

Club Safety Policy: Oxford University Clay Pigeon Shooting Club

2026

Introduction

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

Overview of Activities

Weekly Activities [during term-time only]

Day	Time	Location	Sessions Name and/or Description
Sat or Sun	AM and PM slots	Barbury Shooting School	Have - A - Go sessions - beginner tuition where novices shoot 25 cartridges and are trained in safe handling of the gun.
Sat or Sun	AM and PM slots	Oxfordshire Shooting School (home ground), Barbury, E.J. Churchill or another suitable ground	Open Practice - team practice where participants are beginner to expert, led by experienced club members, 50 clays of varied challenge
Sun	as arranged	Common Leys	Experienced shooters’ practice - for members already competent in safe gun handling

Sat or Sun	as arranged	E.J. Churchill Shooting Ground	Team training - coached practice for selected Blues and Golds squad members ahead of competitions, led by coach Colin Burrows (registered under paragraph 14)
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Members travel to sessions from the Iffley Road Sports Centre car park, in accordance with the travel controls in Appendix A.

Annual Events, Trips and Tours

Event Name and/or Description	Approximate Date (e.g. Week of Term)	Location
St Andrews Competition and Welly Ball	Early November	St Andrews
Lancaster Competition and Ball	Late November	Lancaster
Christmas Cup	End of November	Wales
Edinburgh Competition	Late January	Edinburgh
Bristol Competition and Ball	Early February	Swindon
Oxford Brookes Competition	Early February	to be confirmed (Oxford)
Newcastle Competition	Mid February	to be confirmed (Newcastle)
Loughborough Competition	Late February	to be confirmed (Loughborough)
Durham Competition	Late February	Tweed
Bath Competition	Mid March	to be confirmed (Bath)
BUCS competition	Mid March	Eaton Hall
Hull Competition	March	Hull
Varsity Competition - annual match against Cambridge University; Men's and Women's Blues and Golds teams; guests may shoot (see paragraph 21)	March	alternates between Ox and Cam
Cuppers - inter-college competition organised by the club, open to college teams including novices (see paragraph 21 and Appendix B)	to be confirmed each year	West London Shooting School
Other university and open competitions entered by club teams or individuals; each registered through the Event or Trips and Tours process as required	throughout the year	various CPSA-registered grounds

Events involving an overnight stay or travel outside Oxford are also trips and tours, and are registered under paragraph 17 as well as paragraph 15.

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, in line with the University's incident reporting procedure, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.

- a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.
- b) An 'incident' is used to encompass accidents, dangerous occurrences, specified occupational exposure, ill-health.
- c) A 'near-miss' relates to incidents that did not result in injury, illness, or damage, but that had

the potential to do so. Recognising and reporting these incidents can provide opportunities to learn lessons that prevent future injury or damage. Club members and committees are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.

- d) The loss or theft of a Club shotgun, or any incident involving the discharge of a shotgun outside normal shooting, is also reported immediately to the police and to the Committee, in addition to the University report above.

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 arranged through the National Small-bore Rifle Association (NSRA), 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 arranged through the NSRA, 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.
- d) The current NSRA policy covers a club of 101 to 150 members. The Secretary monitors membership numbers and, if membership grows beyond 150, the club will promptly inform the NSRA and change the policy accordingly.

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.
- g) Experienced club members who lead a practice session are session leaders, not coaches, unless they hold an appropriate coaching qualification and are registered as coaches under paragraph 14.

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).

- a) 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. Nothing in this paragraph delays contacting the emergency services or making any report required by law.
- 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.
- d) The club adopts the NSRA Child Protection and Vulnerable Adults Policy, as required under the club's NSRA insurance policy, alongside the University arrangements in this section.

Club Shotguns and Ammunition

19) Club shotguns are held by a Committee custodian on behalf of the club, as set out in paragraph 26A of the Club Constitution.

