

Club Safety Policy: Oxford University Touch Rugby Club

Introduction

- 1) Oxford University Touch Rugby Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the clubs constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to England Touch Association 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
Sunday	1030 - 1230	University Parks	Squad Training: a two-hour session in which players are coached in the sport of Touch Rugby.
Tuesday or Wednesday	1900 - 2030	University Parks or Iffley Road Sports Centre	Strength and Conditioning Training: an hour and a half session in which players are led through various cardiovascular and strength training exercises.
Friday	1800 - 2000	Iffley Road Sports Centre	Squad Training: a two-hour session in which players are coached in the sport of Touch Rugby.
Friday (Trinity Term)	1800 - 2000	Iffley Road 1 st XV	Social Touch: a two-hour session in which pick-up games of Touch Rugby are supervised.

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
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Saturday 4 th Week Michaelmas	0900 - 1700	Surrey Sports Park University Of Surrey, Richard Meyjes Road, Guildford Surrey, GU2 7AD, England	BUCS UTC Regional Round 1
Saturday 7 th Week Michaelmas	0900 - 1700	Surrey Sports Park University Of Surrey, Richard Meyjes Road, Guildford Surrey, GU2 7AD, England	BUCS UTC Regional Round 2
Saturday 4 th Week Hilary	0900 - 1700	Riverside Sports Complex Lenton Lane, Nottingham, NG7 2SA, England	BUCS UTC National Round 1
Saturday 7 th Week Hilary	0900 - 1700	Riverside Sports Complex Lenton Lane, Nottingham, NG7 2SA, England	BUCS UTC National Round 2
Saturday 10 th Week	0900 - 1700	Riverside Sports Complex Lenton Lane, Nottingham, NG7 2SA, England	BUCS UTC National Round 3
Saturday 3 rd Week (Termly)	1000 - 1300	Stratfield Brake Sports Ground, Frieze Way, Kidlington, OX5 1UP, England	Town vs Gown vs Brookes: A three-way festival held between University of Oxford, Oxford Touch Club, and Oxford Brookes University
Saturday 5 th Week Hilary	0900 - 1700	Alternately: Jackdaw Lane, Oxford, OX4 1SR, England & Grange Road, Cambridge, CB3 9BN, England	Touch Rugby Varsity Match

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 England Touch Association and a copy of this insurance can be provided to members or third parties when needed.
 - b) The club has personal accident insurance, which is provided by England Touch Association to individual members, 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 Touch Rugby Club - Appendices

Appendices To Be Included: -

- 1) General / Overall / Regular Risk Assessment(s)
- 2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.
 - a. BUCS
 - b. Michaelmas Outreach Tournament
 - c. Cuppers
 - d. Oxford City Winter League and Town v. Gown

e. Varsity Match

f. End of Year Tournament

3) Concussion Guidance / Policy – If appropriate to sport (e.g. from NGB)

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT								
SPORTS CLUB		OXFORD UNIVERSITY TOUCH RUGBY CLUB (OUTRC)						
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		ARYEMIS BROWN		DATE OF ASSESSMENT:		21 MAY 2023		
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM: CLUB PRESIDENT, SECRETARY)		ARYEMIS BROWN, OUTRC PRESIDENT		SIGNING OFF DATE:		21 MAY 2023		
RISK MATRIX		LIKELIHOOD						
		High (4)		Medium (3)		Low (2)	Remote (1)	
		Severe (D)		High		Medium		Low
		Moderate (C)		High		Medium		Effectively Zero
CONSEQUENCES		Insignificant (B)		Medium / Low		Low		Effectively Zero
		Negligible (A)		Low		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)
Outdoor hazards (astroturf, track, field) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremes • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Any new participants have made coach / activity leader aware of any injuries. Check playing surface and surrounding areas by coach / session leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. 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 –	Medium (C3)	In event of any serious injury/incident: If at Iftley Road, inform duty staff (via reception) Away from Iftley 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

