

Club Safety Policy: Oxford University Lacrosse Club

Introduction

1. Oxford University Lacrosse 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 England Lacrosse 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.

Risk Assessments

1. 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

- c. 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.
 - d. 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.
- 2. 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.
 - 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 England Lacrosse 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 England Lacrosse 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).
 - a. Club social activities are defined as any non-sporting activity organised by the club or its committee members for the benefit of the club's members, or any activities using the club's resources or name. Social activities or events organised between members of the club are not included, providing the club and/or committee are not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

Trips and Tours

17. All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.
 - a. 'Trips and Tours' are defined as any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk'. Further details can be found via the Trips and Tours page on the Sports Federation Hub.
 - b. All club trips and tours are submitted via the Trips and Tours Registration Process to be approved by the Sports Safety Officer. All details are submitted before the club makes any firm commitments, and at least one month before the trip or tour is due to take place, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c. All club overseas trips will also follow all of Part 4 of the [University Regulations for the Activities and Conduct of Student Members](#), which includes individual permission requirements for each student (through the Sports Safety Officer and the Proctors) should the trip take place during Full Term or the Thursday and Friday preceding Full Term. The club is aware that permission for students to travel within these timescales is not guaranteed and the club will make alternative arrangements if permission is not granted (e.g. change of dates) otherwise the trip or tour will be unable to take place.

- d. The club, the individuals and any club property travelling should not be uninsured during any part of a trip, as comprehensive travel insurance is a requirement for all participants travelling on a club's overseas trip.
- e. The club acknowledges that failure to register any trip or tour within the above deadline may mean that said trip or tour cannot be approved or take place, either at all or at least in the name of the University.

Safeguarding Children and Vulnerable Adults

18. Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.

- a. Any concerns regarding safeguarding are to be addressed to the club committees and the club ensures that every club member knows how to escalate concerns to the committee.
- b. Any concerns brought to the committee are shared with the Sports Safeguarding Officer (SSO), as early as possible, who may refer to the University Designated Leads for a decision and action if required. Concerns should not be reported to the club's NGB until the University Designated Leads has provided feedback to the Sports Safeguarding Officer.

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

OXFORD UNIVERSITY LACROSSE RISK ASSESSMENT

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT			
SPORTS CLUB		Oxford University Lacrosse Club	
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Yolanda Gradillas (President 2026/7)	DATE OF ASSESSMENT:	14/05/2026

NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY VICE-PRESIDENT), OR CLUB H&S OFFICER)	Trent Bunker (Vice President 2026-7)	SIGNING OFF DATE:	
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Risk Assessment Review(s) – carry out in the event of any control measures being no longer effective, if there are changes in the activity that could lead to new risks and particularly if there has been an accident/incident or near miss. Changes are not always necessary, but any review and notes of any change(s) (or no change) should be noted.

Risk Rating		Impact to:		
Rating	Value	Personal Safety	Work Performance	Property Damage
Not Present	1	No Injuries	No affect/delay	No Damage
Minor	2	Minor/superficial injuries	Modest delay	Minor
Possible	3	Probably injury but not life impacting	Medium term delay	Medium damage
Moderate	4	Moderate to life impacting injuries	Significant delay	Substantial damage
Almost certain/certain	5	Life threatening injuries from single exposure	Major operational disruption	Severe/catastrophic damage

PLAYING LACROSSE

Hazard (Cause and consequence)	Affected groups	Existing control measures in place	Risk	Suggested further actions
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Outdoor hazards (astroturf) – minor / major injury caused by: · Slips, trips, falls · Unsafe equipment / playing area · Other users · Weather extremities · Uneven surfaces · Injuries	Participants, spectators, coach/instructor, officials	Any new participants have made coach / activity leader aware of any injuries. Check playing surface and surrounding areas by coach / session leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. Fields must not be played on in the dark without flood lighting. Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount) or abandon if conditions etc become unsafe during activity. Ensure those not involved in activity are outside of playing areas	2	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
TRAINING / COMPETITION ACTIVITY AND EQUIPMENT - SPECIFIC				

Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices	Coaches, Experienced activity leaders, Participants	Training and games to be structured in conjunction with NGB guidelines and best practice. Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness. 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. Dynamic risk assessments may be required for unforeseen circumstances or situations.	2	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
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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 Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces Mats Equipment (e.g. players bags, sticks, balls) Poor lighting Stairs / steps	Participants, spectators, coach/instructor, officials	Coach/person(s) in charge needs to check facility is fit for purpose prior to start of activity and monitor throughout. Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made safe (Encourage a 'see it, report it, sort it' mentality). Drinks to be consumed and stored well from playing/activity area. Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape. No running in changing/shower areas Warning notices where applicable and appropriate (especially if at a club owned/run property) Use handrails if provided on stairs/steps.	2	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
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Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.	Club Committee	Adhere to NGB and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly noting any expiry dates / deadlines.	2	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.
Personal Equipment	Club Members	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.		

