

Club Safety Policy: Oxford University Pole Sports Club

Introduction

- 1) Oxford University Pole Sports Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the clubs constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to British Pole and Aerial Sports 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 (all year round, reduced vacation timetable)

Day	Time	Location	Sessions Name and/or Description
Tuesday	20:00-22:30	GLD	Pole Sports competition training: Individual training of competitors for the next upcoming competition under qualified coach supervision. Warm up and cool down provided. Competitors will work on their own routines with assistance, (where appropriate) teaching and detailed feedback from the coaches.
Thursday	19:00-22:30	GLD	Pole Sports classes: 1 hour sessions with a qualified instructor that teaches individual moves, combos or a short choreography of appropriate difficulty

			according to the level of the class, following the levels set out by Spin City/Xpert pole syllabus. Class levels and requirements are advertised on the booking system. Warm ups and cool downs included.
Monday & Friday	21:00-20:30 , 13:30-16:00 (respectively)	GLD	Performance Team / Instructors (open practice): 1.30hr (2 x 1.30hr on Fridays) sessions for instructors to prepare classes and for the performance team to create and practice routines. Attendees are responsible for their own training, including warm up and cool down. Attendees train at their own risk. Attendance is only possible through invitation (member of the performance team, or a qualified instructor).
Sunday	12:00-17:30	GLD	Pole Sports classes: 1 hour sessions with a qualified instructor that teaches individual moves, combos or a short choreography of appropriate difficulty according to the level of the class, following the levels set out by Spin City/Xpert pole syllabus. Class levels and requirements are advertised on the booking system. Warm ups and cool downs included. Pole jams (open practice): 1 hour free training sessions. Attendees are responsible for their own training, including warm up and cool down. Qualified instructors and/or committee members are present for supervision but not responsible for teaching. Attendees train at their own risk. Attendees must be club members and have attended at least 5 classes before they can attend a jam.

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
8th week of Michaelmas Term	17:00 - 19:00	St Hilda's Theater/Auditorium	Winter Showcase Members of the society prepare a short choreography of appropriate level and length to

		or Corpus Christi Auditorium (or similar College venue)	present their progress and share their skills with the club. All performers sign agreement to perform moves and tricks within their skill level that have been previously rehearsed.
N/A - dependent on which Balls book us	Typically a 20-30 min slot between 21:00-23:00	Typically College Halls, Theatres, Auditoriums	Ball Performances Performers (members of the society) deliver a max. 3.30 minute performance that they have previously practiced and that is appropriate for their level. Performers sign an agreement beforehand that they only perform moves they can safely do. A committee member is present to observe warm ups and performances.

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
Approximately 2 nd Week Trinity Term	Cambridge University Pole Sports	Annual Varsity Match with Cambridge. Members of the competition team and the coach will travel to Cambridge University for the day to compete across beginner – semi-professional categories, delivering 2.30-3.30 minute level-appropriate routines prepared and rehearsed in advance. The coach will supervise warm-ups and cool downs and all competitors sign an agreement in advance that they only perform moves they can do safely within their category.

Risk Assessments

- 6) All club activities are appropriately risk assessed by the club. The club maintains up to date and accurate records of its risk assessments, so they can be immediately referred to should an accident, incident or near-miss occur. The clubs also maintain records of any changes made to those risk assessments (including the dates any changes were made) to be referred to as and when required. Support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review all clubs' risk assessments periodically and provide feedback.
 - a) Risk assessments for regular club activities are included as appendices to this policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or before the start of a new academic year).

- b) Risk assessments for events are submitted via the event registration process to be approved by the Sports Safety Officer. All details are submitted at least 21 days prior to the event, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
 - c) Risk assessments for trips and tours (UK or abroad) are submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are submitted at least one calendar month prior to departure, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
- 7) For risk assessment purposes, club activities include any activity organised by the club or its committee member for the benefit of the club's members, or any activities using the club's resources or name. Activities or events organised between members of the club are not included, providing the club and/or committee is not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

First Aid

- 10) All club activities are appropriately covered by qualified first aiders, unless the risk assessment for the activity explicitly states that first aid cover is not required.
- a) This cover comes in a variety of forms (such as qualified staff at host venues, qualified coaches leading activity, qualified club members within activity, emergency services or externally appointed first aiders) and will be specified in the risk assessment for each activity.
 - 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 **Sportscover Europe** 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 **Sportscover Europe** 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.
- c) Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

Club Safety Policy: Oxford University Pole Sports Club - Appendices

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)