		remember safety is paramount) or abandon if conditions etc become unsafe during activity. Ensure those not involved in activity are outside of playing area.		https://oxforduni-remoteforms.info-exchange.com/incident Sessions will be scheduled during daylight hours or, if not possible, at a location where adequate floodlighting is available. When necessary, committee members will assess the situation and, if possible, turn on the floodlights or, if that is not possible, cancel the session.
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. Training intensity should be adapted for level of participant. Increased attention to beginners. Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed). Coaches/Instructors to provide confirmation of qualification/Insurance to	Low (C2)	Action to take ASAP In event of any serious injury/incident: If at Ilfley Road, inform duty staff (via reception) Away from Ilfley 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 should disclose injuries or illness. Failure may contribute to risk of				

worsening condition of injury/illness.		Club and Sports Fed (latter for Coach Consultancy Agreements) Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to. Participants should disclose if they have any injuries/illness in advance (e.g. when signing up to club) and update any changes. Participants encouraged to warm up and cool down and to wear appropriate clothing. Dynamic risk assessments may be required for unforeseen circumstances or situations.		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 Sessions will have at least one senior player present to ensure the smooth running of the session.
Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards; Changing/Shower areas	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.	Medium (C3)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty)

Wet grass Mud Ice Examples of trip/fall hazards: Equipment (e.g. players bags, sports equipment) Poor lighting		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. 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.		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 The club will purchase a new first aid kit to help with minor injuries. Players will be encouraged to always wear appropriate footwear – these are studded boots. If possible, a pair will be provided from lost property. The committee will share links to places these can be easily bought to ensure people have an opportunity
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				to purchase the appropriate footwear if required. If a surface is deemed unsafe to play on – too wet, too muddy etc. – the committee will move the session to a safer area or cancel the session.
		If a fire or smoke is discovered, press nearest fire alarm point, and evacuate. All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low (D1)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials			

				https://oxforduni-remoteforms.info-exchange.com/incident
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.	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.	Low (C2)	Club treasurer to maintain inventory of equipment and assess quantity and quality each term. Inform Sports Safety Officer where club may require
		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		

Personal Equipment	Club Members	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.		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	Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment. 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	Low (C2)	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

Using a BBQ on University premises (Iffley Road, Parks, Marston)	Club members Alumni Spectators	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		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
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .	Club members Alumni Spectators	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).		.
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing	All Club Members Coaches	Overtraining /Dehydration Stress Bullying Fighting Follow NGB Welfare guidance	Low (C2)	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.

Weight Management (where appropriate)		Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight.		National Governing Body Designated Welfare Lead Fighting and abuse will not be tolerated. Any person partaking in either of these actions will be removed from the session and the committee will decide on any further action. The club is to maintain its friendly, inclusive atmosphere. Committee members should make sure that all players are getting involved and included. Players will be made aware of the fact, that their education and mental health are a priority over the club.
Exhaustion /Dehydration (also link to Welfare) Possible causes: Dehydration Overtraining Lack of sleep	Participants	Players to bring water/appropriate fluid to sessions. Water fountains are available at Iffley Road. Check availability at other facilities.	Medium - Low (C2)	Coach will adhere to England Touch best practises around work-rest ratio, ensuring proper opportunities for rest and rehydration.

University life – over commitment		Breaks given for rehydration in training and competition. Have medical support in place. Refer to Welfare where appropriate.		
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 NGB/coach safeguarding training	Low (C2)	The committee should be alerted in this event. A register will be taken prior to the session commencing to record email of attendee and college. This will be held in accordance with data protection laws. 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

		certificate. Check NGB's requirements. For ANY safeguarding concerns involving the activities of an Oxford University Sports Club – refer to David White (Sports Safeguarding Officer) first – David.white@sport.ox.ac.uk Guidance will be sought from the University's Designated Safeguarding Leads (DSLs).		Protection policies and procedures. DSL will provide relevant follow up action within 24 hours of concern being referred to them.
Management of Injuries /Illness (incl first aid) Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness Touch is a minimal-contact sport, however, there is still a chance injury might occur following a hard-touch, collision, or other	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	Medium - Low (C2)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life

