

Club Safety Policy: Oxford University Powerlifting Club

Introduction

- 1) Oxford University Powerlifting 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 Powerlifting and will continue to be affiliated for the full academic year.
- 4) This policy is updated at least once a year, for the beginning of the academic year. An updated version of this document is submitted to the Sports Federation at least once per academic year, through the club handover process, and is subsequently updated immediately, and re-submitted (via safety@sport.ox.ac.uk) should any changes be required. This is a live policy relating to all club activities and is updated frequently.
- 5) The updated version of this document, and all other club documentation, is made available to the club's members via the club's website. This is also updated immediately, when changes are required.

Overview of Activities

Weekly Activities during term time only

Day	Time	Location	Sessions Name and/or Description
Tuesday	20:30 - 22:30	Pulse Gym, Iffley Road Sports Centre	OUPLC Club Session - club training
Friday	20:30 - 22:30	Pulse Gym, Iffley Road Sports Centre	OUPLC Club Session - club training
Saturday	13:00 - 15:00	Pulse Gym, Iffley Road Sports Centre	OUPLC Club Session - club training

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
MT W4	09:00 - 18:00	Pulse Gym, Iffley Road Sports Centre	OUPLC Mock Meet - mock 'IPF-sanctioned' powerlifting competition
TT W4, Sat and Sun	13:00 - 19:00	Pulse Gym, Iffley Road Sports Centre	Powerlifting Cuppers
MT W0 - W2 HT W1	various, 1.5 hours	Pulse Gym, Iffley Road Sports Centre	OUPLC Taster Sessions - semi-detailed walkthrough of main lifts plus some time to try them out (designed for freshers / people new to the sport)
MT W3 - W5 HT W3 - W5	various, 2 hours	Pulse Gym, Iffley Road Sports Centre	OUPLC Technical Workshops - detailed overview of one of the main lifts with time to try them out and talk to a qualified coach (designed for people with some experience lifting)

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
HT W4	Cambridge University Sport, Cambridge / Iffley Road Sports Centre, Oxford (alternate years)	Powerlifting Varsity (2027 will be held in Oxford)

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 EventInsuranceServices Ltd 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 EventInsuranceServices Ltd 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 Powerlifting Club - Appendices

Appendix i: General Club Risk Assessment

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.					
SPORTS CLUB		<i>Oxford University Powerlifting Club</i>			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		<i>Gwen Marsden</i>	DATE OF ASSESSMENT:		<i>07/04/2024</i>
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		Gwen Marsden (Secretary)	SIGNING OFF DATE:		07/04/2024
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
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	AFFECTED GROUPS	EXISTING CONTROL MEASURES IN PLACE	RISK	SUGGESTED FURTHER ACTION(S)
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)				
Injuries during training Barbell movements (including squat, bench, deadlift), use of dumbbells and machines. Specific hazards which may contribute to injury include - Poorly maintained equipment - Failed lifts - Inappropriate weight selection - Misplaced talcum powder - Insufficient warmup/preparation to lift - Misloading of bars	Participants	Participants to be encouraged to follow private coach advice and/or a suitable program. Particular attention to be paid to novice/beginner lifters during training sessions. Space on Pulse Gym floor of those warming up to be allowed for by other participants and gym users. Poorly maintained non club-owned equipment to be reported to Iffley Road Sports Centre staff (see relevant section below). Club-owned equipment to be maintained in good condition (see relevant section below). Talcum powder to be applied in designated area and spills to be mopped/hovered (see relevant section below). Care to be taken when loading bars. Weights to be secured (where this is appropriate and safe) by clips.	Medium, Moderate (3C)	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
WELFARE AND SAFEGUARDING - SPECIFIC				
Weight Class Sport Participants may be required to make a specific weight (by external bodies running competitions) during their time as club members	Participants	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. Participants to be recommended to consult qualified professional if they	Medium, Moderate (3C)	Signpost where appropriate by Club committee / welfare officer (E&D Officer). Examples: Sports Fed and /or their Welfare Officers (can be done in confidence).

