

Club Safety Policy: Oxford University Cheerleading Club

Introduction

- 1) Oxford University <Club Name> 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 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.
- 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 only

Day	Time	Location	Sessions Name and/or Description
Monday	17:30-19:30	Iffley Road Sports Centre	L3 Training Session
Wednesday	6:30-8:30	Iffley Road Sports Centre	L3 Training Session
Friday	6:30-8:30	Iffley Road Sports Centre	L2 Training Session
Sunday	12:30-14:30	Iffley Road Sports Centre	L2 Training Session
Sunday	14:30-16:00	Iffley Road Sports Centre	Development Squad Training Session

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
Week 2	14:00-18:00	Iffley Road Sport Centre	Annual Showcase for our 3 teams
Week 4	9:00-22:00	Manchester Central	FC University Nationals for 2 competition teams

		Windmill Street Manchester , M2 3GX	
Week 8	9:00-22:00	Birmingham BP Pulse Live Arena & NEC, B40 1PU	Legacy Alpha and Omega Competition for 2 competition teams

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 Insure4Sport 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 Insure4Sport 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 Club - 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)
- 4) Weight Management Policy – If appropriate to sport (e.g from Sports Federation Template)

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.									
SPORTS CLUB		Oxford University Cheerleading Club							
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		Rebecca Kearney			DATE OF ASSESSMENT:		16/10/26		
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		Esther Grimsdale (Secretary) Ellie Robinson (Vice-President)			SIGNING OFF DATE:		16/10/26		
Risk Assessment Review(s) – carry out in the event of any control measures being no longer effective, if there are changes in the activity that could lead to new risks and particularly if there has been an accident/incident or near miss. Changes are not always necessary but any review and notes of any change(s) (or no change) should be noted.									
Date of Review		Summarise any changes and why, if any, or note if none.			Person(s) updating RA		Notes		
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)	
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)					
WELFARE AND SAFEGUARDING - SPECIFIC					
VENUE/ 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 this row and the locations that are not relevant (e.g. risk assessment for basketball then delete all above locations apart from ‘Indoor Hazards’ and assess appropriately...</i>					
Indoor hazards minor / major injury caused by: • Lack of lighting • Temperature on to ventilation • Inappropriate space • Slip, trip falls, (stunting falls and tumbling trips) • Fire (add in any specific advice) • Damaged surface	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader before activity commences. Check any other equipment (mats, posts – check no gaps in mats which could cause injury) Check lighting conditions are appropriate for activity.	Medium – 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.	

• Unsafe equipment (Airtrack) • Electrical		Ensure those not involved in activity are outside of the playing area. Move any and all personal belongings outside of activity area Ensure no one is walking across/ on the AirTrack when in use		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
Indoor Hazards (Squash Courts) – minor / major injury caused by: • Slips, trips, falls • Unsafe area/ small area • Injuries • Jumping falls	Participants, spectators, coach/instructor, officials	Any new participants have made coach / activity leader aware of any injuries. Check playing surface and surrounding areas by coach / session leader(s) before activity commences.(ensure bags/ personal items are moved away) Check any other equipment – Club mats to be in use at all time (check for gaps in mats before beginning) Check lighting conditions are appropriate for activity. Ensure those not involved in activity are outside of playing area. Ensure only 1 stunting group at a time due to space restraints Ensure jumps are only performed with adequate space Motions and jumps to be taught in groups no more than 8 to allow room for movement	Medium – 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
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	If a fire or smoke is discovered, press the nearest fire alarm point, and evacuate.	Low – B2	In event of any serious injury/incident:

		All should acquaint themselves to nearest fire exits and assembly points. Follow instructions from facility/accommodation and/or EMS personnel, particularly if evacuating.		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 ACTIVITY AND EQUIPMENT - SPECIFIC				
Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices	Coaches, Experienced activity leaders, Participants	Training in stunting and tumbling to be structured in conjunction with NGB guidelines and best practice. Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness. 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	Medium – C2	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