unforeseen circumstances.		participants and existing members to let coach/leader know of any new injuries/medical conditions. Coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning to early, Incorrect training or overtraining.		app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. If a player is taken unwell, they will be taken out of the session and monitored by a committee member. If symptoms are mild, they will be escorted back to college by a committee member. If symptoms worsen or deteriorate, 999 will be called.
Cardiac Arrest (where a heart stops pumping)	Anyone	If alone –	Low (D1)	Call 999. Where applicable, give call handler number on

<i>blood around the body.</i> <i>A heart attack is a sudden loss of blood flow to a part of the heart muscle)</i> Party will be; Unconscious Unresponsive Won't be showing any movement including not breathing or may be are making gasping sounds).		• 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.		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.
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				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 Touch is a minimal-contact sport, however, there is still a chance injury might occur following a hard-touch, collision, or other unforeseen circumstances.	Participants	Sports Club Committee and coaches are to be aware of NGB concussion protocols. 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). Participant to stop immediately if he/she feels unwell on return to activity.	Medium (D2)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-tennoteforms.info-exchange.com/incident If concussion diagnosed, club to follow NGB guidance

		Inform student's college ASAP after incident. Seek additional guidance and support from Sports Safety Officer.		on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting). Players will be instructed on proper touching-technique to minimise collision risk and increase safety in this area. The ETA concussion guidance will be reviewed at the start of each term.
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.	Low (C2)	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

Private Vehicle	Drivers, Passengers	Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		location (download App from IOS or Google Play)
Hired Vehicle (through Sports Fed)		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.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business. Ensure drivers complete Sports Federation-directed training. 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)
Passengers		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.		Drivers are liable for any speeding and/or parking offence reported to them or

		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.		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.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place.		Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865

		Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.	Medium (C3)	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 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
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				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.		Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess. Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs allowed at any time. Advice for all is to use well lit and well used areas at night-time. Be aware of surroundings. Avoid flaunting items of value (e.g. watches, large amounts of cash, phones) Ensure anyone who has drunk to excess is		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. The welfare officer will ensure all social activities comply with the club's Code of Conduct and Safety Policy.
Personal Safety (maybe comprised in the event of an individual drinking to excess)	All attending club social events		Low (C2)	

		accompanied to their home/college and is observed thereafter.		If necessary, seek medical advice on 111 (NHS)
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Covid-19 Minimise spread of virus	Coaches Participants	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.	Effectively Zero (A3)	Monitor current university guidance which can be found here.
Inadequate changing facilities A player may arrive wishing to change into appropriate playing kit and not have a space to do so in which they feel safe.	Coaches Participants	Check facilities offerings prior to event. Communicate this to players in advance of the event.	Low (B2)	Players will be advised to arrive in appropriate playing kit. In this unlikely event, committee members have access codes for the main changing rooms at Ifley Road. The maintenance for the facilities at Ifley is managed by a team external of the OUTRC.

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

THIS IS A TEMPLATE RISK ASSESSMENT FOR SPORT CLUBS TO USE FOR EVENTS. SEE NOTE BELOW.

Some common hazards have been identified below and additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk.

Amend and Adapt this template to fit your Event (e.g. delete location rows not applicable, for first aid if at Iffley then delete all away from Iffley Road information, amend the transport guidance should an event be at Iffley).

