATE:**
18/05/23 18/05/23

(Secretary)

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)
CONSEQUENCE S	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 choose areas relevant to your activity from (a) indoor, (b) outdoor, (c) pool based, (d) water based, or (e) mountain/hill/cave.				

Note – delete the locations that are not relevant (e.g. risk assessment for basketball then delete all above

<i>locations apart from 'Indoor Hazards'</i>		
Indoor hazards 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 • Unsafe equipment (add in any specific advice) • Electrical	Participants, spectators , coach/instructor, officials	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. Medium- C2 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 Check training surface and surrounding areas by coach / leader before activity commences. Check any other equipment (mats, posts, etc.) Check lighting conditions are appropriate for activity. Ensure those not involved in activity are outside of playing area.

Training /Competition Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.	Coaches, Experienced activity leaders, Participants,	Training and games to be structured in conjunction with NGB guidelines and best practice. Training intensity should be adapted for level of participant. Increased attention to beginners. Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed). Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements) Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to.	Action to take ASAP 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. 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
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		Participants should disclose if they have any injuries/illness in advance (e.g. when signing up to club) and update any changes. Participants encouraged to warm up and cool down and to wear appropriate clothing. Dynamic risk assessments may be required for unforeseen circumstances or situations.
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Slips, Trips and Falls

Potential of minor to major injury.

Examples of slip hazards;

Following cleaning of floor,
Changing/Shower areas

Spilt drinks
Wet grass
Mud
Ice
Slopes

1. Entire training area, mats and other equipment to be
Participants, spectators, coach/instruct or, officials

Examples of trip/fall hazards:

Trailing cable(s)

Potholes, uneven surfaces

Mats, gaps between mats

Equipment (e.g. players bags, sports equipment)

Poor lighting

Stairs / steps

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).

Report to Duty Manager in first instance.
Medium

Drinks to be consumed and stored well from playing/activity area.

Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape.

No running in changing/shower areas

Warning notices where applicable and appropriate (especially if at a club owned/run property)

TRAINING

Participants, Coaches
Coach/person(s) in charge needs to check facility is fit for

Use handrails if provided on stairs/steps.

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>

Low

inspected prior to start of event and monitored throughout for any faults.	Participants, coaches	Stop training if necessary, particularly in the event of any faults with the matting.		
2. Pulled muscles	Participants, coaches	Warm up and cool down consisting of aerobic exercise and stretching will be given by a committee member or the coach before the event starts.	High	
3. Falling over	Participants, Coaches	Only cheer shoes or trainers must be worn. The event area will be checked for obstructions remove any objects found.	Medium	Members are advised what footwear is suitable for training
4. Hitting each other accidentally	Participants	Make sure there is enough space to complete the routines safely.	Medium	
5. Injury through the wearing of jewellery	Participants, coaches		Low	Members have signed a code of conduct stating they are prepared to do this. Verbal reminder to be given to all participants by coach or committee members to insist all jewellery is removed.
6. Suitability of the training area for stunting	Participants	No jewellery is permitted and members are told to remove any they may be wearing. Members are also told to tie long hair back. No lifts are to be performed other than in the sports hall where the ceiling is sufficiently high enough providing there are no overhead obstructions for example basketball hoops, boxing, brackets for boxing bags. Ensure no flying objects nearby. The floor must be free	High	

7. Dropping the flyer (the top of the stunts)		from obstructions and dry so that the bases have enough stability There must be enough space to perform the stunts safely. Noise levels must be quiet enough for those stunting to communicate clearly. There must be no risk of flying objects. High Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed
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8. The injury of any member of the stunt team through stunting

9. The flyer falls

Participants Participants

When lifts above the chest height of the base, and throws are performed, Mats (6 mats of 6ft by 4ft each per stunt) must be used.

Stunts must be spotted, either at front, back or both.

Members in the stunt team receive training from a qualified member of the BCA/Future Cheer, and stunts are taught by such professionals may be performed thereafter.

Every member of the stunt team must be comfortable in completing the stunt and fully aware of their role in the team.

Members are not to stunt when feeling tired or unwell.

