

Club Safety Policy

Oxford University Fencing Club

May 2024

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1. Introduction

- a. Oxford University Fencing 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 club's risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- b. This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behaviour of specific club members should be addressed through the club's code of conduct
- c. The Club is affiliated with the recognised NGB for its sport, the British Fencing Association (BFA), for any sporting activity which the club operates:

British Fencing Association,

1 Baron's Gate,

33-35 Rothschild Road,

London,

W4 5HT

Telephone Number: 020 8742 3032

Fax Number: 020 8742 3033

Email: headoffice@britishfencing.com

Website: www.britishfencing.com

- d. 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 to which the club affiliates. Support and guidance are also available via the Sports Safety Officer (SSO).
- e. This policy is updated at least once a year, from 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.
- f. It is the responsibility of the individual to bring to the attention of the committee any known medical condition or previous injury that may affect either their own or another Club member's safe participation in the sport. If the issue is of a sensitive nature then this must be raised via the Sports Safety Officer.
- g. 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.

2. Club Activities

For the academic year 2024/25 the Club's proposed activities will be

Activity	Time	Venue
Training	Monday and Thursday evenings, Monday and Wednesday Mornings, Saturday morning/afternoon and Sunday morning	The Cricket Schools, Iffley Sports Complex, Iffley Road
Individual Fencing Lessons with Tomek Walicki	Monday and Wednesday	The Cricket Schools, Iffley Sports Complex, Iffley Road
Individual Fencing Lessons with Alex Lilov	Monday and Wednesday	The Cricket Schools, Iffley Sports Complex, Iffley Road
BUCS League Fixtures	Various	The Cricket Schools, Iffley Sports Complex, Iffley Road OR The Main Sports Hall, Iffley Sports Complex, Iffley Road (Home Fixtures)
Beginner's Fencing Classes	Saturday and Sunday mornings	The Cricket Schools, Iffley Sports Complex, Iffley Road OR The Main Sports Hall, Iffley Sports Complex, Iffley Road (Home Fixtures)

Annual events:

Activity	Time	Venue
Pre-Season	Week -1 Michaelmas Term Monday-Friday	The Cricket Schools, Iffley Sports Complex, Iffley Road
Beginner Taster Session	Saturday and Sunday 1st week, Michaelmas Term	Sports Hall, Iffley Sports Complex, Iffley Road
Varsity	Saturday 7th week, Hilary Term (8th March 2024)	The Examination Schools, 75-81 High Street, Oxford Organised by Oxford University Fencing Club
Cuppers	End of Hilary Term/Beginning of Trinity Term. Held over 3-4 Monday/Thursday training sessions	The Cricket Schools, Iffley Sports Complex, Iffley Road

Old Blues	Saturday 2nd week, Trinity Term	The Cricket Schools, Iffley Sports Complex, Iffley Road
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3. Risk Assessment

- a. 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 club also maintains 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.
 - i. 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).
 - ii. 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.
 - iii. 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.
 - iv. The Club's current Risk Assessment shall all be available to its members on the club website (www.oufencing.co.uk) under a clearly labelled link.
- b. 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, provided 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.

4. First Aid

- a. A qualified 1st aider and a complete 1st aid kit shall be present at all times unless the risk assessment for the activity explicitly states that first aid cover is not required.
 - i. This cover comes in a variety of forms (such as qualified staff at host venues, qualified coaches leading activity, qualified club members within the activity, emergency services or externally appointed first aiders) and will be specified in the risk assessment for each activity.
 - ii. 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.
- b. The names of the Club's trained and qualified First Aiders for 2024/25 are

Name	Position	Qualifications	Email
Paweł Osmański	Foil and Épée Coach	First Aid Qualified	paw.osmanski@gmail.com
Aleksandar Lilov	Sabre and Épée Coach	First Aid Qualified	lilovaleksandar@gmail.com
Lucas Baude de Bunnetat	Beginner's Coach	First Aid Qualified	lucasbunnetat@gmail.com

5. Accident, Emergency and Near Miss Procedures

- a. 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.
 - i. 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.

