

Club Safety Policy: Oxford University Contemporary Dance Club –Updated Jan 2023

Introduction

- 1) Oxford University Contemporary Dance 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)
- 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 –note that exact timings of sessions may change throughout the year, but this is a good overview]

Day	Time	Location	Sessions Name and/or Description
Mon	9-10pm	Iffley GLD Studio	Jazz troupe rehearsal – Francesca Kuczynska
Tues	8-10pm	Iffley GLD Studio	Wildcard troupe rehearsal 8-9pm – Tiggy Jones Heels troupe rehearsal 9-10pm – Gillian Konko & Fenella Lawn
Weds	6-7:30pm	Jericho Community Centre First Floor Studio	Tap troupe rehearsal – Cameron Tweed
Fri	7-10pm	Iffley GLD Studio	Lyrical troupe rehearsal 7-8pm – Amy Roberts Contemporary troupe rehearsal 8-9pm – Darcey McDonald Ballet troupe rehearsal 9-10pm – Elizabeth Lee
Sat	3-6pm	Iffley GLD Studio	Hip hop troupe rehearsal 3-4:30pm – Josh Redfern Whole troupe training and stretch & conditioning 4:30-6pm - various

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
Sunday Week 5 HT	PM	St John's College Auditorium	Varsity
Sat&Sun Week 6/7 HT	PM	St John's College Auditorium	Annual Showcase, with tech and dress rehearsals in the theatre the weekend before
Hilary/Trinity term (various weeks)	Evening	Various locations	Performances at balls, such as Glitterball 17 th February 2023
Sunday Week 8 HT	All day	Nottingham	‘Go Hard or Go Home’ national competition

*Annual Trips / Tours (classed as club activities involving an **overnight** stay)*

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
Week 8 Hilary Term (some, not all, years)	Loughborough	Loughborough Uni Dance Competition. We have not actually done this overnight competition before, but are looking into it for next year

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 **Markel Direct** 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 Contemporary Dance Club - Appendices

Appendix 1 – General risk assessment

Appendix 2 – Varsity Competition Risk Assessment

Appendix 3 – Showcase Risk Assessment

Appendix 1 – General 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	Oxford University Contemporary Dance		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Miranda Conn	DATE OF ASSESSMENT:	24/05/22
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Miranda Conn (President)	SIGNING OFF DATE:	25/05/22
DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Risk of generic activities			

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

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)		AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE	RISK	SUGGESTED FURTHER ACTION(S)
Location Specific					
Indoor hazards minor / major injury caused by: • Inappropriate space • Slip, trip falls (in particular while dancing) • Pulled muscles • Damaged surface (e.g rough splintered flooring) • Pre-existing injuries		Dancers	Only book and practice in venues that can accommodate all dancers with adequate space Warm up effectively before every session Use rosin with ballet shoes to reduce chance of slipping Check flooring for debris before start of session Any participants have reported ongoing injuries to the Welfare Officer	C3	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 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
Outdoor hazards (road, outdoor performances – minor / major injury caused by: • Slips, trips, falls • Weather extremities • Uneven surfaces • Injuries • Collisions in busy spaces	Participants	Any new participants have made coach / activity leader aware of any injuries. Check performance surfaces for debris and that they are sufficiently level Check no obstacles which could cause tripping Check lighting conditions are appropriate for activity. Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount) or abandon if conditions etc become unsafe during activity. Ensure those not involved in activity are outside of playing area.	3B	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Training /Competition Poorly planned and managed activity including poor coaching	Dancers	. Training intensity should be adapted for level of participant. Increased attention to beginners.	3C	Action to take ASAP In event of any serious injury/incident:

practice may contribute to unsafe practices Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.		Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure 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. Dynamic risk assessments may be required for unforeseen circumstances or situations. Communication with all competition organisers to ensure safe performance conditions.		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
Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards; Performances on wet grass, slippery stages, split drinks Examples of trip/fall hazards:	Participants, spectators,	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).	B2	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.