Only the back spot should count the stunt/talk until the stunt is complete and the flyer safely down.

There should be one spotter per person off the ground.

Everyone on the squad must be proficient at spotting techniques.

Cheerleaders will only be allowed to participate in stunts (whether spotting, catching or falling) at the level they have been trained to.

In the instance of a fall, the flyer should be caught in the basket catch or around the waist (not below it as she will hit the floor head
High High

within 24 hours. Duty staff will complete incident report.

All squad complete spotting exercises and drills at beginning of year before being allowed to begin stunting.

Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed within 24 hours. Duty staff will complete incident report.

Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed within 24 hours. Duty staff will complete incident report.

10. Injury to bases through loading of stunts	Participants	first). Bases and spotters are taught to catch in both of these ways; In a basket dismount the back spotter is responsible for supporting the head and neck of the flyer to prevent injury; the front spotter catches the legs to aid the bases in the dismount. Flyers must keep hands up if the stunt comes down; move them to the Touchdown motion on the way down, this allows spotters and bases to safely catch the flyer. The flyer must wear tight fitting clothing so that she is easier to catch. No tracksuit bottoms, only shorts or leggings. When stepping or jumping into the hands of bases, start with hands on the shoulders of the bases. Then, as you step or jump into the hands of your bases, put your body weight into your arms to help yourself into the stunt. This will force you to get directly over the stunt, this not only avoids injuring the bases, this will make the stunt more balanced and therefore safer. Suitable footwear must be worn, also to prevent injury to the bases All participants to have Mediu m Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed within 24 hours. Duty staff will complete incident report.
11. Exhaustion/dehydration /cuts/bruises etc	Participants, coaches	Low Low

		regular drink (i.e. water) to help keep hydrated. First aid to be sought in the event of any one feeling dehydrated. Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed Low
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12. Poor instruction and unqualified coaches

13. Injury to spectators 14. Injury to tumblers 15. Cash handling

Coaches, participants

Spectators Participants Participants

Coaches are to be
qualified and insured.

The routines will only be performed in an area indicated by mats.
Spectators will be
assigned a seating area which will be at a safe distance from the mats and will be told to
keep off the mats at all times. There will also be an indication of what is a safe distance to
the mats is.

Only people who have experience and are
comfortable with tumbling on a non-sprung floor will be allowed to do this. All other tumbling
that would normally be done at a competition when we have sprung floors will be taken out

Ensure that cash is not on show.

Ensure no one is left alone with large amounts of cash.

Large amounts to be kept secured and banked as early as possible.

Medium

Low

within 24 hours. Duty staff will complete incident report.

Stewards to marshal area between 'stage' and first row of spectator seating.

Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed within 24 hours. Duty staff will complete incident report.

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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, spectators, coach/instructor or, officials	Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps 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 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).	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
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Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	If a fire or smoke is discovered, press nearest fire alarm point, and evacuate. All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	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
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Equipment
Poorly maintained equipment may

lead to
Club Committee

Adhere to NGB and/or statutory guidance for

purchasing and
Medium

injury whether facility, club or personal owed.	Club Members	maintenance. Keep and maintain records of equipment, particularly noting any expiry dates / deadlines. 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 to be secured. Inform Sports Fed if any items are stolen. All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. annual inspection). Any equipment found to be in an unsafe condition to be removed until it can be repaired or renewed to 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. Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment. 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).
Personal Equipment	Club Members	

lead to illness or even a fatality:

Food Allergies / Intolerances

Food Poisoning

Anyone
Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink.
Use University (onsite)

providers/caterers if possible.

Any food/drink prepared at 'home' and brought for others to consume, ensure

Low
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 event of any serious injury/incident:

If at Iffley Road,
inform duty staff (via reception)

Using a BBQ on University premises (Iffley Road, Parks, Marston) Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities.	Club members Alumni Spectators Club members Alumni Spectators	allergen foods are declared. Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food. Use appropriate storage (e.g. Tupperware, labels). Avoid bringing high risk food (e.g. nuts) if possible. Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where applicable, 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
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		temporary licence (these fall under a separate RA).
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	All Club Members Coaches	Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight. 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 Low

Exhaustion /Dehydration (also link to Welfare)

Lack of sleep

water/appropriate fluid to sessions. facilities.