- a) The custodian holds a current shotgun certificate and is named in the club's asset register, which is kept by the Secretary.
- b) The custodian keeps an inventory of every Club shotgun (make, model and serial number) and checks it against the guns at least once a term and at every handover.
- c) Club shotguns are stored securely in accordance with the conditions of the custodian's certificate. Storage locations, keys and access details are kept separately from this Policy, are not published, and are shared only with those who need them.
- d) Club shotguns are transported unloaded and in slips or cases. All guns for a trip are checked in and out by a shotgun certificate holder, and at least one certificate holder travels in each vehicle carrying guns and is responsible for the guns and ammunition in it.
- e) Club shotguns are used only at shooting grounds, under the supervision of a shotgun certificate holder or ground staff, and as otherwise permitted by law.
- f) Every transfer of a Club shotgun is entered on the certificates concerned and notified to the police firearms licensing department in accordance with current legislation.
- g) Ammunition is issued by a shotgun certificate holder, and only of the correct bore for the gun being used.

Safe Conduct of Sessions

20) Paragraph 2(k) of the Club Constitution requires every shooting session to have an identified person in charge of its safe conduct, and sets out who may stop an activity or a shooter. In addition:

- a) a safety briefing is given at the start of every session and competition, and a record is kept of who received it;
- b) the person in charge is recorded before each session; and

- c) a restriction on a shooter continuing beyond the session is dealt with under paragraph 6 of the Club Complaints Procedure.

Cuppers, Varsity and Guest Shooters

21) Cuppers (the inter-college competition organised by the club, as required by paragraph 2(e) of the Club Constitution) and Varsity both allow guests who are not club members to shoot. At these events, and whenever else the club allows a guest to shoot:

- a) each guest is the responsibility of the member who invites them, including for their conduct and for ensuring they follow this Policy;
- b) every guest receives a safety briefing before shooting and is supervised at all times on the stand by ground staff, a registered coach or an experienced club member; guests new to the sport shoot only under one-to-one supervision;
- c) guests who do not hold a shotgun certificate use guns only under supervision and as permitted by law;
- d) the club records the names of all guests and confirms with the NSRA, and with the ground, before the event that guests are covered by insurance;
- e) competitors, guests and spectators are kept behind the stands and away from the shooting area; and
- f) Cuppers is held at West London Shooting School or another approved shooting ground, and is registered through the Event Registration Process at least 21 days in advance with an event risk assessment based on Appendix B.

Appendix A: General / Overall / Regular Risk Assessment

UNIVERSITY of OXFORD SPORTS DEPARTMENT

OXFORD UNIVERSITY CLAY PIGEON SHOOTING CLUB RISK ASSESSMENT

DATE: 4/10/26

Clay pigeon shooting training and competition

Scoring method. The risk factor for each hazard is assessed after the controls in place, as Likelihood × Severity, each scored 1–3. It applies to Appendices A and B.

Score	Likelihood	Severity
1	Unlikely	Minor injury, no lasting effect
2	Possible	Injury needing medical treatment
3	Likely	Serious or permanent injury, or death

Low = 1–2; **Medium** = 3–4; **High** = 6–9. A High risk is not acceptable: the activity does not go ahead until further controls reduce it to Medium or Low.

HAZARD	CONTROLS MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Hit by shotgun	All members undergo safety training; novices supervised by qualified coaches, cages around shooting area preventing turning around	low	Safety briefing at the start of every session; the person in charge may stop any shooter (Policy para 20)
Shotgun breech explosion due to mixing of cartridge bores	Ammunition issued by shotgun certificate holder prior to shooting; no person to shoot with different calibres guns on the same day	low	Shooter should check that the barrel is clear before loading
Hit by falling clay pigeon / shard of broken clay pigeon	Suitable PPE (approved safety glasses, hat, covered footwear) to be worn at all times; all shoots are set up by professional grounds taking into account where the targets fall	low	Be aware of surroundings and other shooters
Hearing damage due to firing of guns	Suitable PPE (ear protection) worn at all times	Medium	Rules on ear protection are strictly enforced at shooting grounds and issued by the club.
Bruising to shoulder	Qualified coaches give instruction on appropriate gun mount, use and ammunition choice	Medium	Wear reasonably thick clothes; wear shooting vest; appropriate gun mount
Falling whilst carrying gun	Carried guns are unloaded; all members undergo safety training	Low	Guns are in a case or unequivocally safe, ie, broken for double barrel guns, streamer for semi-automatic

