

Club Safety Policy: Oxford University Cycling Club

Introduction

- 1) Oxford University Cycling Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the clubs constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to British cycling 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
Wed	Evening	Iffley Sports Centre	S&C Training
Tues, Wed, Thurs, Fri	Evening	Turbo Trainer (Iffley Sports Centre) or On Road	Blue's Mid-Week Team Training Plan
Sat/Sun	Morning	Departing from Oxford Trinity Gate	Weekend Rides
Tuesday	Evening	Iffley Sports Centre	Turbo session (MT and HT only)
Variable (2-3x term)	Variable	Dalton Barracks Airfield	Coached Training Session

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
3rd week MT	Start 10am	Wytham Woods	OUCC Hill Climb
November (mid MT)	Start 9am	Brill/surrounding area	Reliability Ride

Mid MT (Oct/Nov)	Start 9:30am	TBD – on local roads	Freshers Time Trial
Mid HT	Start 9:30am	TBD – on local roads	Cuppers Time Trial
7 th week each term	Evening	TBD – usually the Vincent's Club	End of Term Dinner

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
Early January (start of HT) or March (end of HT)	Europe	Winter Training Camp
July (end of TT)	UK	Summer tour

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 British Cycling 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 British Cycling 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 Cycling Club - Appendices

Appendices To Be Included: -

- 1) General / Overall / Regular Risk Assessment(s)
- 2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.

Oxford University Cycling Club

General Risk Assessment

Oxford University Sport

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.

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

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

General Risk Assessment

Location & Description of Hazard:	People at Risk:	Level of Risk	Action(s) to Mitigate/ Remove Risk:	Dates Reviewed
Falling off bicycle/collision with objects (e.g. obstacles, other cyclists)	All	Likelihood: Medium (3) Consequences: Moderate (C) Risk: Medium	Members are required to use a helmet. Use of full face helmets, armour and gloves are encouraged for mountain biking. First Aid kits carried by designated ride leaders and general riders are encouraged to bring first aid material. Every effort is made to make sure a First Aider accompanies club trips. Emergency Procedure to be followed. Mobile phone to be taken on all trips. The aim is to make sure the rest of the group is safe and the casualty is treated correctly, as well as contacting the emergency services if necessary. Encourage sensible cycling and routes appropriate to the level of skill. If body armour is required the riding conditions should be thoroughly investigated and the equipment checked for a good fit.	22/05/23
Exposure to the Elements	All	Likelihood: High (4) Consequences: Insignificant (B) Risk: Medium/Low	Guidance given to members on suitable kit requirements for cold/wet weather.	22/05/23

Terrain e.g. gradient of land, wet conditions, ground conditions etc	All	Likelihood: High (4) Consequences: Insignificant (B) Risk: Medium/Low	Riders will choose trails according to conditions and their own skill level. Riders are required to use appropriate mountain bikes with	22/05/23
Mechanical Failure (e.g. brake failure, tyre failure)	All	Likelihood: Medium (3) Consequences: Moderate (C) Risk: Medium	Club Members advised to carry out correct maintenance of bicycles. Riders are encouraged to bring repair equipment on rides(e.g. brake pads, inner tubes, pumps etc.)	22/05/23
General Sporting Injury	All	Likelihood: Medium (3) Consequences: Moderate (C) Risk: Medium	Encouraged warm-up/stretching routines. Correct cycling position and clothing. Adjustment of ride intensity to suit the ability of riders on an individual trip. Notification of expected ride intensity/duration of schedule.	22/05/23
Dehydration	All	Likelihood: Low (2) Consequences: Moderate (C) Risk: Medium/Low	Club Members are required to bring adequate fluids on a trip and/or eat at regular intervals on long trips.	22/05/23
Medical Conditions	All	Likelihood: Medium (3) Consequences: Moderate (C) Risk: Medium	Club Members are to complete a medical form at the start of the year declaring any medical conditions which may affect their participation in the activity. All members who are ill are to inform the club of illness and/or injury before each trip. If serious, the club committee will decide if the individual is fit to take part in club activity and seek advice from a medical professional if deemed necessary.	22/05/23
Transport Incidents	All	Likelihood: Remote (1) Consequences: Severe (D) Risk: Low	Organiser/events secretary to complete a Trip Registration Form on Club trips out of Oxfordshire. Drivers must have passed University accredited tests. Drivers must be 21 years or older.	22/05/23