Separate Risk Assessments will be required for Generic Club Activities and Overseas/UK Trips and Tours
(See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB		OXFORD UNIVERSITY TOUCH RUGBY CLUB (OUTRC)						
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		ARYEMIS BROWN		DATE OF ASSESSMENT:		21 MAY 2023		
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM: CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		ARYEMIS BROWN, OUTRC PRESIDENT		SIGNING OFF DATE:		21 MAY 2023		
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: BRITISH UNIVERSITIES AND COLLEGES SPORT; this event includes two regional rounds and three championship rounds. The fixtures take place away from Oxford. These are full-day events, featuring upwards of six 20-minute matches, with a 3-minute break at half-time.								
RISK MATRIX		LIKELIHOOD						
		High (4)		Medium (3)		Low (2)		Remote (1)
		Severe (D)	High	High	Medium	Medium / Low	Low	
		Moderate (C)	High	Medium	Low	Medium / Low	Effectively Zero	
		Insignificant (B)	Medium / Low	Low	Low	Low	Effectively Zero	
CONSEQUENCES		Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero	
HAZARD	AFFECTED	CONTROL MEASURES IN	RISK (Club)	SUGGESTED FURTHER ACTION(S)				

(Cause and consequences)	GROUPS (e.g. players, coaches, spectators, officials)	PLACE (below is guidance only – change/adapt as appropriate)	to insert. See risk matrix above)	(this section needs 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)
Outdoor hazards astroturf, track, field (e.g. @ Iffley Road, Uni Parks, Marston Sports Ground) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. 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 area.	Medium (C3)	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
Event Planning Poorly planned and managed activity including poor	Coaches, Experienced activity leaders,	Event / Competition to be structured in conjunction with NGB & University guidelines and best practice.	Medium/Low (C2)	Event will have at least one senior player and one committee member present to ensure the smooth running of the event. Ideally, these people will

coaching practice may contribute to unsafe practices	Participants, Spectators	Event Plan to include emergency plans / procedures		maintain ETA coaching or referee qualifications.
Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency		Liaise with facility management over access for those with disabilities		In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception)
Ensure facilities etc cater for persons for disabilities etc. (in line with legislation)		Dynamic risk assessments may be required for unforeseen circumstances or situations.		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.
Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.				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
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	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	Medium (C3)	The club will purchase a new first aid kit to help with minor injuries. Players will be encouraged to always wear appropriate footwear – these are studded boots. If possible, a pair will be provided from lost property. The committee will share links to places these can be easily bought to ensure people have an opportunity to purchase

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		(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.			the appropriate footwear if required. If a surface is deemed unsafe to play on – too wet, too muddy etc. – the committee will move the session to a safer area or cancel the session. In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may	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. Seek assistance from other(s) to		Low (C2)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports

contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors		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).		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	All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low (D1)	In event of any serious injury/incident: If at Itfley Road, inform duty staff (via reception) Away from Itfley 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
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). 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 football areas. Signage where appropriate.	Low (C2)	Club treasurer to maintain inventory of equipment and assess quantity and quality each term.
Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires				
Temporary Demountable Structures (E.g. gazebos, marquees, platforms)	Anyone	Depending on size of structure, a safe system of work may need to be established.	Low (B2)	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.

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		Structure should be erected before /dismantled in good time and avoiding large crowds Warning signs where needed. Check structure has been erected correctly.		
Food & Drink Provision If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning Using an external caterer/food vendor – you will need permission from the University plus send in Food Hygiene	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). 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.	Low (C2)	Club/individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
	Club members Alumni Spectators			

Using a BBQ on University premises (Iffley Road, Parks, Marston)	Club members Alumni Spectators	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).		
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .				
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 there is a need to make a specific weight.	Low (C2)	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
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	Medium - Low (C2)	Coach will adhere to England Touch best practises around work-rest ratio, ensuring proper opportunities for rest and rehydration.

		training and competition. Have medical support in place. Refer to Welfare where appropriate.		The committee should be alerted in this event. A register will be taken prior to the session commencing to record email of attendee and college. This will be held in accordance with data protection laws. 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. In event of any serious injury/incident: If at Itfley Road , inform duty staff (via reception)
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.	Low (C2)	
Management of Injuries /Illness (incl first aid) Having correct level of first	All	External medic coverage arranged in advance where needed.	Medium - Low (C2)	

aid/medic cover for event Reporting of incidents /accidents / near miss to University		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.		Away from Itfleay 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 Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. If a player is taken unwell, they will be taken out of the session and monitored by a committee member. If symptoms are mild, they will be escorted back to college by a committee member. If symptoms worsen or deteriorate, 999 will be called.