Trailing cable(s) Potholes, uneven surfaces Poor lighting		Drinks to be consumed and stored well from playing/activity area. Cables to be placed (tied) away from activity area Use handrails if provided on stairs/steps.		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
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 Food Poisoning	Anyone Club members Alumni Spectators Club members Alumni Spectators	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 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.	C2	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) 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)

Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .		Seek permission from University first (unless in public areas) 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).		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	All Club Members Coaches	Welfare officer to regularly check in on all members of team and offer support 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.	B2	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.
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.	B2	

		Refer to Welfare where appropriate.		
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	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.	B1	For further advice: Contact the club's NGB for their Safeguarding/Child Protection policies and procedures. Ensure this information is passed on to relevant persons within the club. Be aware of Oxford University's Safeguarding Code of Practice Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.
Management of Injuries /Illness (incl first aid) Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness	All	Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly.	C3	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception)

		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, Incorrect training or overtraining.		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 Inform SSO of any club member interested in gaining first aid qualification.
Concussion 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	Participants	Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out. Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College. Monitor condition before allowing return to activity	C1	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)

Vision Issues		Participant to stop immediately if he/she feels unwell on return to activity.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
Travel To / from venues away from Iffley Road. Private Vehicle Hired Vehicle (through Sports Fed)	Drivers, Passengers	Check in advance. Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue. Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence. Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.	C2	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident 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

		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.	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 OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. Encourage alcohol free social events, to avoid an alcohol centred culture Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs are not 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.	B3	Potential reputational risk to the sports club, Sports Department and University in the event of adverse behaviour of an individual(s). Club committee should remind members. If necessary, seek medical advice on 111 (NHS)
Covid-19 Minimise spread of virus	Coaches Participants	Avoid contact with others if you might be infectious Respect other people's space	A3	Monitor current university guidance which can be found here.

		Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		
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Appendix 2 – Varsity Risk Assessment 2023

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 . <u>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).</u> 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		Contemporary Dance			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		Miranda Conn	DATE OF ASSESSMENT:	29/11/2022	
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		Miranda Conn, President	SIGNING OFF DATE:	09/01/23 via email from David White to Miranda Conn (this email has also been forwarded to oxfordunidance@gmail.com for records)	
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: (use this box to summarise the event) Contemporary Dance Varsity 2023. The 39 members of the Cambridge University Dance Competition team will join us (OU Contemporary Dance, 33 competitors) for our annual Varsity Competition. The event will be held in St John's College Auditorium on 12/02/23. Each team performs 7 dances, which are judged against each other by a panel. Spectators (no more than 150, likely to sell a max of 140) can buy tickets to watch the competition. See Event Plan for more details.					
RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero

	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium or high . Where risk is determined to be low, effectively zero , this is optional)	
Location Specific <i>choose areas relevant to your activity from (a) indoor</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	Check there are no trip hazards on the stage. Check lighting with tech people before event to ensure sufficient. Check any other equipment e.g. lights are not in a dangerous place. Check lighting conditions are appropriate for activity. Ensure spectators remain in their seats throughout the performance. Tell audience fire procedure before commences.	2B	In event of any serious injury/incident: Notify the St John's College Porters in the event of an 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	

Event Planning Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency Ensure facilities etc cater for persons for disabilities etc. (in line with legislation) Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.	Coaches, Experienced activity leaders, Participants, Spectators	Event / Competition to be structured in conjunction University guidelines and best practice. We will fully liaise with the St Johns Events team to ensure good signage is put in place. Communicate very closely the instructions and guidance for the day to Cambridge. We will show them around, let them know who they can go to with questions, and lay out a clear code of conduct. Event Plan to include emergency plans / procedures. We will adopt the emergency plans of St John's college events, ensuring that the fire procedure is communicated, and the porters are aware of the event. Liaise St John's over access for those with disabilities	2C	In event of any serious injury/incident: Alert the St John's College Porters as a first instance, then call 999 if necessary. Liaise closely with the St John's College Events team in planning the event and procedures, so that they are in line with usual college practice. 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

