Club Safety Policy: Oxford University Rugby League Football Club

Introduction

1) Oxford University Rugby League Football 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 Rugby Football League 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

Commented [AT1]: Club to insert overview of activities and/or delete sections as appropriate

Weekly Activities

Day	Time	Location	Sessions Name and/or Description
Monday	7pm	Oxford RFC, Hinksey Village	Training (mixed)
Monday	7:10am	Iffley Road Sports Centre	Strength and Conditioning (mixed)
Wednesday	1pm KO Usually	University Parks (for home matches)	Matches (BUCS Leagues for Blues & Maroons [Men's] & Friendlies)
Thursday	6:30pm	University Parks	Women's Training
Friday	7:10am	Iffley Road Sports Centre	Strength and Conditioning (mixed)
Friday	6pm	Oxford RFC, Hinksey Village	Men's Training

Annual Events

Approximate Date	Approximate Time	Location	Event Name and/or Description
5th February	7pm	Oxford University Rugby Football Club	Derby Day: Oxford Brookes vs Oxford University 1st teams.
13th February	12pm and 2:30pm respectively	Cambridge University Rugby Football Club	Varsity Match (Men's 1st and 2nd Team)
Early Trinity Term	2:30pm	Iffley Road	Varsity Match (Women)
Post Varsity match (either one)	7pm	St Cross College	Annual Club Dinner with all teams, alumni and special guests.

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
3rd-5th October	Cheltenham	Pre-season training tour

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.

b) Should the agreed first aid provision not be available, the risks are reassessed using guidance from the National Governing Body and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the club will cancel that planned activity.

Accidents, Emergencies and Near Misses

11) All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via the Health & Safety Incident Reporting Form, which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.

a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.

c) 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.

d) 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 Rugby Football League 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 Rugby Football League 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 though 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).

e) 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 Rugby League Football Club – Appendices

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)

The above 3 sections are covered in the risk assessment below. Activity Specific risk assessments relating to any tours will be completed separately as and when they are required.

SPORTS CLUB	Oxford University Rugby League Football Club (OURLFC)		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Adam Bosompem (Secretary for OURLFC 2026/27)	**DATE OF ASSESSMENT:**	10/11/2026
NAME OF PERSON SIGNING THIS RISK	Daniel Tollit (President for OURLFC 2026/27)	**SIGNING OFF DATE:**	10/11/2026

ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)			

DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Generic activities including Men's and Women's Training

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)
Sports hall training **Indoor hazards** minor / major injury caused by: • Lack of lighting • Temperature on to ventilation • Inappropriate space • Slip, trip falls (also see below) • Fire (see also below)	Participants, spectators, coach/instructor, officials	Checks should be undertaken by coach /leader before activity that whole facility is safe to use. Check any other equipment is all in order (mats, posts, etc.) Check lighting conditions are appropriate for activity.	2C	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.

• Damaged surface • Unsafe equipment (see also below) • Electrical		Remove any faulty equipment. For any faults with facility and/or equipment refer to Facilities staff		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
Outdoor hazards (astroturf, track, field, road) for training and matches – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Participants have made coach / activity leader aware of any injuries. Check playing surface and surrounding areas by coach / session leader(s) before activity commences such as for waterlogged/frozen areas, holes that could be deemed a danger to player safety etc. Where ground conditions appear unsafe: Uni Parks/Marston - raise with onsite ground staff. If no grounds staff on site, report to Grounds Manager (Jon Buddington via email/phone) and also Sports Federation. Home fixtures – also inform match officials if faults found before and/or during fixture. Check any other equipment is safe for use (e.g. posts, etc.)	2C	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-exchangWheree.com/Incident

		Check lighting conditions are appropriate and safe for activity (e.g. floodlights on (if there are any such as the track). Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount) or abandon if conditions etc become unsafe during activity. Ensure those not involved in activity are outside of playing / training area. Use of track – follow instructor's guidance. Beware of other track users particularly on inside lanes		
Training /Competition 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. Players are to wear relevant clothing, footwear and equipment (such as mouthguards). See also Concussion. RFL guidance can be found **here** Training intensity should be adapted for level of participant. Increased attention to beginners.	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**