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.					
SPORTS CLUB		Oxford University Pole Sports			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		Chinemerem Ikwuanusi	DATE OF ASSESSMENT:		11/10/2025
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		Chinemerem Ikwuanusi (President)	SIGNING OFF DATE:		11/10/2025
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.					
Date of Review		Summarise any changes and why, if any, or note if none.		Person(s) updating RA	Notes
11/10/2025		Start of year review			
RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low ,	

				effectively zero, this is optional)
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)				
WELFARE AND SAFEGUARDING - SPECIFIC				
VENUE/ LOCATION SPECIFIC choose areas relevant to your activity from (a) indoor, (b) outdoor, (c) pool based, (d) water based, or (e) mountain/hill/cave. <i>Note – delete this row and the locations that are not relevant (e.g. risk assessment for basketball then delete all above locations apart from 'Indoor Hazards' and assess appropriately...</i>				
Indoor hazards minor / major injury caused by: • Lack of lighting • Temperature on to ventilation • Inappropriate space • Slip, trip falls (add in any specific advice) • Fire (add in any specific advice) • Damaged surface • Unsafe equipment (add in any specific advice) • Electrical	Participants, spectators, coach/instruct or, officials	Check playing surface and surrounding areas by coach / leader before activity commences. Check any other equipment (mats, poles, etc.) Check lighting conditions are appropriate for activity. Ensure those not involved in activity are outside of playing area.	D2	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-remotefor.ms.info-exchange.com/Incident
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instruct or, 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.	D2	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-remotefor.ms.info-exchange.com/Incident
TRAINING / COMPETITION ACTIVITY AND EQUIPMENT - SPECIFIC				
Activity-specific (Pole Sports) Hazards • Equipment failure i.e. Pole falling • Participant falls off pole • Muscle Strain / Skin Burns • Participant or Bystander trips over pole stage • Injury during equipment set-up or set-down • Unqualified / uninsured instructors / coaches	Participants, bystanders, instructors	Bystander and/or participants will be asked to sit out. If an injury has occurred, security/the instructor will be notified. Club committee or instructors are to ensure that all equipment is fit for purpose before session starts issues to be reported to Society president or the Sports Centre Manager. This is done so by adequately pulling and pushing the poles from 90 degree angles, and testing fundamental spins in both directions. Pole will be taken out of use until further investigation as to the cause of the fall. Poles are checked by a member of the committee or instructor prior to members' use. Equipment checks occur monthly. Pole x-joints are replaced every 2 years at least. As of July 2024, all poles have been replaced with the safer mounted version, decreasing the risk of the pole falling to extremely minimal. Venues are checked thoroughly before use in a performance, workshop, or showcase. Any injuries to be reported to the Sports Safety Officer by a Club Committee member, and GDPR-complaint incidents book completed. Participants are encouraged to disclose any injuries or medical conditions before activity starts. The injury will be evaluated by a committee member or instructor, and security calls	C2	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.

		should further medical attention be required. Students and competitors are reminded that no body lotion or moisturizers should be applied to skin 24 hours before the class or competition. Jewelry is prohibited during pole sports practice, minimizing both damage to equipment and sharp objects upon fall. Anyone attempting a move will be spotted by classmates and/or supervised by an instructor. If they are uncomfortable with the move or it is beyond their ability, they will not be allowed to attempt it. A crash mat is provided for safety when attempting new moves, and advanced moves are directed by appropriately qualified instructors. Members are taught to spot each other on the pole. Committee members present during classes are taught how to spot correctly before assisting. Any injuries to be reported to Sports Safety Officer by a Club Committee member. The participant will be asked to sit out. Warm-ups are obligatory before any class, performance or competition. Windows to be kept closed during class or competition. Participants are informed of RICE procedure for muscle strains, and the use of no hard fabrics around skin burns. Any injury will be evaluated by a member of the committee. Further action will be taken if necessary. Club Committee / instructors to ensure that the facilities and equipment are fit for purpose before session starts issues to be reported to the Sports Centre Manager.		
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		1.5m diameter boundary around stage poles in place, regardless of whether the person is practicing pole sports or not. Blood injuries need to be treated to prevent cross contamination. Set-up and set-down training is given to club committee members yearly, with refresher training sessions at the start of each term. When a ladder is in use for set-up, another club committee member is present as the spotter for the committee member using the ladder. Club President to ensure any instructors or coaches hired are qualified.		
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	C1	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