		have elected to make weight for a specific class.		Other College/University support.
VENUE/LOCATION - SPECIFIC				
Indoor hazards Minor / major injury caused by: • Lack of lighting • Inappropriate space • Slip, trip falls (eg where weights or bars placed on floor, other lifting equipment low to ground) • Fire • Damaged surface • Unsafe equipment (eg unstable benches or racks) • Electrical • Temperature management	Participants, other gym users, coach, members overseeing sessions	Club members overseeing training sessions to check gym floor and surrounding areas before activity commences. Club to check club owned equipment (eg bars, plates, clips) regularly for damage or unsafe components (see "Equipment" section) Check lighting conditions are appropriate for activity. Communicate with other gym users where appropriate to promote awareness of weights/bars etc which are in use on the gym floor. Check that ventilation and temperature in Pulse Gym is appropriate during training sessions. Notify Iffley Road Sports Centre staff if temperature is of concern to determine safe route to restoration of appropriate temperature.	Medium, moderate (3C)	In event of any serious injury/incident: If at Iffley Road Pulse Gym, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, other gym users, coach, members overseeing sessions	If a fire or smoke is discovered, press nearest fire alarm point, and evacuate. All should acquaint themselves with the nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low, severe (2D)	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 ACTIVITY AND EQUIPMENT - SPECIFIC				
Poorly planned and managed activity Including poor coaching practice; may contribute to unsafe practices	Coaches, experienced club members and those overseeing training sessions, participants	Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness. Increased attention to beginners, especially during club training sessions. Sessions are overseen and/or led by an appropriately experienced committee member (details of whom to be given to Sports Fed) and/or a qualified coach. Coaches/those overseeing training sessions to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements). Club committee members overseeing training sessions 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	Medium, moderate (3C)	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

		club) and update any changes. Participants encouraged to wear appropriate clothing. Dynamic risk assessments may be required for unforeseen circumstances or situations.		
Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards; • Talcum powder • Following cleaning of floor • Changing/shower areas • Spilt drinks Examples of trip/fall hazards: • Trailing cable(s) • Mats • Equipment (e.g. participants' bags, bars and weights) • Poor lighting • Stairs/steps	Participants, other gym users, coach/those overseeing training sessions	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. Apply talcum powder outside of Pulse Gym (eg grassy area outside of gym). Mop/h Hoover any significant talcum powder spills inside gym promptly. Drinks to be consumed and stored away from bars and weights, and/or on raised surfaces. 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.	Medium, moderate (3C)	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

		Weights and bars to be stored away promptly after use and not left unattended for long periods. Bags/sports equipment to be placed in corners of gym or other designated places.		
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load.	Participants, other gym users, coach/those overseeing training sessions	Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps. 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. Avoid propping open fire doors where possible. (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).	Medium, moderate (3C)	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
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.	Participants, coach/those overseeing training sessions	Any poorly maintained Pulse Gym non-club owned equipment to be reported to Iffley Road Sports Centre. Adhere to statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly	Medium, moderate (3C)	

Personal Equipment	Club Members	noting any expiry dates / deadlines. Club committee to be aware of club property. Record and maintain via an inventory. Share copy with Sports Fed (see website for details / deadlines). Club equipment of value to be secured. Inform Sports Fed if any items are stolen. All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. annual inspection). Any equipment found to be in an unsafe condition to be removed until it can be repaired or renewed to required standard. If disposal is required, this should be done in a safe and where possible environmentally friendly manner (e.g. recycling). Any legal statutory requirements should be met. Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.		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.
Food & Drink Provision by Club If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning	Anyone	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Use University (onsite) providers/caterers if possible. Any food/drink prepared at 'home' and brought for others to consume, ensure allergen foods are declared.	Low, Severe (2D)	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:

Using a BBQ on University premises (Iffley Road, Parks, Marston) Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities.	Club members Alumni Spectators Club members Alumni Spectators	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).	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
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	All Club Members Coaches	Signpost where appropriate by Club committee / welfare officer to Sports Fed, University, College welfare services (eg Welfare Officers) 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.	Medium, moderate (3C) Signpost where appropriate by Club committee / welfare officer. Examples: Sports Fed and /or their Welfare Officers (can be done in confidence). Other College/University support.