		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 for ensuring these are adhered to. 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 (nothing too loose which could get caught) . Participants require to remove any loose jewelry and watches before session. Dynamic risk assessments may be required for unforeseen circumstances or situations.		
Slips, Trips and Falls Potential minor to major injury. Examples of slip hazards; Following cleaning of floor, Changing/Shower areas Spilt drinks Examples of trip/fall hazards: Trailing cable(s) Mats	Participants, spectators, coach/instructor, officials 2- Participants/coaches 3- Participants/coaches 4- Participants/coaches	Coach/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.	Medium – C2 2- Medium C3 3- Medium – C2 4- Medium – 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

Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps	5- Participants/coaches 6- Participants/coaches	Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape.	5- Medium – C3	here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
2- Pulled Muscles	7- Participants/coaches	No running in changing/shower areas	6- Medium – C3	Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
3- Falling over	8- Participants/coaches	Warning notices where applicable and appropriate (especially if at a club owned/run property)	7- High – C4	
4- Hitting each other accidentally	9- Participants/coaches/spectators	Use handrails if provided on stairs/steps.	8- High - C4	Club Code of Conduct signed by athletes on entering club – agreement to follow rules of Iffley, to wear correct footwear and clothing, to remove any jewelry and to ensure they are not acting in an unsafe way
5- Injury through jewelry wear	10- Participants/coaches	2- Coaches or committee to complete full aerobic, dynamic warm up including stretching of muscles before session	9- Low – B2	
6- Suitability of training area for stunting		Any previous injuries/strained muscles reported to coaches prior to warm up and adjustments made accordingly	10- Medium – C3	
7- Flyer falls from top position		3- Cheer shoes or trainers to be worn at training sessions with laces tied up.		
8- Injury to a member of the team whilst stunting		Area checked for any obstacles/ hazards before session begins		
9- Injury to spectators		4- Coaches and athletes will make sure there is enough room on the mat and in the area to complete routine correctly without hitting each other		
10- Injury whilst tumbling		5- Participants will be asked to remove any jewelry and watches they are wearing before participating Also asked to tie back long hair to make sure this doesn't get caught		

6- Stunts to be performed only where ceiling height is appropriate (i.e not underneath any basketball hoops or low ceilings)
Ensure no flying objects around
Floor must be free from any hazards or spills which could cause issues during stunts
Noise levels in general area are to be kept to a minimum to remove unnecessary distractions from affecting the stunt

In Squash courts as above – only 1 stunt groups to be completing stunts at one time to make sure there are no collisions

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Cheerleaders only to try stunts once they have been deemed to receive sufficient training by a coach
Coaches are qualified in the stunts they are teaching and so stunts taught by these professionals can be completed afterwards
When lifts above chest height are being performed mats (6ft by 4ft for each stunt group) must be used
Must have spotters around the stunt (when trying new stunts) at the front or back or both
Every member of the stunt must be aware of their role in the stunt and feel comfortable participating
No one must participate in a stunt if they feel unwell or tired

Only backspots should talk in a stunt to ensure clear communication and no confusions

Cheerleaders only to participate in stunts to the level they have been taught to

In an instance of falling flyer should be caught around the waist or in any manner to ensure that their head does not reach the ground. In basket maneuvers the back spot is responsible for the head and shoulders of the flyer, front spots responsible for the legs and the bases for the rest of the body

Flyers must wear tight clothing to ensure nothing gets caught during the stunt

8-

As above

Also – technique will be taught to all members for injury prevention. Flyers will jump into stunt with weight in their arms, this keeps the stunt low and controlled to protect the bases and makes stunts more balanced

Flyers will wear appropriate footwear to not hurt bases

Spotters/ coaches will also always be around to try to catch stunts to avoid bases and backs being hurt. In the case that someone gets hit whilst preventing a flyers fall proper procedures should be followed

9- Spectators will be kept separate and off the mats during the entire routine and the routine will only be performed on the set mats

		Will be told to sit a safe distance from the mat which will be indicated 10- Only members confident and without injury will be allowed to tumble on non-sprung floor. Any other tumbling performed on sprung floors at competition will be removed		
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, 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.	Low- B3	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 facility, club or personal owned.	Club Committee Club Members	Adhere to NGB and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly	Medium – C2	

Personal Equipment	Club Members	noting any expiry dates / deadlines. Club committee to be aware of club property. Record and maintain via 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 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. 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 unsure on disposal of certain items.
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	Anyone	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drinks. Use University (onsite) providers/caterers if possible.	Low – B2	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 exposed to food allergies.