		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.		
Slips, Trips and Falls (this is generic – some clubs may need to add issues specific to their activity either here or in relevant location) Potential of minor to major injury. Examples of slip hazards; Following cleaning of floor, Changing/Shower areas Spilt drinks Wet grass Mud Ice Slopes Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces Mats Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps Concussion guidance given in App. B	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.	C1	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling	Players, spectators, coach/instructor, officials	Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps	B2	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception)

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).		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-remotefor.ms.info-exchange.com/Incident
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owed.	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. 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.	C1	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	Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.		
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 Using a BBQ on University premises (Iffley Road, Parks, Marston) Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .	Anyone Club members Alumni Spectators Club members Alumni Spectators	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Use University (onsite) providers/caterers if possible. Any food/drink prepared at ‘home’ and brought for others to consume, ensure allergen foods are declared. Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food. Use appropriate storage (e.g. Tupperware, labels). Avoid bringing high risk food (e.g. nuts) if possible. 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 licence (these fall under a separate RA).	C1	Club/Individual may find itself liable for any food it has provided at training/matches which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) 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	C2	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 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.	C2	
Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) (also link to Welfare) Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)	Participants Coaches Club	Non-Oxford University students who are under 18s are not be involved in any club activities (refer any to city equivalent club). Club committee / coaches responsible for ensuring they are aware if any OU students are under 18s. Avoid or if not possible mitigate risks 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) first – David.white@sport.ox.ac.uk Guidance will be sought from the University's	D1	For further advice: Contact the Sports Safeguarding Officer via David.white@sport.ox.ac.uk . 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.

		Designated Safeguarding Leads (DSLs).		
Management of Injuries /Illness (incl first aid) Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness	All	Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly. 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.	C2	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-remotefor.ms.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.
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). Note – British Heart Foundation offer a	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	D1	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

free online training course - RevivR		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.		(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. 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 any specific NGB concussion protocols. Generic guidance can be found here Remove injured party from training/game. Seek immediate first aid in event of concussion or suspected concussion! If in doubt, they must sit out and should not return. 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 any return to activity. Inform student's college ASAP after incident.	D1	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-remotefor.ms.info-exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Safety Officer and/or club Welfare Officers (including signposting).

TRAVEL - SPECIFIC

a) Travel to/from venues away from Iffley Road
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Driver/Club preparation Checking route and parking arrangements of locations in advance	Drivers Club committee	Drivers of any vehicle, with help of other responsible person(s), should check in advance for: Location and parking arrangements. If using Sat Nav, program routes before setting off. If using via a phone, use a cradle but beware of driving laws that cover mobile use whilst driving. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue. Adhere to road and traffic laws and regulations.	D1	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-remotefor.ms/info-exchange.com/Incident
	Drivers	Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces.		

b) Driver Safety	
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Driver Distraction (e.g. use of mobile phone, eating/drinking, passenger distracting, leaning/reaching)	Drivers Passengers Drivers	All drivers (under Sports Fed Transport Scheme and those who drive their own vehicle on club activities) should complete the University's Safety Office Driver Awareness E-Learning Course (requires single sign on and is free to University members) Should be made aware distractions/anti-social	D1	Drivers are liable for fines/points/attending training course for any breaches of the Highway Code. Responsible for safety of themselves and all others in vehicle.
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		behaviour are likely to affect driver. Do not use mobile phones whilst driving. Suggest putting on 'Do Not Disturb mode'. Use controls on steering wheel (where appropriate) to avoid reaching/leaning for dashboard controls Advisable not to use headphones whilst driving. Advisable not to eat or drink whilst driving. Pull over and stop in a safe place to do so. 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.		
Hired Vehicle (through Sports Federation)	Drivers, passengers	Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check vehicle and paperwork thoroughly on hiring to ensure no issues. Raise with car hire staff any discrepancies. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.	D1	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) 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.
Private vehicle (MOT, tax, insurance, all correct)	Drivers, passengers	Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.	D1	Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business.
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 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.	D1	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-remotefor.ms.info-exchange.com/Incident For hired vehicles, inform Sports Fed asap so hire company can be told Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)
SOCIAL / NON-TRAINING ACTIVITIES such as use of alcohol, non-prescribed drugs, behaviour / personal safety				

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.	D1	There is 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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Club Concussion Guidance: Oxford University Pole Sports Club

Introduction

- 1) Oxford University Pole Sports 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 guidance relates to prevention of concussions and actions to take in the event of concussion or head injury during club activities. Most forms of exercise are done in an upright position and the club recognises the nature of inverted pole tricks can increase the risk of concussion.