Hazard: Game play/activity
Who: Players, coaches, officials, spectators How: Injuries, sprains, strains, cuts, concussion

ACTIVITY	PERCEIVED RISK/S	ACTION TO COMBAT RISK	RISK RATING
Shooting	Injury to players, by-standers being hit by the ball. Major concern is a fast/ hard shot that hits an individual in the head.	1. Position goal on marked pitches with adequate/ safe run off distance to minimise risk to by-standers. 2. Stop practice if anyone walks behind the goal. 3. Position goal close to a fence or erect ball stop net if available. 4. Female players are recommended to wear goggles and it is compulsory to wear mouth guards 5. Male players it is compulsory to wear helmets, gloves and any other safety padding. 6. Players to collect balls once, all balls have been shot, to reduce risk of accidental injury. 7. Shooting practices involving cuts/ feeds/ movement. Only those in the activity should be in the practice area. Coach to identify key instructions of when the activity starts/ finishes. 8. Technique to be taught in progressive steps to reinforce 'shooting space' and appropriate/ safe shots aligned to rules of the game. 9. All coaches to be aware of EL concussion policy.	2 4 if head injury

Groundballs	Injury to players through collisions, checks or heavy body contact. This may include cuts, broken bones, and head injuries (major consequence) Players may also roll their ankles over the ball.	1. Only those in the activity should be in the practice area. Coach to identify key instructions of when the activity starts/ finishes. 2. Coaches should manage the activity set up to provide game realistic running angles to manage acceptable and 'legal' body contact. 3. Coaches should manage the use of sticks – call a foul if there is an illegal check 4. Technique to be taught in progressive steps to reinforce effective technique aligned to rules of the game. 5. Any stray balls should be removed from the practice area. 6. All coaches to be aware of EL concussion policy.	2 4 if head injury
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Defending/ checks	Injury to players through collisions, checks or heavy body contact. This may include cuts, broken bones, and head injuries (major consequence) Players may also roll their ankles over the ball.	1. Only those in the activity should be in the practice area. Coach to identify key instructions of when the activity starts/ finishes. 2. Coaches should manage the activity set to provide game realistic running angles to manage acceptable and 'legal' body contact. 3. Technique to be taught in progressive steps to reinforce effective technique aligned to rules of the game. First stage – focus on body position and channel away from goal 4. Coaches should manage the use of checks – call a foul if there is an illegal slash check 5. Any stray balls should be removed from the practice area. 6. All coaches to be aware of EL concussion policy.	2 4 if head injury
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Start - Draw/Face Off	Injury to players through collisions, checks or heavy body contact. This may include cuts, broken bones, and head injuries (major consequence)	1. Only those in the activity should be in the practice area. Coach to identify key instructions of when the activity starts/ finishes. 2. Technique to be taught in progressive steps to reinforce effective technique aligned to rules of the game. Focus on one v one winning to self and space before introducing teammates 3. Coaches should manage the use of checks – call a foul if there is an illegal slash check 4. All coaches to be aware of EL concussion policy.	2 4 if head injury
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Goalkeeping	Injury to players, by-standers being hit by the ball. Major concern is a fast/ hard shot that hits an individual in the head.	1. Position goal on marked pitches with adequate/ safe run off distance to minimise risk to by-standers. 2. Stop practice if anyone walks behind the goal. 3. Position goal close to a fence or erect ball stop net if available. 4. It is compulsory for Goalkeepers to wear protective helmets, throat guards, chest pads, gloves and abdominal guards 5. Start 'shooting' as a passing routine to allow GK to see the ball and advise of any distractions behind 'shooter' 6. GK's to be rotated so as not to sustain continued shots to the body and allow for break and feedback. 7. Technique to be taught in progressive steps to reinforce footwork and stepping to the ball. 8. All coaches to be aware of EL concussion policy	2 4 if head injury
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Hazard: Warm up/ Cool down

Who: Players, coaches, officials How: Sprains, strains, cuts, bumps, medical implications

ACTIVITY	PERCEIVED RISK/S	ACTION TO COMBAT RISK	RISK RATING
Warm up & cool down	Risk of injury to players if not warmed up properly	1. Team Managers/ coaches to ensure an appropriate warm up and cool down is provided for everyone playing	2