Food Poisoning		Any food/drink prepared at 'home' and brought for others to consume; ensure 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, temporary licence (these fall under a separate RA).		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 .
Using a BBQ on University premises (Iffley Road, Parks, Marston)	Club members Alumni Spectators			
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .	Club members Alumni Spectators			
Welfare (also see Exhaustion/Dehydration and Safeguarding)		Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance		Signpost where appropriate by Club committee / welfare officer. Examples:
Mental Health Wellbeing	All Club Members Coaches	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.	Medium – C2	Sports Fed and /or their Welfare Officers (can be done in confidence).
Weight Management (where appropriate)				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. Athletes to always be designated regular water breaks with first aid being sought if anyone becomes dehydrated. Welfare officers and other committee members to ensure no member is participating if exhausted and the correct welfare at university or college level support should be advised and sought	Medium – C2	
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 are 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 to ensure the party engaging in activity is not unsupervised. Where an appropriate person is	Low – B2	For further advice: Contact the Sports Safeguarding Officer via David.white@sport.ox.ac.uk. Be aware of Oxford University’s Safeguarding Code of Practice Adhere to club’s NGB for their Safeguarding/Child

		supervising mitigate risk of 1:1 by having others in attendance. Ask coach/instructor for DBS certificate and NGB/coach safeguarding training certificate. Check NGB's requirements. For ANY safeguarding concerns involving the activities of an Oxford University Sports Club – refer to David White (Sports Safeguarding Officer) first – David.white@sport.ox.ac.uk Guidance will be sought from the University's Designated Safeguarding Leads (DSLs).		Protection policies and procedures. DSL will provide relevant follow up action within 24 hours of concern being referred to them.
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 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 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 early,	Medium – 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

		Incorrect training or overtraining.		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.
Cardiac Arrest (<i>where a heart stops pumping blood around the body. A heart attack is a sudden loss of blood flow to a part of the heart muscle</i>) Party will be; Unconscious Unresponsive Won't be showing any movement including not breathing or may be making gasping sounds). Note – British Heart Foundation offer a free online training course - RevivR	Anyone	If alone – • Call 999/112 if possible, using hands free speaker on phone. • Follow guidance given by 999/112 staff on CPR and start ASAP. • Do not go for Defib if alone (paramedics will bring it). • Carry on with CPR until help arrives or exhausted. If others around: • Start CPR if possible whilst helper calls 999/112 and put on speaker if required. • Helper find and bring defib to casualty. • Ask helper to take pads and defib out and follow voice prompts. • Carry on with defib/CPR until paramedics arrive.	Low – C1	Call 999. Where applicable, give call handler number on Defib cabinet (to get code to unlock). OUS Defib locations; Iffley Road Sports Complex – At main reception desk (duty staff will respond) OURFC (rugby) main building. Parks – external cabinet outside public toilets. Marston Sports Ground – external cabinet to side (garage end) of main building. External sites – check with facility provider. In advance, have downloaded to phones, What3Words App for precise location & Save A Life App for nearest defib location. Aftercare to be provided to all involved parties. Incident report to SSO by phone (07780 693388).
Concussion Headshots Recognition, Management, Return to Activity.	Participants	Sports Club Committee and coaches are to be aware of any specific NGB concussion protocols. Generic	Medium – C2	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception)