Concussion Prevention

Falls from inverted positions up the pole leading to concussion can be avoided with interventions:

1. A spotter -
Pole sports instructor training courses include instruction on how to safely spot students through inverted movements. If a student is new to learning inverted tricks, spotting can be especially helpful to build confidence. Heavy spotting is not a substitute for strength and technique, the students must have the required strength and technique to safely attempt the move, with spotting only as a backup.
2. Use of crash mats
- Use of club crash mats is encouraged when attempting new inverted tricks and significantly reduces chances of injury in the event of a fall. New inverted tricks should be first attempted as low on the pole as is practicable to further reduce impact in the event of a fall.
3. A correct and thorough understanding of the task/trick about to be performed
- Instructors will break down inverted movements into several steps, and prepare students for inverts with conditioning exercises to engage the correct muscles. Students may also learn leg/body positioning on the floor.
4. Good grip
If a member feels their skin or the pole is too slippery to attempt an inverted trick, the club has pole grip available for use in classes to reduce sweat and improve grip (similar to use of chalk and liquid chalk in sports such as climbing, gymnastics, and weightlifting)
5. Good strength -
The club syllabuses our instructors teach from does not include inverted tricks up the pole at beginner classes, basic inverted tricks are taught at improver classes, and more complex inverted tricks are not taught until intermediate/advanced level. This allows members to build up the strength required for inverted tricks before they are attempted.
6. Modification of the task/trick first before attempting full version
- For challenging inverted tricks, club instructors should offer modified versions of the trick which reduce the difficulty level. Beginning with the easier version and only allowing students confident in the modification to progress to full trick allows for safe progression.

In the event of a concussion, or suspected concussion

Any student with a suspicion of concussion should be evaluated **immediately**.

Many club instructors are first aid trained, and first aiders are also on hand at Iffley Road Sports Centre where classes take place.

Common symptoms of a concussion:

Physical symptoms	Cognitive symptoms	Emotional symptoms	Sleep changes
- Headache - Feeling confused - Dizziness - Blurred vision - Sensitivity to noise - Sensitivity to light - Balance problems - Nausea - Vomiting	- Fogginess of thought - Difficulty remembering - Difficulty concentrating - Repeating questions - Answering Questions slowly	- Irritability - Emotional lability - Sadness - Anxiety	- Drowsiness - Sleeping more or less than usual - Trouble falling for staying asleep

Call an ambulance **immediately** if the injured person displays any of the following symptoms::

- Neck pain or tenderness
- Seizure, fits, or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Instructors and committee should note concussions are most commonly caused by direct or indirect hit to the head, but can also be caused by hits to other areas of the body, for example the neck.

Instructors and committee should note that the severity of symptoms does not necessarily correlate to the severity of the injury, and any symptoms should be treated seriously.

Regardless of symptoms, students suffering a fall or knock to the head should **sit out for the remainder of the pole class**.

Anyone with concussion or suspected concussion should not consume alcohol or drive a motor vehicle within the first 24 hours.

As it can take hours or days for signs of a concussion to appear, the injured student should be monitored by a medical professional, close friend or family member in the first 24 hours following the head knock. If they develop any symptoms or their symptoms worsen during that period of time they should be taken to the Emergency Department (even if they have previously attended and have been discharged). Hence it is important that concussion is seen as an evolving injury and monitored over many days.

Return to Pole Sport after a concussion

A range of tests should be undertaken by a qualified health care professional to assess clinical symptoms, physical signs, cognitive impairment, sleep disturbances, balance and neurobehavioral features.

Any head injury requires clearance by a doctor before returning to pole sport, ideally by a doctor who is familiar with the [Sport Concussion Assessment Tool \(SCAT\)](#).

A minimum of 21 days should be taken before returning to pole sport in addition to the above.

Suffering a concussion may also have mental health impacts. Support can be provided or signposted by the Club's designated welfare officers, Lexie Pert and Elena Caioni at welfare.oups@gmail.com. Support and advice is also available from the Sports Federation.

Example Scenarios:

Scenario 1: If a fall onto the head is experienced by a poler or aerialist, and they lose consciousness, an ambulance should be immediately called and the poler should not be moved until a paramedic is present.

Scenario 2: If a fall onto the head is experienced by a poler or aerialist, and they remain conscious throughout but experience neck pain, shooting pain, loss of arm/leg strength, incontinence and/or the onset of pins and needles, an ambulance should be immediately called and the poler should not be moved until a paramedic is present.

Scenario 3: If a fall onto the head is experienced by a poler or aerialist, and they remain conscious throughout and don't experience any symptoms listed above, they should be 'removed from play'. I.e. No more pole for that day. And they should present for medical assessment urgently (either local doctor or an emergency department, dependent on severity of symptoms).