Hazard: Injuries

Who: Players, coaches, officials, spectators How: Injuries, sprains, strains, cuts, concussion

ACTIVITY	PERCEIVED RISK/S	ACTION TO COMBAT RISK	RISK RATING
Fitness & medical implications	Injury to players from lack of fitness or exercise induced medical conditions	1. Coaches to ensure that all players have appropriate level of fitness to participate or schedule rest breaks and to prevent injury or exhaustion 2. Ensure participants are eligible to participate – age, ability etc relevant to the session	2

		3. Coach to make sure all medication is easily accessible	
Injury to players from balls and from sticks	Risk of being hit in the face or head with a ball. Risk of being hit with a stick by a dangerous or illegal check	1. Coaches to advise participants choice to wear mouth guards and goggles and it is parents' responsibility to purchase (Women's Lacrosse) 2. Coaches to advise participants of the mandatory requirement for players to wear mouth guards and protective equipment (helmet, gloves, arm guards abdominal guard) it is parents' responsibility to provide (Men's Lacrosse) 3. Coach to determine the appropriate amount of stick checking. Ensuring that all players are taught the 'stepped' approach to checking	2 4 if head injury

Impact injuries	Risk of concussion, neck injuries or broken bones from impact of collisions and heavy body contact	1. Coaches and Officials to reminded players of the rules 2. Coaches and Officials to maintain and advise players of dangerous play/ actions. 3. Fouls to be awarded for inappropriate play. 4. Appropriate kit & protection to be won i.e. mouth guard, helmet, goggles etc. 5. Coaches/ Officials/ first aider to be aware of concussion protocols 6. Neck injuries are very rare but can occur and can lead to a permanent loss of mobility	3 4 if head injury 5 if neck injury
Flying balls from adjacent pitches	Risk of players, coaches, officials or spectators being hit by flying balls from surrounding pitches	1. Coach to ensure goals located/taking place not facing onto adjacent pitches 2. Correct management of group entering and exiting the playing facility during training via designated access and avoid entering other pitch 3. If field lacrosse being played, coach to ensure players are suitable attired. 4. Sensible segregation of experienced players and beginners to reduce.	2 4 if head injury
Kit, Equipment and clothing	Risk of injury to players, or spectators from inappropriate or faulty players kit	1. Qualified and accredited coaches 2. Coach to check condition and legality of sticks (incl butt end) and kit before play 3. Jewellery not to be worn 4. Long hair to be tied back 5. Footwear to be appropriate to surface (ie synthetic or grass) and laces tied 6. Clothing to be checked free from dangerous projections eg buckles, rings, studs	2

Weather	Injury to players and spectators from cold, heat or wet weather	1. Appropriate sports clothing to be worn by everyone in hot or cold weather conditions. 2. Water stations to be readily available throughout the camps 3. Players advised to bring their own refillable water bottle 4. Rain – in the event of heavy rain/ storm training may be postponed 5. Lightning – play must stop if lightning is present, all players must drop sticks on the ground	2
General	All injuries	1. Coaching staff to be aware of all medical conditions, injuries and allergies of participants 2. Coach to be familiar with arrangements for first aid and reporting procedures. • access to trained First Aider to be made available and known to all coaches • arrangements to be in place to report serious accidents to England Lacrosse Head Office 3. First Aid kit and defibrillator to be held and kept maintained by England Lacrosse and entrusted to head coach.	2 – 5 depending on severity of injury/ medical implications

Hazard: Playable pitches

Who: Club members, coaches, visitors and third parties. How: Sprains, strains, fractures, cuts etc.

ACTIVITY	PERCEIVED RISK/S	ACTION TO COMBAT RISK	RISK RATING
Ground Checks	Animal holes dug on pitch Animal excrement Broken glass or spikes Additional increase in risk of injury due to pitch condition.	1. Implement pre game ground checks. 2. Report and removal of any foreign objects 3. Regular reviews especially during winter months of pitch conditions and ideally impartial team member included when looking at possible cancellations.	3
Equipment Checks (Goals etc.)	Injury in carrying goals to locations. Dangerous equipment with risk of injury. Equipment not secured properly and risk of hitting players.	1. Adequate number of staff/volunteers to lift and manoeuvre goals and equipment following correct lifting procedure. 2. Secondary checks on all equipment and securing of this.	3

Inclement Weather	Ice, Snow, Waterlogged pitches. Risk to players trying to commute to the game. Risk to spectators attending.	1. In advance of weather key individuals oversight of weather to look ahead to cancelling games. 2. Reduce impact on players and spectators travelling. 3. Formation of key individuals that live close to the ground to assess and make an onsite assessment.	3
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