		Dynamic risk assessments may be required for unforeseen circumstances or situations.		
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 Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps	Participants, spectators, coach/instructor, officials	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. 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) Use handrails if provided on stairs/steps.	2B	In event of any serious injury/incident: Alert the St John's college porters as a first point of call. 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

Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues. For example, the OUCD Committee will be transporting 3 rolls of 2x10m 30kg flexible flooring from storage at OX2 3PL to the venue at OX1 3PX. This only needs to be transported along a 6min walk, via trolley. Without the appropriate number of people lifting the floor with correct technique, this may cause muscle strain. Visibility may be compromised if carrying excess load. Avoid propping open fire doors	Players, spectators, coach/instructor, officials OUCD members transporting the flooring	All of Committee will be assisting with moving and laying the flooring. Therefore with ~8 people lifting the rolls, this will be more than sufficient to safely lift 30kg onto a trolley. We plan to then use trolleys, borrowed from the venue, to wheel each roll a few mins down the road. This will prevent unnecessary strain from lifting, and greatly reduce the risk of manual handling. We plan to only have to move the flooring twice across both our February events (rather than twice per event), in order to reduce unnecessary manual handling. Once placed, the flooring is flexible so is easily unrolled with little manual effort. It will be secured with tape rather than any nails to reduce risk of injury. 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	2B	In event of any serious injury/incident: Alert the St John's college porters as a first point of call. 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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		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).		
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	All should acquaint themselves to nearest fire exits and assembly point. – we will get these off the st johns deans and make sure everyone is aware of them. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	1D	In event of any serious injury/incident: Alert the St John's college porters as a first point of call. Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident

Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	Participants 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. Have our dedicated welfare officer as a point of support. Ensure proper warming up. Check in on participants to ensure they don't feel overworked.	2B	Signpost where appropriate by Club committee / welfare officer. Examples: Sports Fed and /or their Welfare Officers (can be done in confidence). Other College/University support. National Governing Body Designated Welfare Lead
Exhaustion /Dehydration (also link to Welfare) Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment	Participants	Players to bring water/appropriate fluid to sessions. Locate nearest drinking water supply by the Auditorium – last year there was a fountain just outside. Breaks given for rehydration in training and competition.	3B	Alert the St John's college porters as a first point of call if anyone seems ill.

		Refer to Welfare where appropriate. Contact the Porters if anyone seems unwell.		
Safeguarding No plans for under 18s to participate, the only under 18 attendees may be spectators accompanying an adult to watch in the audience. Please advise if we need to make additional plans for this.			1A	
Management of Injuries /Illness (incl first aid) Having correct level of first aid/medic cover for event Reporting of incidents /accidents / near miss to University	All	St John's College has dedicated first aiders, and have told us that the Porters are our first point of call if there is an injury during the event. Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions.	3C	In event of any serious injury/incident: Alert the St Johns College Porters and the Junior Dean on duty. Call 999 if necessary. 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

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	We do not have an NGB to give concussion guidance, since it is an extremely rare event in dance. We are non-contact and don't involve shots or flying balls. We will liaise with the Sports Safety Officer directly regarding gradual return to activity. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out! Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College. 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.	2C	In event of any serious injury/incident: Alert the St Johns College Porters and the Junior Dean on duty. Call 999 if necessary. Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
Travel To / from venues away from Iffley Road.		N/A. since venue is in walking distance for all participants.	1A	

The venue is in central oxford, so all participants will be able to walk/cycle there as they choose. Spectators will be expected to make their own way to the venue, and can park in Oxford car parks / park and ride if coming from far.	Participants	Cambridge will be arriving by coach by their own arrangement.		
Social Activity after Event including alcohol, non-prescribed drugs and behaviour Physical injury or illness Damage to property, equipment and reputation of sports club and/or University.	All attending club social events	Clear message to be given to participants about behaviour, particularly inside the venue. This will be stressed to Cambridge too, and we will escort them off the college premises asap after the competition, before any celebrations. Participants not to drink alcohol prior to and during activity, or bring any at all on site. 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.	3B	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.