			Insist mode of transport used has seatbelts and if possible a fire extinguisher. Insist on having a First Aid kit, No distracting the driver. If a member of the University drives, ensure they have not consumed alcohol 8 hours prior to driving and must comply with UK motor regulations regarding blood alcohol content at the time of driving . All Club members who drive a minibus hired through the University's vehicle rental scheme must have a full clean driving licence and have successfully completed the university's minibus course Do not exceed the seating limit. No bags should be left in the gangway/aisle. Assess beforehand the weather report for the day Ensure the driver has regular breaks in accordance with legal guidelines - do not drive >2hr in any single stint Members will be made aware that if they have a major accident on an away trip which involves the Emergency Services or Hospitalization then the club should notify the University Security Services on (01865) 289999 who will offer assistance and if need be contact members of the Sports Department staff. This applies to not only travel but to accidents in the course of racing.	
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Equipment (General) Poorly maintained equipment may lead to injury whether facility, club or personal owned.	Club Committee, Club Members	Likelihood: Low (2) Consequences: Moderate (C) Risk: Medium/Low	Adhere to NGB and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly noting any expiry dates / deadlines Club committee to be aware of club property. Record and maintain via an inventory. Share copy with Sports Fed (see website for details / deadlines) Club equipment of value to be secured. Inform Sports Fed if any items are stolen All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. annual inspection) Any equipment found to be in an unsafe condition to be removed until it can be repaired or renewed to required standard. If disposal is required, this should be done in a safe and where possible environmentally friendly manner (e.g. recycling). Any legal statutory requirements should be met Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment	22/05/23
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Indoor hazards minor / major injury caused by: ● Lack of lighting ● Temperature due to lack of ventilation ● Inappropriate space ● Slip, trip falls ● Fire ● Damaged surface ● Unsafe equipment ● Electrical Relevant to club activities conducted at Iffley Road Sports Centre - e.g. turbo sessions	All	Likelihood: Medium (3) Consequences: Insignificant (B) Risk: Low	Check training area by activity leader before activity commences. Check any other equipment - bikes, turbo trainers, fans, etc Check lighting conditions are appropriate for activity Ensure those not involved in activity are outside of training area Care to be taken when carrying equipment up/down stairs in Grandstand In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) If 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	22/05/23
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Training /Competition Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.	Coaches, Activity Leaders, Participants	Likelihood: Medium (3) Consequences: Insignificant (B) Risk: Low	Training and games to be structured in conjunction with NGB guidelines and best practice Training intensity should be adapted for level of participant. Increased attention to beginners. Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed) Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements) Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to 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 In event of any serious injury/incident: If at Iffley Road: inform duty staff (via reception) Away from Iffley Road: inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Written Report Required - all first aid incidents or other H&S matters including near misses to be reported by a club member via https://oxforduni-remoteforms.info-exchange.com/Incident	22/05/23
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Food & Drink Provision by Club	All	Likelihood: Low (2) Consequences: Moderate (C) Risk: Medium/Low	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 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	22/05/23
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Safeguarding	Under 18s and/or Vulnerable Adults	Likelihood: Low (2) Consequences: Moderate (C) Risk: Medium/Low	Non-Oxford University students who are under 18s should not be involved in any club activities (refer any to city equivalent club) Club committee / coaches responsible for ensuring they are aware if any OU students are under 18s Avoid or if not possible mitigate risks of to ensure the party engaging in activity unsupervised Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance Coach/Instructor/Leader MUST have done NGB Safeguarding training and if necessary be DBS checked Coach etc and club are aware of and follow NGB and University safeguarding policies including an appropriate DSL person and procedures in place for concerns/reporting Be aware of Oxford University's Safeguarding Code of Practice In the event of any concerns or incidents follow the NGB and University reporting procedures	22/05/23
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