HAZARD	CONTROLS MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Travel to venue	Club Committee to check the insurance of drivers, in particular whether the insurance covers business use. Drivers to comply with all road safety laws and have a full driving licence. Hire vehicle drivers must have passed the University accredited driving course. Drivers must be over 21. Trip registration forms to be sent to the Sports Federation no later than 5pm on the Thursday before the fixture. Sports Federation will forward the details on to security services. The registration form for trips abroad must be sent a minimum of one calendar month (Policy para 17) prior to the trip departing. Club committee to supply Safety Officer with travel insurance documents and trip risk assessment	Low	In case of breaking down or accident, the Police should be called, informed of the presence of firearms, and advice sought; University Security to be notified on 01865 289999
Loss or misplacement of guns	All guns for a trip to be personally checked in/out by shotgun certificate holder in each individual vehicle. At least one shotgun certificate holder must be present in each vehicle and is responsible for guns/ammunition carried.	Low	Immediately check if a gun is suspected to be missing. Inform last known location if that is the case, and collect as soon as possible. If the gun cannot be located, the shotgun certificate holder responsible for the gun must inform the Police immediately for advice.
Unauthorised access to Club shotguns	Stored by the certificated custodian in accordance with certificate conditions; storage details not published (Policy para 19)	Low	Inventory checked each term and at every handover
Shooting while impaired by alcohol, drugs, medication or fatigue	No one may shoot while impaired. If the person in charge, a Committee member or ground staff believe a member or guest is impaired, they will not be allowed to shoot	Low	Decision is not open to debate on the day; incident recorded and reported to the Committee
Misfire or hang-fire	Gun kept pointed down range for at least 30 seconds, then opened and the barrel checked clear before reloading; supervisor or ground staff informed	Low	Faulty cartridges set aside and not reused
Unsafe gun handling	Guns loaded only on the stand with the muzzle pointing down range; carried open and empty, or in a slip, at all other times; never pointed at anyone; supervisors correct unsafe handling immediately	Low	Repeated unsafe handling dealt with under paragraph 20 and the Code of Conduct
Weather (lightning, poor visibility, cold, heat)	Shooting stopped during thunder or lightning and in poor visibility; members advised to bring suitable clothing, water and sun protection	Low	Person in charge checks the forecast and cancels or pauses the session if unsafe

HAZARD	CONTROLS MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Slips and trips on uneven or wet ground	Suitable footwear; guns carried open; care on steps and stands	Low	Hazards reported to ground staff
Ammunition in transit	Cartridges carried in closed boxes or a cartridge bag, separate from guns, under the control of a shotgun certificate holder	Low	Cartridges accounted for at the end of the day
Medical conditions	Members are encouraged to tell the person in charge, in confidence, of any condition (e.g. epilepsy, asthma, allergies) or medication that could affect their safety when shooting	Low	Information kept confidential and shared only as needed; person in charge decides any adjustments
Spectators and non-shooters	Stand behind the shooter and outside the stand; eye and ear protection worn within the shooting area; supervised by the inviting member	Low	Shooting stopped if anyone enters the shooting area

RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?
Safety brief to be conducted by the committee and to document who has received the brief	Safety briefings are given at the start of every session and competition	Club Committee

Club President Jack Preuveneers Date 4/10/26

Club Secretary Morgan Purvis Date 4/10/26

Welfare Officer Jerry Li Date 4/10/26

Appendix B: Generic Risk Assessment – Cuppers, Varsity and Guest Shooters

This supplements Appendix A, which applies in full. It covers the additional hazards of events with many novice shooters and guests who are not club members (paragraph 21).

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Large number of inexperienced shooters	Safety briefing for every competitor; one-to-one supervision for novices; every stand supervised	Medium	Limit the number of teams to the supervision available; the person in charge may stop any shooter (Constitution 2(k))
Competitors or spectators near the shooting area	Waiting areas behind the stands, marked by ground staff; only the shooter and supervisor on the stand	Low	Brief team captains on waiting-area rules; stop shooting if anyone enters the shooting area
Handling of guns by non-certificate holders	Guns issued and collected on each stand by ground staff or a certificate holder; guns never taken away from the stand	Low	Guns carried broken and unloaded between stands
Guests unfamiliar with club rules	Each guest is the responsibility of the inviting member; briefed before shooting and supervised at all times on the stand	Low	Guest names recorded; inviting member stays with their guest
Guests not covered by insurance	Insurance cover for guests confirmed with the NSRA and the ground before the event	Low	Guest list checked against confirmed cover on the day
Injury or illness on the day	First aid available at the ground, specified in the event risk assessment	Low	Emergency contact and location details held by the person in charge