Possible causes:

Dehydration

Overtraining

Participants

Players to bring

Water fountains are available at Iffley Road. Check availability at other

Medium

University life – over commitment		Breaks given for rehydration in training and competition. Have medical support in place. Refer to Welfare where appropriate.
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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 Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)	Participants Coaches Club	Non-Oxford University students who are under 18s should not be involved in any club activities (refer any to city equivalent club). Club committee / coaches responsible for ensuring they are aware if any OU students 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. Coach/Instructor/Leader MUST have done NGB Safeguarding training and if necessary be DBS checked. Coach etc and club are aware of and follow NGB and University safeguarding policies including an appropriate DSL person and procedures in place for concerns/reporting.	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. Low
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Management of Injuries /Illness (incl first aid)

Injuries/illness incurred during activity or outside of activity.
Return to Activity from injury or illness

injury or illness during (e.g. BUCS fixtures at In event of any serious facility (duty) staff first.
 activity. First aider will Parks) otherwise seek injury/incident: If none, call 999/112
 assess and respond advice on and then ASAP call
 accordingly. **If at Iffley Road,** Security Services on
 inform duty staff (via 01865 289999 or
 reception) Sports Safety Officer
 on 07780 693388.

All
 Inform duty facility
 staff in event of
 participant(s) suffering medical staff provided Medium

**Away from Iffley
 Road** – inform any

		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 early, Incorrect training or overtraining.	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.
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Concussion Headshots 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	Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out. No intentional headshots. 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.	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 High 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).
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**Travel To / from venues
away from Iffley Road.**

Check in advance.
Location and parking
arrangements.
Time and distance (allow

extra time).
Potential hazards
(roadworks etc.) and have
other route in case.

Low
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

Private Vehicle	Drivers, Passengers	Weather conditions for to and from venue.	01865 289999 or Sports Safety Officer on 07780 693388.
Hired Vehicle (through Sports Fed)			Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
All drivers		Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.	Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Passengers		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. Take regular rest breaks.	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

		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 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.	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.
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Travel (Incidents) incl accidents, breakdown.

Drivers
Passengers
Ensure vehicle and

occupants are not in danger – inform any facility (duty) from other road staff first. If

Low **Away from Iffley 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. Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.	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 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)
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Social Activities including alcohol, non-prescribed drugs, and behaviour Physical injury or illness Damage to property, equipment, and reputation of sports club and/or 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/Practice with disciplinary procedures in place. No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess. Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs allowed at any time. Advice for all is to use well lit and well used areas at night-time. Be aware of 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. Medium If necessary, seek medical advice on 111 (NHS)
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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.	Low Monitor current university guidance which can be found here . Monitor UK Cheer guidance which can be found here: https://ukca.org.uk/2020/09/covid-19-return-to-cheerleading-faqs/
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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

NAME OF PERSON COMPLETING THIS RISK ASSESSMENT

NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)

OXFORD UNIVERSITY CHEERI

Olivia Coombs (President) **DATE OF**

Olivia Coombs (President) **SIGNING**

DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Risk of events such as competition and annual showcase

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.

		LIKELIHOOD		
		High (4) Medium (3)	Low (2)	Remote (1)
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
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)	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)	

RISK MATRIX

CONSEQUENCES

HAZARD
(Cause and consequences)

Location Specific choose areas relevant to your activity from (a) *indoor*, (b) *outdoor*, (c) *pool based*, (d) *water based*, or

(e) *mountain/hill/cave*. *Note – delete the locations that are not relevant (e.g. risk assessment for basketball then delete all above locations apart from ‘Indoor Hazards’*

Indoor hazards

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
- Unsafe equipment (add in any specific advice)
- Electrical

Participants, spectators, coach/instructor, officials	Check training suit and surrounding by coach / leader before activity commences Check any other equipment (mats, posts, etc.) Check lighting conditions are appropriate for activity Ensure those not involved in activity are outside of playing area
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Competition and Showcase

Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices

Participants should disclose injuries or illness. Failure may

contribute to risk of worsening condition of injury/illness.	practice. Training intensity should be adapted for level of participant. Increased attention to beginners. Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed). Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements)
Coaches, Experienced activity leaders, Participants, Training and games to be structured in conjunction with NGB guidelines and best	Medium Action to take ASAP 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.

