

Club Safety Policy: Oxford University Table Tennis Club

Introduction

- 1) Oxford University Table Tennis 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 Table Tennis England 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	1900-2100	Acer Nethercott Sports Hall	Development Squad training (coached)
Thursday	1900-2100	Acer Nethercott Sports Hall	Squad training (coached)
Saturday	1200-1400	Acer Nethercott Sports Hall	Open session
Sunday	1200-1400	Acer Nethercott Sports Hall	Open session
Wednesday	afternoon	Home or away	BUCS League

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
Various	Various	Various	Varsity, Town vs Gown
Usually Mid November	Usually Mid November	TBC – often Nottingham	BUCS Individuals

A weekend in Trinity	Weekly during Michaelmas and Hilary	Various colleges & Acer Nethercott Sports Hall	Inter-College Cuppers
A weekend in Trinity	A weekend in Trinity	Acer Nethercott Sports Hall	Internal Cup

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 Table Tennis England 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 Table Tennis England 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).
 - 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 Table Tennis 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)

HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	CONTROL MEASURES IN PLACE	RISK	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)
Location Specific <i>choose areas relevant to your activity from <u>(a)</u> indoor, (b) outdoor, (c) pool based, (d) water based, or (e) mountain/hill/cave.</i>				

Note – delete the locations that are not relevant				
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/instructor, officials	Check playing surface and surrounding areas by coach / leader before activity commences. Check any other equipment (mats, posts, etc.) Check lighting conditions are appropriate for activity. Ensure those not involved in activity are outside of playing area.	Low	In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Event Planning Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency Ensure facilities etc cater for persons for disabilities etc. (in line with legislation) Participants should disclose injuries or illness. Failure may contribute to risk of	Coaches, Experienced activity leaders, Participants, Spectators	Event / Competition to be structured in conjunction with NGB & University guidelines and best practice. Event Plan to include emergency plans / procedures Liaise with facility management over access for those with disabilities Dynamic risk assessments may be required for unforeseen circumstances or situations.	Low	In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident

worsening condition of injury/illness.				
Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards; Following cleaning of floor, Changing/Shower areas Spilt drinks Wet grass Mud Ice Slopes Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces Mats Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps	Participants, spectators, coach/instructor, officials	Coach/person(s) in charge needs to check facility is fit for purpose prior to start of activity and monitor throughout. Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made safe (Encourage a 'see it, report it, sort it' mentality). Drinks to be consumed and stored well from playing/activity area. Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape. No running in changing/shower areas Warning notices where applicable and appropriate (especially if at a club owned/run property) Use handrails if provided on stairs/steps.	Low	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or	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.	Low	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Accidents to be reported to

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).		https://oxforduni-remoteforms.info-exchange.com/Incident
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) 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 owned.	Club Committee Participants Spectators	All club equipment should be visually checked before use. 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).	Low	

Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires		Owners of personal equipment should be reminded they are responsible for the maintenance, safety and security of their own equipment. Use PAT tested equipment. Use electrical engineer where appropriate. Wires to be laid away from footfall areas. Signage where appropriate.		
Temporary Demountable Structures (E.g. gazebos, marquees, platforms) Unsafe erection and dismantling may cause injury (minor-major, fatality) Lack of stability (e.g. Uneven surface, adverse weather) may cause injury in event of partial or full collapse	Anyone	Depending on size of structure, a safe system of work may need to be established. Structure should be erected before /dismantled in good time and avoiding large crowds Warning signs where needed. Check structure has been erected correctly.	Effectively zero	
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	Participants Coaches	Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance Club/coach should not put pressure on any individual(s) to lose or gain weight especially if	Effectively zero	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. National Governing Body Designated Welfare Lead

		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.	Low	
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	Club committee / coaches responsible for ensuring they are aware if any participants are under 18s. Coach etc and club are aware of and follow NGB and University safeguarding policies including an appropriate DSL person and procedures in place for concerns/reporting.	Effectively zero	In the event of any concerns or incidents follow the NGB and University reporting procedures. For further advice: Contact the club's NGB for their Safeguarding/Child Protection policies and procedures. Ensure this information is passed on to relevant persons within the club. Be aware of Oxford University's Safeguarding Code of Practice Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.
Management of Injuries /Illness (incl first aid)	All	External medic coverage arranged in	Low	In event of any serious injury/incident:

Having correct level of first aid/medic cover for event Reporting of incidents /accidents / near miss to University		advance where needed. Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly. Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions.		If at Iffley Road, inform duty staff (via reception) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
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	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). Signpost to relevant parties ASAP such as SSO, College. Monitor condition before allowing return to activity (in line with NGB guidelines). Participant to stop immediately if he/she feels unwell on return to activity.	Effectively zero	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) 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. (Note: There is no specific concussion guidance from Tablet Tennis England as the risk for concussion is very low for table tennis) Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).

Social Activity after Event 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. Participants not to drink 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 not 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	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)
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol related)	Everyone	Look at numbers and types of stewards. Methods of working / Communication. Chains of Command Methods of Ingress and Egress Emergency Procedures.	Low	
Covid-19 Minimise spread of virus	All	Avoid contact with others if you might be infectious Respect other people's space	Medium / Low	Monitor current university guidance which can be found here Wear masks if needed

		Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		
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