Personal Safety (maybe comprised in the event of an individual drinking to excess)		Non-prescribed drugs not 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.		If necessary, seek medical advice on 111 (NHS)
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol related)	Everyone	Use pre-paid tickets to control numbers. Ensure all fire evacuation points and smoking areas are well communicated. Look at numbers and types of stewards. Methods of working / Communication. Chains of Command Methods of Ingress and Egress Emergency Procedures.	2C	Work closely with St John's College Events to get proper signage and directing of people to the auditorium. Also work with porters. Aim to get a set of St John's students to be chaperones around the venue. Limit max number of tickets sold to 180. Set out a clear code of conduct to audience members and participants.
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area.	1A	Animals (i.e. dogs) not usually allowed into indoor facilities except guide dogs

Covid-19 Minimise spread of virus	All	Avoid contact with others if you might be infectious Respect other people's space Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.	2B	Monitor current university guidance which can be found here

Appendix 3 – Showcase Risk Assessment 2023

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 . <u>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).</u> 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		Contemporary Dance			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		Miranda Conn	DATE OF ASSESSMENT:	29/11/22	
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		Miranda Conn, President	SIGNING OFF DATE:	09/10/23 via email from David White to Miranda Conn (this email has also been forwarded to oxfordunidance@gmail.com for records)	
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: (use this box to summarise the event) Contemporary Dance Showcase 2023. The 33 members of OU Contemporary Dance will perform a 2hr dance showcase. The Event will be held in St John's College Auditorium, with three performances across 25/02/23 and 26/02/23. We perform routines from a variety of dance styles in front of any audience of maximum 185 people					
RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero

	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium or high . Where risk is determined to be low, effectively zero , this is optional)	
Location Specific <i>choose areas relevant to your activity from (a) indoor</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	Check there are no trip hazards on the stage. Check lighting with tech people before event to ensure sufficient. Check any other equipment e.g. lights are not in a dangerous place. Check lighting conditions are appropriate for activity. Ensure spectators remain in their seats throughout the performance. Tell audience fire procedure before commences.	2B	In event of any serious injury/incident: Notify the St John's College Porters in the event of an 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	

Event Planning Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency Ensure facilities etc cater for persons for disabilities etc. (in line with legislation) Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.	Coaches, Experienced activity leaders, Participants, Spectators	Event / Competition to be structured in conjunction University guidelines and best practice. We will fully liaise with the St Johns Events team to ensure good signage is put in place. We will have a dress rehearsal to improve likelihood of things running smoothly. Event Plan to include emergency plans / procedures. We will adopt the emergency plans of St John's college events, ensuring that the fire procedure is communicated, and the porters are aware of the event. Liaise St John's over access for those with disabilities Dynamic risk assessments may be required for unforeseen circumstances or situations.	2C	In event of any serious injury/incident: Alert the St John's College Porters as a first instance, then call 999 if necessary. Liaise closely with the St John's College Events team in planning the event and procedures, so that they are in line with usual college practice. 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

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 Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps	Participants, spectators, coach/instructor, officials	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. Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape. Use handrails if provided on stairs/steps.	2B	In event of any serious injury/incident: Alert the St John's college porters as a first point of call. 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

Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues. For example, the OUCD Committee will be transporting 3 rolls of 2x10m 30kg flexible flooring from the venue at OX1 3PX to storage at OX2 3PL. This only needs to be transported along a 6min walk, via trolley. Without the appropriate number of people lifting the floor with correct technique, this may cause muscle strain. Visibility may be compromised if carrying excess load. Avoid propping open fire doors	Players, spectators, coach/instructor, officials OUCD members transporting the dance flooring	All of Committee will be assisting with moving and laying the flooring. Therefore with ~8 people lifting the rolls, this will be more than sufficient to safely lift 30kg onto a trolley. We plan to then use trolleys, borrowed from the venue, to wheel each roll a few mins down the road. This will prevent unnecessary strain from lifting, and greatly reduce the risk of manual handling. We plan to only have to move the flooring twice across both our February events (rather than twice per event), in order to reduce unnecessary manual handling. Once placed, the flooring is flexible so is easily unrolled with little manual effort. It will be secured with tape rather than any nails to reduce risk of injury. 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	2B	In event of any serious injury/incident: Alert the St John's college porters as a first point of call. 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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		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).		
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	All should acquaint themselves to nearest fire exits and assembly point. – we will get these off the st johns deans and make sure everyone is aware of them. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	1D	In event of any serious injury/incident: Alert the St John's college porters as a first point of call. 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. Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires	Club Committee Participants Spectators	The St John's College Events team and technician maintain the equipment in the auditorium, and we will be seeing guidance from them as to how to use it safely. All club equipment should be visually checked before use. 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). Owners of personal equipment should be reminded they are responsible for the maintenance, safety and security of their own equipment. Use PAT tested equipment. Use electrical engineer where appropriate. Wires to be laid away from footfall areas. Signage where appropriate.	2B	
Food & Drink Provision		Discourage sharing of food.	1D	Club/Individual may find itself liable for any food it has provided at event which could