Written Report Required

All first aid incidents or other H&S matters including near misses to be reported by a club member via

Slips, Trips and Falls

Potential of minor to major injury.

Examples of slip
hazards;

Following cleaning of floor,

Changing/Shower
areas

Spilt drinks

Wet grass

Mud

Ice

Slopes

Examples of trip/fall hazards:

Trailing cable(s)

Potholes, uneven
surfaces

Mats, gaps between mats

Equipment (e.g. players bags, sports
equipment)

Poor lighting

Stairs / steps

Participants, spectators, coach/instructor, officials	Any activity leader should have considerable experience of and be aware of practices. Club committee responsible to ensure these are adhered to. Participants should disclose if they have any injuries/illnesses in advance (e.g. signing up to club newsletter to update any changes). Participants encouraged to warm up and cool down and to wear appropriate clothing. Dynamic risk assessments required for unforeseen circumstances/situations. Coach/person in charge needs to ensure facility is fit for purpose prior to start and monitor throughout. Report any trip hazards, including lighting, to facility manager and warn active participants until hazard is removed or made safe (Encourage them to report it, so as to change their mentality). Drinks to be consumed and stored well from playing/activity area. Cables to be kept (tied) away from playing area / walkways otherwise use mats and high-viz tape.		No running in changing/shower area. Warning notices applicable and appropriate (especially at a club owned/run property). Use handrails if provided on stairs/steps.
	Warm up and performance 1. Entire training area, mats and other equipment to be inspected prior to start of event and monitored throughout for any faults. 2. Pulled muscles 3. Falling over 4. Hitting each other accidentally 5. Injury through the wearing of jewellery 6. Suitability of the training area for stunting		

Participants, Coaches	Report to Duty in first instance. Stop training necessary, pause in the event of an accident with the matting Warm up and cool down consisting of aerobic exercise and stretching to be given by a coach member or the instructor before the event Only cheer should be allowed. Trainers must be present. The event area should be checked for obstructions- remove any objects found Make sure there is enough space to complete the routine safely.
Participants, coaches	7. Dropping the flyer (the top of the stunts)
Participants, Coaches	No jewellery permitted. Members are to remove any that they are wearing. Participants are also told to tie hair back. 8. The injury of any member of the stunt team through stunting
Participants	
Participants, coaches	No lifts are to be performed other than those performed in the sports hall as the ceiling is sufficiently high enough provided there are no obstructions for example basketball hoops, boxing brackets for boxing bags. Ensure no flying objects nearby The floor must be clear from obstructions and dry so that the participants have enough space

Participants	There must be enough space to perform the stunts safely. Noise levels must be quiet enough for stunting to be heard clearly. There must be no use of flying objects.
Participants	When lifts above chest height are performed, Mats of 6ft by 6ft (per stunt) must be used. Stunts <u>must</u> be spotted, either front, back or side. Members in the team receive training from a qualified member. BCA/Future Ch stunts are taught by such professional.

	may be performed thereafter. Every member of the team must be committed to completing the stunts fully aware of their own and the team's safety. Members are not to perform stunts when feeling tired or unwell. Only the back spotter should count the stunt/talk until the stunt is complete and the performer is safely down. There should be one spotter per person on the ground. Everyone on the stunts must be proficient in spotting techniques. Cheerleaders will not be allowed to participate in stunts (whether spotting, catching or falling) at a level they have been trained to.
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Participants

Participants

comes down; move them to the Touchdown motion on the way down, this allows spotters and bases to safely catch the flyer.

The flyer must wear tight fitting clothing so that she is easier to catch. No tracksuit bottoms, only shorts or leggings.