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		guidance can be found here Remove injured party from training. Seek immediate first aid in event of concussion or suspected concussion! If in doubt, they must sit out and should not return. Liaise with first aider and have someone stay with injured party (incl if transferred to hospital – member of committee/ coach or other team member to accompany injured party to hospital). Monitor condition before allowing return to activity (in line with NGB guidelines). Participant to stop immediately if he/she feels unwell on any return to activity. Inform student's college ASAP after 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 Safety Officer and/or club Welfare Officers (including signposting).
TRAVEL - SPECIFIC				
a) Travel to/from venues away from Iffley Road				
Driver/Club preparation Checking route and parking arrangements of locations in advance	Drivers Club committee	Drivers of any vehicle, with help of other responsible person(s), should check in advance for: Location and parking arrangements. If using Sat Nav, program routes before setting off. If using via a phone, use a cradle but beware of driving laws that cover mobile use whilst driving.	Low – B2	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.

	Drivers	Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue. Adhere to road and traffic laws and regulations. Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces.		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
b) Driver Safety				
Driver Distraction (e.g. use of mobile phone, eating/drinking, passenger distracting, leaning/reaching)	Drivers Passengers Drivers	All drivers (under Sports Fed Transport Scheme and those who drive their own vehicle on club activities) should complete the University's Safety Office Driver Awareness E-Learning Course (requires single sign on and is free to University members) Should be made aware distractions/anti-social behaviour are likely to affect driver. Do not use mobile phones whilst driving. Suggest putting on 'Do Not Disturb mode'. Use controls on steering wheel (where appropriate) to avoid reaching/leaning for dashboard controls	Low – B2	Drivers are liable for fines/points/attending training course for any breaches of the Highway Code. Responsible for safety of themselves and all others in vehicle.

		Advisable not to use headphones whilst driving. Advisable not to eat or drink whilst driving. Pull over and stop in a safe place to do so. 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.		
Hired Vehicle (through Sports Federation)	Drivers, passengers	Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check vehicle and paperwork thoroughly on hiring to ensure no issues. Raise with car hire staff any discrepancies. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.	Low – B2	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.

Private vehicle (MOT, tax, insurance, all correct)	Drivers, passengers	Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.	Low – B2	Drivers of private vehicles are advised to check with their Insurer they are insured to drive on ‘sports club’ business.
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. Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.	Low – B1	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 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 / NON-TRAINING ACTIVITIES such as use of				

[illegible]

Physical injury or illness
Damage to property,
equipment, and reputation
of sports club and/or
University.

All attending club
social events

Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.

Drivers should not drink any alcohol and see non-alcohol alternatives.

Advice for all is to use well-lit and well used areas at night-time. Be aware of surroundings.

Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.

Low –
B3

There is 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.

OUCS Concussion advice access through NGB body SportsCheer England (16/10/26):

Concussions Resources

Helpful Resources

- NHS Concussion Information: [Head Injury](#)
- UK Concussion Guidelines for Grassroots Sport: [If in Doubt Sit Them Out](#)
- Concussion Courses: [UK Coaching Concussion Awareness for Coaches](#)

Other Welfare advice such as for eating-disorders has also been taken from SportsCheer England's resources

Eating Disorder resources

Cheerleading demands power, precision, and trust, but like many performance sports, it can also expose athletes to body image pressures that increase the risk of disordered eating.

To learn more about eating disorders and how to reach out for help - <https://www.beateatingdisorders.org.uk/get-information-and-support/about-eating-disorders/>

How to Support Your Community:

Learn how to spot eating disorder signs, and support loved ones and those around you to get the help that they need - <https://www.beateatingdisorders.org.uk/get-information-and-support/support-someone-else/tips-for-supporting-somebody-with-an-eating-disorder/>

Recognise the impact of Social Media in Eating Disorders and promote positive online engagement:

Be mindful of what you post on social media and how this may affect others viewing your content - <https://www.beateatingdisorders.org.uk/get-information-and-support/about-eating-disorders/eating-disorders-and-social-media/>

Whether your community is one person or many, even a single meaningful connection can bring hope, strength, and the reminder that you are not alone.