

Club Safety Policy: Oxford University Golf Club

Introduction

- 1) Oxford University Golf 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 N/A 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

Day	Time	Location	Sessions Name and/or Description
Wednesday	13:00 – 17:00	Oxford Golf Centre	Weekly driving range training session for men's blues/divots teams.
Saturday and Sunday	08:00 – 17:00	Number of locations	Weekend fixtures.

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
1 st week Michaelmas	12:00-18:00	Oxford Golf Club	Initial selection trial.
4 th & 5 th week Hilary	All day	Huntercombe GC and Rye GC	Varsity Selection Trial.
10 th week Hilary	All week	Royal Lytham and St. Anne's	The 138th University Match.
8 th week Trinity	All day	Oxford Golf Club	Cuppers.

Commented [1]: Club to insert overview of activities and/or delete sections as appropriate

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.
 -) 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.
 - a) 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.
 - b) 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.
 - c) A 'near-miss' relates to incidents that did not result in injury, illness, or damage, but that had the potential to do so. Recognising and reporting these incidents can provide opportunities to learn lessons that prevent future injury

or damage. Club members and committees are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.

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 N/A 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 N/A 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).

-) 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.

Appendices To Be Included:

- 1) General / Overall / Regular Risk Assessment(s)
- 2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.
- 3) Concussion Guidance / Policy – If appropriate to sport (e.g. from NGB)
- 4) Weight Management Policy – If appropriate to sport (e.g from Sports Federation Template)

Activities usually carried out by the club. a) Training at Oxford Golf Club, Huntercombe Golf Club and Oxford Golf Centre b) Weekend trips – across the country c) Summer Training Camps			
HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Golfing Accidents. Including being: 1. Struck by a ball 2. Being Struck by a Club 3. Striking others with a ball Resulting in: • Bruising • Broken Bones • Head/Facial Injury • Concussion • Unconsciousness	Club members should follow the golf etiquette at each course and to ensure that all club players abide and implement the rules of golf. No one is to be in front of the tee when ‘driving’. Ensure it is safe to play your shot and that you are not going to hit players in the game ahead. Qualified Coaches at training sessions. OU Golf clubs will have a clear Emergency Protocol should Golfers be unwell or injured whilst playing or during travel to venues. Emergency Protocol In case of an accident the following phone calls and instructions should be made in this order. If in doubt as to the severity of an injury, always be safe and call an ambulance. 1. Call an Ambulance – 999 2. Contact the Pro-shop for assistance. Ensure that players have the Pro-shop number on their mobile phone. 3. If out of Oxford, having completed a Trip Registration Form logged with Security Services, the contact the University Security Services on (01865) 289999 to inform them of major accidents and to seek advice.	Bruising. High Others. Medium.	Golfers are educated (especially beginners) about the rules before they start playing. Golfers are required to shout ‘Fore’ if a ball is struck in a wayward direction. Golfers should be aware of the Course layout and any potential hazards e.g. crossing roads, rights of way, footpaths etc. Appoint experienced members to help train beginners. Ensure at least two members of each team are trained in First Aid. Update records of First Aiders every year and enroll people onto a First Aid Course through the Sports Federation if necessary.
Weather Conditions Including:	Ensure that all players recognize the signs of heat exhaustion, take regular water and reduce the risk of	Medium	

1. Heat Exhaustion 2. Dehydration 3. Sunburn Resulting in: - Cold Weather - Lightning Applicable during training, matches and cuppers events.	sunburn by wearing protective hats, suntan lotion etc. Wear appropriate clothing for the weather conditions. When lightning is occurring, players should not shelter under trees.		
Poor Quality Coaches and Instruction	Coaches employed by OUGC should be qualified and Insured under the PGA banner. This will ensure good quality coaching. OUGC will ensure that the Coaches details are logged with the Sports Federation Office.	Low	
Pulled Muscles Applicable during training, matches and cuppers events.	Adequate warm up. Players with asthma and other medical conditions must notify the captain. Asthmatics must always have inhalers available. Adequate warm down following practices/games.	Medium	Ensure at least two members of each team are trained in first aid. Fitness training to ensure players have adequate levels of fitness to play.
Course Safety	Any issue connected with Course Safety should be reported to the Pro-Shop.	Low	
Use of Golf 'Buggy'	OUGC players should be aware that the Golf 'buggy' is to be driven in a sensible manner and at a sensible speed so as to avoid injury to members from turning the buggy over.	Low to Medium	
Freshers and new members of OUGC.	Conduct a safety briefing for the squad at the beginning of the season. Refer new members to the Risk Assessment and Code of Conduct. Include information on the necessity to wear correct equipment, emergency procedures etc. As new members to inform the captain about any personal medical conditions that the Captain should be aware of e.g. asthma. All club members are to be made aware that if they are unwell or injured that the Captain or coach should be informed.	Low to Medium	

Travel to matches/tournaments 1. Coach/minibus/car accident /breakdown	Fill in a trip registration form for all club related trips out of Oxfordshire. Forms are to be submitted by 5.00pm on a Thursday before a weekend fixture and sent to the ASO and a day before other weekday trips. For trips abroad forms are required one month ahead of the departure date and sent to the ASO. Ensure that minibus drivers are over 21 and have been driving for 3 years. Fill in vehicle registration forms for all car drivers and check insurance. Vehicle inspected by the driver at the time of hire. Any vehicles with an apparent safety problem or defect will not be hired. Membership to breakdown services. Don't overload cars/minibus Drive safely and obey the rules of the road.	Medium	For any major accidents and/or incidents on club activities which require Emergency Services and/or a member of your club receiving hospital treatment, please contact: Oxford University Security Services on (01865) 289999 and for accidents involving BUSA Sport, the Sports Federation Office on (01865) 241335 For other accidents please contact in this order: Area Safety Officer (Sport) Office: (01865) 248597 Mobile: (07796) 008775 (Richard Dodsworth) Director of Sport: Office (01865) 245869 Mobile: (07973) 322402. (Jon Roycroft) Please complete an Accident Report Form a.s.a.p. after the accident and return to the Area Safety Officer (Sport) as soon as is practicable.
Social Events 1. Injury due to excessive alcohol consumption.	Committee members aware of 'situations' where excessive drinking could bring the individual and club into disrepute.	Medium	