10. Injury to bases through loading of stunts

In the instance of a fall, the flyer should be caught in the basket catch or around the waist (not below it as she will hit the floor head first). Bases and spotters are taught to catch in both of these ways; In a basket dismount the back spotter is responsible for supporting the head and neck of the flyer to prevent injury; the front spotter catches the legs to aid the bases in the dismount.

When stepping or jumping into the hands of bases, start with hands on the shoulders of the bases. Then, as you step or jump into the hands of your bases, put your body weight into your arms to help yourself into the stunt. This will force you to get directly over the stunt, this not only avoids injuring the bases, this will make the stunt more balanced and therefore safer. Suitable footwear must be worn, also to prevent injury to the bases

Low

Low
within 24 hours. Duty
staff will complete
incident report.

Flyers must keep hands up if the stunt

present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if deemed an ambulance is necessary to attend any incident. Sports Safety Officer to be informed within 24 hours. Duty staff will complete incident report.

Club first aiders will be

11.
Exhaustion/dehydration /cuts/bruises etc

12. Poor instruction and unqualified coaches

13. Injury to spectators

14. Injury to tumblers 15. Cash handling

Participants, coaches	All participants to have regular drink (i.e. water) to help keep hydrated. First aid to be sought in the event of any one feeling dehydrated.	Low	Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if de an ambulance is necessary attend any incident. Spc Safety Officer to be info within 24 hours. Duty st complete incident repor
Coaches, participants	Coaches are to be qualified and insured.		Stewards to marshal an between 'stage' and first of spectator seating.
Spectators	The routines will only be performed in an area indicated by mats. Spectators will be assigned a seating area which will be at a safe distance from the mats and will be told to keep off the mats at all times. There will also be an indication of what is a safe distance to the mats is.	Medium	Club first aiders will be present. Inform duty staff immediately. Duty first aider(s) will be informed. Dial 999 if de an ambulance is necessary attend any incident. Spc Safety Officer to be info within 24 hours. Duty st complete incident repor
Participants	Only people who have experience and are comfortable with tumbling on a non-sprung floor will be allowed to do this. All other tumbling that would normally be done at a competition when we have sprung floors will be taken out	Low	

	Ensure that cash is not on show.		
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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

Fire/Smoke Inhalation May lead to minor/major injury or fatality

Participants	Ensure no one is alone with large amounts of cash. Large amounts to be kept secured and banked as early as possible.
Players, spectators, coach/instructor, officials	Use any handling equipment (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps Make the load small or easier to carry Seek assistance from other(s) to assist with carrying/moving to mitigate slips, trips and falls. Look to avoid twisting/lifting from floor to above shoulders or carrying over excessive distances where possible. Seek assistance from others in the event of needing to open fire doors (Propping open fire doors may increase risk of damage to property and injury to persons in the event of a fire especially if the property is left in place e.g. forgetfulness).

Participants, spectators, coaches/instructors, officials	If a fire or smoke is discovered, proceed to the nearest fire alarm and evacuate. All should acquaint themselves to the fire exits and assembly point. Follow instructions from facility/management and/or EMS personnel, particularly if evacuating.
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Personal Equipment

Equipment

Poorly maintained equipment may lead to injury whether facility, club or personal owned.

Temporary
Demountable

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Club Committee	Adhere to NGA and/or statutory guidance for purchasing and maintenance and maintenance of equipment, particularly noting expiry dates / deadlines.		requirements should be met.
Club Members	Club committee aware of club Record and maintain via an inventory copy with Sports (see website for deadlines).		Owners of personal equipment should be reminded they are responsible for the maintenance, safety and security of their own equipment.
	Club equipment to be secured Sports Federation are stolen.	Structures (E.g. gazebos, marquees, platforms)	Depending on size of structure, a safe system
	All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. inspection).	Unsafe erection and dismantling may cause injury (minor-major, fatality)	
	Any equipment be in an unsafe condition to be used until it can be repaired or renewed to standard. If disposal is this should be a safe and possible environmental friendly manner (recycling). Also statutory	Lack of stability (e.g. Uneven surface, adverse weather) may cause injury in event of partial or full collapse	
Club Members		Food & Drink Provision by Club If providing food/drink,	
			work may need to be established.
			Structure should be erected before/dismantled good time avoiding large crowds
			Warning signs where needed
			Check structure has been erected correctly
		Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Use University (onsite)	

be aware of the following which may lead to illness or even a fatality:

Food Allergies / Intolerances

Food Poisoning

		declared.	applicable, temporary licence (these fall under a separate RA).	If at Iffley Road, inform duty staff (via reception)
		Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food.		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.
Using a BBQ on University premises (Iffley Road, Parks, Marston)		Use appropriate storage (e.g. Tupperware, labels).		Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
	Club members Alumni Spectators	Avoid bringing high risk food (e.g. nuts) if possible.		
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .	Club members Alumni Spectators providers/caterers if possible.	Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly	Low 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.	Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Anyone	Any food/drink prepared at 'home' and brought for others to consume, ensure allergen foods are	Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where	In event of any serious injury/incident:	
		Overtraining Lack of sleep University life – over commitment		
Welfare (also see Exhaustion/Dehydration and Safeguarding)				
Mental Health Wellbeing				
Weight Management (where appropriate)				Safeguarding (relates to any activity involving under 18s and/or

Exhaustion
/Dehydration (also link to Welfare)

Possible causes:
Dehydration

All Club Members Coaches	Overtraining /Dehydration & Bullying Non-Oxford University Follow NGB v students who are under guidance 18s should not be involved Club/coach sh put pressure c individual(s) to gain weight es there is a need a specific weig
Participants	Players to brir water/appropr to sessions. Water fountair available at Iff Check availab other facilities. Breaks given t rehydration in and competitic Have medical in place. Refer to Welfa where appropi

vulnerable adults)

(also link to Welfare)

Any signs of
unexplained physical
injury/illness
Signs of mental abuse
Self-harming
Unexplained weight
loss/gain issues
Unsupervised
activities (including
providing advice)

Participants Coaches
Club
in any club activities
(refer any to city
equivalent club).

Club committee /
coaches responsible
for ensuring they are

aware if any OU
students 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.

Low
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

	Coach/Instructor MUST have NGB Safeguarding training and if necessary be checked. Coach etc and are aware of and follow NGB and University safeguarding policy including an appropriate Designated person and procedures in
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Concussion

Headshots Recognition, Management, Return to Activity.

Failure to recognise, treat and manage concussion may result in severe injury /

fatality.

Participants Seek immediate first aid in event of concussion or even suspected

concussion or if in doubt!

If in doubt, they must sit out.

No intentional headshots.

Liaise with first aider and have someone stay with In event of any serious injury/incident:

	for concerns/reporting
All	Inform duty facility 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 (e.g. BUCS fixtures at Parks) otherwise advice on 111 (999 if life threatening). Obtain any medical conditions from all new participants and existing members let coach/leader know any new injuries/medical conditions. Coach/leader is to liaise with any participant returning from injury ensure it is not aggravated by return to early, Incorrect training overtraining.

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.

Note - Some symptoms of concussion.
 Headache
 Dizziness
 Feeling sick or vomiting
 Memory Loss
 Unusual Behaviour
 Vision Issues

Travel To / from

injured party (inc
 transferred to hos

 Signpost to relev
 parties ASAP sur
 as SSO, College

 Monitor condition
 before allowing r
 to activity (in line
 NGB
 guidelines).

 Participant to sto
 immediately if he
 feels unwell on re
 activity.

venues away from Iffley Road.

Check in advance.

Potential hazards (roadworks etc.) and have other route in case.
 Weather conditions for to and from venue.
 pass to Sports Fed ASAP.
 Adhere to road and traffic laws and regulations.

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)

Private Vehicle

Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.

Accidents to be reported to <https://oxforduni-remoteforms.info/exchange.com/Incident>

Hired Vehicle (through Sports Fed)

Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place.

Low
 In event of any serious injury/incident:

Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business.

Drivers,
 Passengers
 Location and parking arrangements.
 Time and distance (allow extra time).

Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and

Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call

Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office

All drivers

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 <u>Fed (for hired</u>	<u>vehicles).</u>
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Passengers

Travel (Incidents) incl accidents, breakdown.