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.	Medium, moderate (3C)	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-remotefor.ms.info-exchange.com/Incident
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 should not be involved in any club activities (refer any to city equivalent club). Club committee / coaches responsible for ensuring they are aware if any OU students are under 18s. Avoid or if not possible mitigate risks 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 safeguarding training certificate where appropriate.	Low, Severe (2D)	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 DSL will provide relevant follow up action within 24 hours of concern being referred to them.

		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 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 too early, incorrect training or overtraining.	Medium, Moderate (3C)	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 University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification.
Cardiac Arrest (where a heart stops pumping blood around the body. A	Anyone	If alone – Call 999/112 if possible using hands	Low, Severe (2D)	Call 999. Where applicable, give call handler number on Defib

<i>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).		free speaker on phone. - Follow guidance given by 999/112 staff on CPR and start ASAP. - Do not go for Defib if alone (paramedics will bring it). - Carry on with CPR until help arrives or exhausted. If others around: - Start CPR if possible whilst helper calls 999/112 and put on speaker if required. - Helper find and bring defib to casualty. - Ask helper to take pads and defib out and follow voice prompts. - Carry on with defib/CPR until paramedics arrive.		cabinet (to get code to unlock). OUS Defib locations; - Iffley Road Sports Complex: at main reception desk (duty staff will respond), OURFC (rugby) main building. - Parks: external cabinet outside public toilets. - Marston Sports Ground: external cabinet to side (garage end) of main building. - External sites: check with facility provider. In advance, have downloaded to phones, What3Words App for precise location & Save A Life App for nearest defib location. Aftercare to be provided to all involved parties. Incident report to SSO by phone (07780 693388).
Concussion 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	Participants	There is no concussion guidance from British Powerlifting. As a very structured strength sport, risk of head injury is very low. Remove injured party from training. 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	Low, Severe (2D)	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

- Unusual Behaviour - Vision Issues		injured party (incl if transferred to hospital). Participant to stop immediately if he/she feels unwell on any return to activity. Inform student's college ASAP after incident.		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 Seek guidance also from Sports Safety Officer and/or club Welfare Officers (including signposting).
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TRAVEL - SPECIFIC

a) Travel to/from venues away from Iffley Road

Driver/Club preparation Checking route and parking arrangements of locations in advance	Drivers Club committee Drivers	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.	Medium, Moderate (3C)	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
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		Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces.		
b) Driver Safety				
Driver Distraction (e.g. use of mobile phone, eating/drinking, passenger distracting, leaning/reaching)	Drivers Passengers Drivers	Should be made aware distractions/anti-social 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.	Low, Moderate (3C)	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.
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	Medium, Moderate (3C)	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

		drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.		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 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.	Low, Moderate (3C)	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.	Low, Moderate (3C)	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

		Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.		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)
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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 (may be comprised in the event of an individual drinking to excess)	All attending club social events	Follow OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. At least one first-aid trained committee member to be present at any club social event. 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.	Low, Moderate (2C)	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. Non-drinking social events to be encouraged. If necessary, seek medical advice on 111 (NHS).
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OTHER - SPECIFIC**Covid-19**

Minimise spread of virus

Coaches,
members
overseeing
training
sessions,
participants,
other gym
users

Avoid contact with others
if you might be infectious.

Respect other people's
space.

Keep up to date
with COVID vaccinations.

Respect those who
choose to wear a face
covering.

Cover coughs and sneezes
and wash hands regularly.

**Low,
Moderate
(2C)**

Monitor current university
guidance.