- ii. 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 [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.
 - iii. 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.
- b. Despite taking all reasonable precautions accidents can still occur, so it is recognised that these guidelines are designed to protect the individuals involved, their relatives, the organisers, captains and coaches if an incident should occur.
- c. In the event of a death or serious injury, the following procedure must be adopted regarding the disclosure of information:
 - i. Liaise with the emergency services as required. Let the emergency services have the full name of the casualty and any of their personal details. The Police may also request the name and address of the next of kin, which the person in charge of the session should have.
 - ii. Do not make any statements to the media. Do not discuss any aspect of the incident with anyone who is not connected to the emergency services
 - iii. Ensure that no other member of the group makes any statement to the media as above.
 - iv. Contact the University Security Service on 01865 289999 at any time when a major emergency/accident has occurred.
 - v. The University will require the casualty's name and University Card number in order to access their records. A telephone number where the University can contact you will also be required.
- d. Practical accident and emergency procedures shall be those detailed by the BFA. The BFA also requests that a BFA accident report form be filled in and submitted to the BFA in the case of any serious incident directly related to fencing occurring.

6. Governing Body Recommendations

The Oxford University Fencing Club will operate, so far as is reasonably practicable, in accordance with fencing's current NGB guidelines.

7. Insurance

- a. 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.
 - i. The club has public liability insurance, which is provided by BFA and a copy of this insurance can be provided to members or third parties when needed.
 - ii. The club has personal accident insurance, which is provided by BFA 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.
 - iii. 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.

8. Coaching

- a. Any sports coaching that takes place within club activities is led by individuals with appropriate qualifications and insurance in place, such as up-to-date BFA-approved qualifications appropriate for the level of fencing at which they are coaching. 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.
 - i. 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.
 - ii. Volunteer instructors or coaches can, in some circumstances, have insurance coverage 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.
- b. Coaches will abide by the guidelines in this document and be fully conversant with the Club's risk assessment and the BFA safety guidelines.
- c. 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](#).

- i. 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.

d. The names of the Club's appointed Coaches for 2024/25 are

Name	Qualifications/Experience	Email
Paweł Osmański	Head Coach at <i>Fencers Club London</i> and personal coach to multiple GB Champions and European medallists. Former member of the Polish National Fencing Team (2005-2016). Achievements include European Champion as well as eight-time Polish National Champion, and published author in the <i>Journal of Health & Sciences</i>.	paw.osmanski@gmail.com
Aleksandar Lilov	FIE (Fencing International Body) diploma level fencing coach. Assistant Coach at <i>Dream Fencing Club</i> in London since 2015.	lilovaleksandar@gmail.com
Lucas Baude de Bunnetat	BFA Level 1 Foil Coached the University of Kent's Beginner's Course from 2012 to 2014. Coached the Oxford University Fencing Club's Beginner's Course since 2018. Coached the Army Oxford Fencing Team between 2020 and 2022	Lucasbunnetat@gmail.com

9. Event Organisers, Activity Leaders and Experienced Members

- a. The names of the Club's appointed Event Organisers for 2024/25 are

Name	Position	Email
Yu Ming Lee	President	president.oufc@gmail.com
Madeleine Fung	Treasurer	treasurer.oufc@gmail.com

- b. The names of the Club's appointed Activity Leaders for 2024/25 are

Name	Position	Email
Kibaek Lee	Men's Captain	captainm.oufc@gmail.com
Martha Carus Bird	Women's Captain	captainw.oufc@gmail.com
	Beginners' and Intermediates' Secretary	beginners.oufc@gmail.com , intermediates.oufc@gmail.com
Yu Ming Lee	President	president.oufc@gmail.com

- c. Although Activity Leaders are responsible for informing participants about the exact nature of an activity, participants should be aware that they are responsible for their own actions, especially if they choose to disregard advice given by an Activity Leader, Event Organiser or Coach.
- d. A "duty of care" shall exist such that senior fencers shall be aware of the levels of experience within a group and shall judge risks accordingly.