Drivers Passengers	Responsible for of themselves others in vehicle Take regular rest breaks. Do not over 2 hours in one stint. Stop ASAP for a break feeling tired at Avoid distracti particularly fro in vehicle. Use assistanc others when re parking, or manoeuvring i spaces. No alcohol wh driving on club business Should be made aware of distractions/ar al behaviour a likely to affect Ensure vehicle occupants are danger from o users. All to le vehicle and m safe place. Personal Safety (maybe comprised in the event of an individual drinking to excess) Use breakdown Details can be hired vehicles. private vehicle must have bre cover (driver responsible).		Major incidents (i involves any emergency servi and/or anyone ge hospital. Call 999/112 in the ev life-threatening in or 111 for non-urg cases. ASAP call Security Social Activities including alcohol, non-prescribed drugs, and behaviour Physical injury or illness Damage to property, equipment, and reputation of sports club and/or University. Crowd management Lack of planning and security may result in overcrowding, incidents (including alcohol
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related)

	Services on 01 289999. Minor incident Inform Sports and hire company ASA photos for evid purposes.	Everyone	Look at numbers types of stewards Methods of working/commun
All attending club social events	Follow NGB a (incl OUSF) C Conducts/Pra disciplinary pr in place. No alcohol pri and during act Alcohol should consumed to moderate leve any other time not to excess. Drivers shoul drink any alco see non-alcohol al Non-prescribe allowed at any Advice for all i well lit and we areas at night aware of surrc Avoid flaunting value (e.g. wa large amounts phones) Ensure anyon has drunk to e accompanied home/college observed there	Animals (outdoor events mainly) May enter activity area when activity is in progress Defecate in performance and/or spectator area Covid-19 Minimise spread of virus	Participants Spectators Ensure any disch from animals is r and disposed of especially from performance are Halt activity if ani enters performar area until it leave

Coaches	Avoid contact others if you are infectious
Participants	Respect other people's space
	Keep up to date with COVID vaccinations
	Respect those who choose to wear face covering
	Cover coughs and sneezes and wash hands regularly

3) Concussion Guidance / Policy

As per the Oxford University Cheerleading Squad Risk Assessment Form 2023-24:

Concussion Headshots Recognition, Management, Return to Activity. Failure to recognise, treat and manage concussion may result in severe injury / fatality.	Participants	Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out. No intentional headshots. Liaise with first aider and have someone stay with	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.
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Note - Some symptoms of concussion. Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues		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.	High 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).
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As per UK Cheerleading:

'Concussion Awareness', *Uk Cheerleading Association*, <https://ukca.org.uk/2017/01/concussion-awareness/> . Accessed 18/05/23.

Concussion Awareness

The UKCA prioritise the health and safety of all participants at all times.

What is a concussion?

A concussion is an injury to the brain usually caused by hitting your head or falling. It can happen at any point, if you take part in sports or in a school playground or at home. A concussion can happen when colliding with another player during a sports game or falling off a bike. It can also be called a mild traumatic brain injury and the duration for you or someone else to recover from this can vary greatly.

Most people who have had or have concussion can be back to normal by three months or sooner. A suspected concussion should always be reported to a teacher, parent, coach or referee immediately. The person should stop what they are doing and not continue until they have been seen by a doctor.

Here are a few helpful signs and symptoms of a concussion

There are many different signs that can link to a concussion, these being

- * Headaches
- * Weakness
- * Numbness
- * Decreased coordination or balance
- * Confusion
- * Nausea
- * Slurred speech
- * Vomiting

Any of these following symptoms can also indicate concussion:

- * Loss of consciousness or responsiveness
- * Lying motionless on the ground/Slow to get up
- * Unsteady on feet/Balance problems or falling over/Incoordination
- * Grabbing/Clutching of head
- * Dazed, blank or vacant look
- * Confused/Not aware of plays or event

[To read more about this click here to download an article on The Importance of being Concussion Aware.](#)

Concussion is a serious injury and it is important that you look out for the signs and take the correct precautions after the fall to ensure the safety of the athlete.