Participants arriving and/or playing or training with ongoing injury or medical condition.		Sessions are led by a qualified and insured coach or if NGB guidance allows an appropriately experienced leader. 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 encouraged to warm up and cool down and to wear appropriate clothing. Participants should disclose if they have any injuries/illness in advance (e.g. when signing up to club /prior to training or fixture) and update any changes and appropriate decision made on participation. Players should not be put under and undue pressure to participate if they feel they are unfit to participate. Dynamic risk assessments may be required for unforeseen circumstances or situations.		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
Slips, Trips and Falls Potential of minor to major injury.	Participants, spectators, coach/instructor, officials	Coach/person(s) in charge or officials if a fixture needs to check facility is fit for purpose prior to start of activity and monitor throughout.	B2	In event of any serious injury/incident: **If at Iffley Road**, inform duty staff (via reception)

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		Report any trip or slip hazards, including poor lighting, to facility / grounds 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 Use handrails if provided on stairs/steps.		**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 Make the load smaller or easier to carry.	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		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-remoteforms.info-exchange.com/Incident
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	Indoors - if a fire or smoke is discovered, press nearest fire alarm point, and evacuate to nearest fire exits and assembly point. Follow instructions from facility staff and/or EMS personnel particularly if evacuating. Outdoors – do not enter or re-enter a property that is subject to a fire/fire alarm unless permission is given by Facility Management or Fire personnel. Training/fixture may need to stop – certainly if the pitch is	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)

		marked as an assembly point.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal 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.	2B	Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory

Personal Equipment	Club Members	Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.		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. 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).	A1 *(we don't provide food post matches)*	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.

Using a BBQ on University premises (Iffley Road, Parks, Marston) Serving alcohol (may require facility permission and possibly license). Also refer to **Social Activities.**	Club members Alumni Spectators Club members Alumni Spectators	Avoid bringing high risk food (e.g. nuts). Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where applicable, temporary license (these fall under a separate RA).		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 E.g. a player has made the club aware about their welfare such as their mental health or there is a concern from a player about a colleague. (Also see Exhaustion/Dehydration and Safeguarding)	All Club Members Coaches	All members of club should be aware that the club has a Welfare Officer(s) and how they can be contacted (including in confidence) and utilise resources from Sports Federation here and Rugby Football League here Student should also be guided to inform relevant College personnel and use their welfare services.	C3	Signpost where appropriate by Club committee / welfare officer. Examples: Contact Sports Fed Utilise University and external wide resources. See Sports Fed SharePoint where a list of Welfare Services can be found: Welfare Support (sharepoint.com)

Weight Management (where appropriate)		Cub/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.		
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.	B2	
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	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. Before allowing any U18 activity, check University and NGB's requirements. Inform Sports Safety Officer who can advise.	B1	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

Unsupervised activities (including providing advice)		Coach/instructor will likely require to provide their DBS certificate and NGB/coach safeguarding training certificate. Avoid engaging U18s in activity alone or unsupervised. Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance. **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).**		Protection policies and procedures. The University DSL will provide relevant follow up action within 24 hours of concern being referred to them.
Management of Injuries /Illness (incl first aid) during training and BUCS matches at Parks. **(**Other fixtures such as Varsity will require separate RA including assessment of first aid coverage). Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness	All	At start of season, all players should make relevant personnel from club aware of any medical conditions /injuries, particularly any allergies (such as asthma). Players are to bring any medication they may need (such as for asthma) for training and players and make colleagues/coaches aware in case of an incident. Training (Parks)	B3	First aiders for matches should be registered by club on LeagueNet Head of Epione Medical Services (who provide for BUCS matches at Parks) will seek meeting with OURLC on their coverage. Club should inform Sports Safety Officer of any concerns on first aid coverage for training and matches.