10. Equipment

- a. A single person shall be deemed to be responsible for the safety of the fencing equipment. This person will be the coach in charge of the session or failing that the Club's Health and Safety Officer, followed by the Captains, followed by other committee members. This designated person will ensure that the safety guidelines are adhered to in all situations.
- b. The Club will always have an appointed armourer who is responsible for organising the maintenance of all club equipment at a safe standard and disposing of any equipment that no longer passes safety tests. This person shall also be responsible for ensuring borrowed equipment is returned and ensuring that appropriate storage is available for equipment, such that it sustains minimal damage.
- c. Individuals supplying their own equipment are responsible for the maintenance of that equipment at a BFA-approved level.
- d. The Activity Leader, Event Organiser or Coach in charge shall be expected to intervene if a member, or fencer from outside the club, is deemed to be attempting to use substandard equipment. If this equipment does not

conform to BFA standards the fight shall not be continued until appropriate replacement equipment is provided.

- e. The minimum equipment appropriate for fencing shall be
 - i. A fencing mask that is complete with a solid bid, a back strap and has a mesh that contains no holes and is not soft.
 - ii. An under plastron which covers, at least, the sword arm side of the torso.
 - iii. A protective fencing jacket, complete with chest protectors for women. The jacket shall not contain any major holes and shall close completely.
 - iv. A fencing glove worn on the sword hand which encloses the sleeve of the jacket and does not have any large holes in it.
 - v. Shoes appropriate for sporting use.
 - vi. If fencing with electric weapons, breeches must also be worn.
- f. When travelling to and from training fencers must ensure that any visible weapons have their blades covered in an appropriate way, ideally by being transported in a bag specifically designed for fencing kit.
- g. Access to fencing cupboard keys shall be limited to persons who are likely to need them (e.g. committee members, beginners' coaches and a member of OUMPA). The keys will be stored behind the desk in the sports department and identification will be required to access them.

11. Events

- a. All events organised by the club are planned, organised and risk assessed in a thorough manner.
 - i. '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 on the Events page of the Sports Federation Hub.
 - ii. 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](#).
 - iii. 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.

- b. 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).
 - i. 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.

12. Trips and Tours

- a. All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.
 - i. '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.
 - ii. 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](#).
 - iii. 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.
 - iv. 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.
 - v. 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.

13. Safeguarding Children and Vulnerable Adults

- a. 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.
 - i. 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.
 - ii. 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.
 - iii. Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

14. Appendix A (General Risk Assessment)

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT					
SPORTS CLUB		Oxford University Fencing Club (OUFC)			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		Yu Ming Lee	DATE OF ASSESSMENT:		23/05/2024
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		Yu Ming Lee (President)	SIGNING OFF DATE:		23/05/2024
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	EXISTING CONTROL MEASURES IN PLACE	RISK (Club to insert. See risk	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be

	(e.g. players, coaches, spectators, officials)	(below is guidance only – change/adapt as appropriate)	matrix above)	completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low, effectively zero , this is optional)
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 playing surface and surrounding areas by coach / leader before activity commences. Check any other equipment (mats, posts, etc.) Check lighting conditions are appropriate for activity. Ensure those not involved in activity are outside of playing area.	Low	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

				Fencers to be reminded of the risk posed by mains electricity and to be vigilant when using any of the mains boxes – check plugs aren't coming away from the wall and that power cords aren't frayed/obviously damaged before use.
Training /Competition Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.	Coaches, Experienced activity leaders, Participants,	Training and games to be structured in conjunction with NGB guidelines and best practice. Training intensity should be adapted for level of participant. Increased attention to beginners. Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed). Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements) Committee to ensure that instructors are qualified and insured and that supporting	Medium	Action to take ASAP In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Written Report Required All first aid incidents or other H&S matters including near misses to be reported by a club member via https://oxforduni-remoteforms.info-exchange.com/Incident

		evidence is provided to the Sports Department's safety officer. 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.		Referees and bystanders to keep a safe distance from any fencing. Fencers and referees are to be aware of their surroundings. As much space left between pistes as possible.
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	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).	Medium	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

Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces Mats Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps		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.		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 Pistes to be laid down as far away from obstacles as possible. Recommend to fencers that their footwear be of reasonable grip. Observation of rules regarding the fleche – attacking fencer must pass to their opponent's non-sword arm side. Fencers to be aware of their surroundings if cricket practice is happening simultaneously to fencing training. Cricketers asked to use nets if batting/bowling practice is occurring, fencers to be aware of the possibility of loose balls underfoot.
	Players, spectators, coach/instructor, officials	Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps	Low	In event of any serious injury/incident:

Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors		Make the load smaller or easier to carry. Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips, and falls. Look to avoid twisting, lifting from floor to above shoulders and/or carrying over excessive distances where possible. Seek assistance from others in the event of needing to open doors. (Propping open fire exit doors may increase risk of damage to property and injury to persons in the event of a fire, especially if the prop is left in place e.g. forgetfulness).		If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	If a fire or smoke is discovered, press nearest fire alarm point, and evacuate. All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low	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

		Activity Leaders to be aware of the presence of the carbon monoxide alarm in the cricket schools and know the correct procedure to follow should it sound		999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.	Club Committee Club Members	Adhere to NGB and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly 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.	Medium	

Personal Equipment	Club Members	All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. annual inspection). Any equipment found to be in an unsafe condition to be removed until it can be repaired or renewed to required standard. If disposal is required, this should be done in a safe and where possible environmentally friendly manner (e.g. recycling). Any legal statutory requirements should be met. Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.	Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation or unsure on disposal of certain items. Activity Leaders to be vigilant and aware that fencers must be wearing the appropriate equipment of a suitable standard as outlined in the Club's Code of Conduct (Appendix B). The Club Armourer is to check the kit termly and remove/repair any kit that is not fit for purpose. Broken blades to be disposed of by handing in to the staff at the front desk. Committee to remind fencers that bags are meant to be stored on the overhead racks, above the fencing cupboards. Fencers
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				to be aware of the risk precariously balanced fencing bags can pose both when storing and retrieving their kit. Fencers reminded that any kit stored in the Cricket Schools should be secured and must be registered with the Club. Club members reminded of the Club's policy on borrowing kit. Armourer to carry out termly sword inventory. Club kit to be kept in padlocked cupboards, the keys to which are only available from reception to a limited number of people.
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	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	Low	Club/Individual may find itself liable for any food it has provided at training/matches which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception)

Using a BBQ on University premises (Iffley Road, Parks, Marston) Serving alcohol (may require facility permission and possibly license). Also refer to Social Activities.	Club members Alumni Spectators Club members Alumni Spectators	maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food. Use appropriate storage (e.g. Tupperware, labels). Avoid bringing high risk food (e.g. nuts) if possible. Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where applicable, temporary license (these fall under a separate RA).		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	All Club Members Coaches	Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance	Low	Signpost where appropriate by Club committee / welfare officer. Examples: Sports Fed and /or their Welfare Officers (can be done in confidence).

Weight Management (where appropriate)		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.		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 or sustenance to sessions. Water fountains are available at Iffley Road. Check availability at other facilities. Breaks given for rehydration in training and competition. Have medical support in place. Refer to Welfare where appropriate.	Medium	Encourage members to bring bottles of water and/or snacks
Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) (also link to Welfare)	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	Low	For further advice: Contact the Sports Safeguarding Officer via David.white@sport.ox.ac.uk

Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)	Coaches Club	are aware if any OU students are under 18s. Avoid or if not possible mitigate risks to ensure the party engaging in activity is not unsupervised. Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance. Ask coach/instructor for DBS certificate and NGB/coach safeguarding training certificate. Check NGB's requirements. For ANY safeguarding concerns involving the activities of an Oxford University Sports Club – refer to David White (Sports Safeguarding Officer) <u>first</u> – David.white@sport.ox.ac.uk Guidance will be sought from the University's Designated Safeguarding Leads (DSLs).		Be aware of Oxford University's Safeguarding Code of Practice Adhere to club's NGB for their Safeguarding/Child Protection policies and procedures. DSL will provide relevant follow up action within 24 hours of concern being referred to them.
Management of Injuries /Illness (incl first aid)	All	Inform duty facility staff in event of participant(s) suffering injury or illness	Medium	In event of any serious injury/incident:

Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness		during activity. First aider will assess and respond accordingly. If not at a staffed facility, use any first aider / medical staff provided (e.g. BUCS fixtures at Parks) otherwise seek advice on 111 (999 if life threatening). Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions. Coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning to early, Incorrect training or overtraining.	If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. Encourage members to attend S and C.
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Cardiac Arrest (<i>where a heart stops pumping blood around the body. A heart attack is a sudden loss of blood flow to a part of the heart muscle</i>) Party will be; Unconscious Unresponsive Won't be showing any movement including not breathing or may be are making gasping sounds).	Anyone	If alone – • Call 999/112 if possible using hands free speaker on phone. • Follow guidance given by 999/112 staff on CPR and start ASAP. • Do not go for Defib if alone (paramedics will bring it). • Carry on with CPR until help arrives or exhausted. If others around: • Start CPR if possible whilst helper calls 999/112 and put on speaker if required. • Helper find and bring defib to casualty. • Ask helper to take pads and defib out and follow voice prompts. • Carry on with defib/CPR until paramedics arrive.	Low	Call 999. Where applicable, give call handler number on Defib cabinet (to get code to unlock). OUS Defib locations; Iffley Road Sports Complex – At main reception desk (duty staff will respond) OURFC (rugby) main building. Parks – external cabinet outside public toilets. Marston Sports Ground – external cabinet to side (garage end) of main building. External sites – check with facility provider. In advance, have downloaded to phones, What3Words App for precise location & Save A Life App for nearest defib location. Aftercare to be provided to all involved parties.
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				Incident report to SSO by phone (07780 693388).
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	Sports Club Committee and coaches are to be aware of NGB concussion protocols. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out. No intentional headshots. Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). 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. Inform student's college ASAP after incident.	Low	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 If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion.

		Seek additional guidance and support from Sports Safety Officer.		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	Low	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 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.

All drivers		checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP. Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		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)
Passengers		Take regular rest breaks. Do not drive over 2 hours in any one stint. Stop ASAP for a break if feeling tired at any time. Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces. No alcohol when driving on club business Should be made aware distractions/anti-social behaviour are likely to affect driver.		Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles). For hired transport, look to have a minimum of 2 drivers if this is possible (in case of tiredness, injury) particularly if the drive will be more than 2 hours one way. Minibus/MPV drivers, when reversing or in tight manoeuvring spots MUST use a banksman (someone to be outside the vehicle)

				and help guide the driver). Agree on signals. Club to adhere to NGB and OUS H&S Policies and record keeping.
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to	Low	Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident For hired vehicles, inform Sports Fed asap so hire company can be told

		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.		Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)
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Social Activities including alcohol, non-prescribed drugs, and behaviour Physical injury or illness Damage to property, equipment, and reputation of sports club and/or University. Personal Safety (maybe comprised in the event of an individual drinking to excess)	All attending club social events	Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess. Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs allowed at any time. Advice for all is to use well lit and well used areas at night-time. Be aware of surroundings. Avoid flaunting items of value (e.g. watches, large amounts of cash, phones) Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.	Medium	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)
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Covid-19 Minimise spread of virus	Coaches Participants	Avoid contact with others if you might be infectious Respect other people's space Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		Monitor current university guidance which can be found here. Let members know about resources they can access relating to substances.
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