(also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	Participants 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. Have our dedicated welfare officer as a point of support. Ensure proper warming up. Check in on participants to ensure they don't feel overworked.		Sports Fed and /or their Welfare Officers (can be done in confidence). Other College/University support. National Governing Body Designated Welfare Lead
Exhaustion /Dehydration (also link to Welfare) Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment	Participants	Players to bring water/appropriate fluid to sessions. Locate nearest drinking water supply by the Auditorium – last year there was a fountain just outside. Breaks given for rehydration in training and competition. Refer to Welfare where appropriate.	3B	Alert the St John's college porters as a first point of call if anyone seems ill.

		Contact the Porters if anyone seems unwell.		
Safeguarding No plans for under 18s to participate, the only under 18 attendees may be spectators accompanying an adult to watch. Please advise if we need to make additional plans for this.				
Management of Injuries /Illness (incl first aid) Having correct level of first aid/medic cover for event Reporting of incidents /accidents / near miss to University	All	St John's College has dedicated first aiders, and have told us that the Porters are our first point of call if there is an injury during the event. Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions.	3C	In event of any serious injury/incident: Alert the St Johns College Porters and the Junior Dean on duty. Call 999 if necessary. 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

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	We do not have an NGB to give concussion guidance, since it is an extremely rare event in dance. We are non-contact and don't involve shots or flying balls. We will liaise with the Sports Safety Officer directly regarding gradual return to activity. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out! Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College. 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.	2C	In event of any serious injury/incident: Alert the St Johns College Porters and the Junior Dean on duty. Call 999 if necessary. Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
Travel To / from venues away from Iffley Road. The venue is in central oxford, so all participants will be able		N/A. since venue is in walking distance for all participants.	1A	

to walk/cycle there as they choose. Spectators will be expected to make their own way to the venue, and can park in Oxford car parks / park and ride if coming from far.	Participants			
Social Activity after Event including alcohol, non-prescribed drugs and behaviour Physical injury or illness Damage to property, equipment and reputation of sports club and/or University.	All attending club social events	Clear message to be given to participants about behaviour, particularly inside the venue. Participants not to drink 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 not allowed at any time. Advice for all is to use well lit and well used areas at night-time. Be aware of surroundings.	3B	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.

Personal Safety (maybe comprised in the event of an individual drinking to excess)		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.		If necessary, seek medical advice on 111 (NHS)
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol related)	Everyone	Use pre-paid tickets to control numbers. Ensure all fire evacuation points and smoking areas are well communicated. Look at numbers and types of stewards. Methods of working / Communication. Chains of Command Methods of Ingress and Egress Emergency Procedures.	2C	Work closely with St John's College Events to get proper signage and directing of people to the auditorium. Also work with porters. Aim to get a set of St John's students to be chaperones around the venue. Limit max number of tickets sold to 180. Set out a clear code of conduct to audience members and participants.
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area.	1A	Animals (i.e. dogs) not usually allowed into indoor facilities except guide dogs
Covid-19 Minimise spread of virus	All	Avoid contact with others if you might be infectious Respect other people's space	2B	Monitor current university guidance which can be found here

		Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		
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