		First aider(s) should be at all training sessions with first aid kit. duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly. If serious and need ambulance, follow Emergency Action Plan (see Appendix). Training (Iffley Road) Go to reception desk and duty first aider will assess and respond accordingly. BUCS matches (Parks) First aid cover is arranged through the Sports Fed Competitions Coordinator and provided by Epione Medical Services. EMS personnel will deal with injury and respond accordingly. If follow up action needed (i.e. they will call 999) and incident reporting. 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.		In event of any serious injury/incident: **If at Iffley Road**, inform duty staff (via reception) **At Parks** – Follow EAP (Appendix to this RA). **Away from OUS facilities** – first aider should be provided by home side otherwise 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 RFL guidance on First Aid standards can be found here Inform SSO of any club member interested in gaining first aid qualification. Alternatively, the RFL will accept an online qualification

				for emergency first aid via the FA Introduction to First Aid in Football FA Emergency Aid - Oxfordshire FA.
Cardiac Arrest *(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)* Party will be; Unconscious Unresponsive Won't be showing any movement including not breathing or may be are making gasping sounds).	Anyone	If alone – • Call 999/112 if possible using hands free speaker on phone. • Follow guidance given by 999/112 staff on CPR and start ASAP. • Do not go for Defib if alone (paramedics will bring it). • Carry on with CPR until help arrives or exhausted. If others around: • Start CPR if possible whilst helper calls 999/112 and put on speaker if required. • Helper find and bring defib to casualty. • Ask helper to take pads and defib out and follow voice prompts. • Carry on with defib/CPR until paramedics arrive.	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 (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 REMEMBER 'THE 4 RS' • **Recognise** the signs and symptoms • **Remove** the player from play • **Recover** fully before returning to sport • **Return** - only after following a Graduated Return to Play	Participants	To help mitigate concussion occurring, all club members are advised to look at RFL's resources on concussion Rugby League (rugby-league.com) Players should follow and adhere to RFL rules and regulations for training and matches. Also abide match officials' instructions. Wear equipment such as mouthguards. Players may wish to wear headguards. Sports Club Committee and coaches are to be aware of NGB concussion protocols. Rugby League (rugby-league.com). Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! **If in doubt, they must sit out.** No intentional headshots. Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Monitor condition before allowing return to activity (in line with NGB guidelines).	4C	Mouthguards – one example of a provider opromouthguards.hk – Opro Mouthguards In event of any serious injury/incident: **If at Iffley Road**, inform duty staff (via reception) **Away from Iffley Road** – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. RFL guidance on concussion can be found here. The NGB has adopted the UK government's Concussion Guidelines for Grassroots sport, see here. Also seek

		RFL guidance on concussion can be found here. Also seek support of Sports Safety Officer. Participant to stop immediately if he/she feels unwell on return to activity. Inform student's college ASAP after incident. Seek additional guidance and support from Sports Safety Officer.		support of Sports Safety Officer. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
Travel To / from venues away from Iffley Road.		Check in advance. Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue. Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place.	C1	In event of any serious injury/incident: **Away from Iffley Road** – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident

Private Vehicle Hired Vehicle (through Sports Fed) All drivers Passengers	Drivers, Passengers	Driver must have full driving licence. Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP. Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle. Take regular rest breaks. Do not drive over 2 hours in any one stint. Stop ASAP for a break if feeling tired at any time. Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces. No alcohol when driving on club business Should be made aware distractions/anti-social behaviour are likely to affect driver.		Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business. 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.
Travel (Incidents) incl accidents, breakdown. Ensuring everyone is safe in the event of an accident Who to inform in the event of an accident or breakdown. Gather evidence for insurance and accident reporting purposes.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. 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 in the event of any accident. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible).	C2	**Away from Iffley Road** – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident Drivers/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 Activities including alcohol, non-prescribed drugs, and behaviour Physical injury or illness Damage to property, equipment, and reputation of sports club and/or University. Personal Safety (maybe comprised in the event of an individual drinking to excess)	All attending club social events	Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess. Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs allowed at any time. Illegal recreational drugs not allowed at anytime. 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.	1C	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)
Covid-19 Minimise spread of virus	Coaches Participants	Avoid contact with others if you might be infectious	C2	Monitor current university guidance which can be found here. The NGB (the RFL) urges all participants to continue to

		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.		follow current Government advice