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	<u>Attach NGB concussion guidance as an appendix to this risk assessment.</u> If none, state so. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! 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.	Medium (D2)	If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting). Players will be instructed on proper touching-technique to minimise collision risk and increase safety in this area. The ETA concussion guidance will be reviewed at the start of each term.
Travel To / from venues away from Ifley 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.		

Private Vehicle		Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
Hired Vehicle (through Sports Fed)	Drivers, Passengers	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.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Club to adhere to NGB and OUS H&S Policies and record keeping. Ensure drivers complete Sports Federation-directed training.
Passengers		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		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).

		Should be made aware distractions/anti-social behaviour are likely to affect driver.		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 in excess of 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. In event of any serious injury/incident away from Itfley Road, call Security Services on 01865 289999 as early as possible. For hired vehicles, inform Sports Fed asap so hire company can be told
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP.	Low (C2)	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)

		Take photos for evidence purposes.		
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.	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. Look at numbers and types of stewards. Methods of working / Communication.	Low (C2)	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.
Personal Safety (maybe comprised in the event of an individual drinking to excess)				If necessary, seek medical advice on 111 (NHS)
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol	Everyone		Low (C2)	Tournament control will instruct referees to ensure proper spacing and distance between pitches, players, and spectators.

related)		Chains of Command Methods of Ingress and Egress Emergency Procedures.		
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area. Halt activity if animal enters playing area until it leaves	Low (C2)	Animals (i.e. dogs) not usually allowed into indoor facilities except guide dogs
Covid-19 Minimise spread of virus	All	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 (C2)	Monitor current university guidance which can be found here

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

THIS IS A TEMPLATE RISK ASSESSMENT FOR SPORT CLUBS TO USE FOR EVENTS. SEE NOTE BELOW.

Some common hazards have been identified below and additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk.

Amend and Adapt this template to fit your Event (e.g. delete location rows not applicable, for first aid if at Iffley then delete all away from Iffley Road information, amend the transport guidance should an event be at Iffley).

Separate Risk Assessments will be required for Generic Club Activities and Overseas/UK Trips and Tours
(See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB		OXFORD UNIVERSITY TOUCH RUGBY CLUB (OUTRC)			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		ARYEMIS BROWN		DATE OF ASSESSMENT:	21 MAY 2023
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM: CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		ARYEMIS BROWN, OUTRC PRESIDENT		SIGNING OFF DATE:	21 MAY 2023
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: CUPPERS FESTIVAL; this is an inter-collegiate competition, which features a range of player experience. There tend to be 5-6 matches in the day, each lasting 14 minutes, with a 2-minute break at half time.					
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	CONTROL MEASURES IN PLACE		RISK (Club to insert.)	SUGGESTED FURTHER ACTION(S) (this section needs to be completed)

	(e.g. players, coaches, spectators, officials)	(below is guidance only – change/adapt as appropriate)	See risk matrix above)	where risk is determined to be medium/low, medium or high . Where risk is determined to be low , effectively zero , this is optional)
Outdoor hazards astroturf, track, field (e.g. @ Iffley Road, Uni Parks, Marston Sports Ground) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. 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 area.	Medium (C3)	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
Event Planning	Coaches, Experienced activity leaders, Participants,	Event / Competition to be structured in conjunction with NGB & University guidelines and best practice. Event Plan to include emergency	Medium/Low (C2)	Event will have at least one senior player and one committee member present to ensure the smooth running of the event. Ideally, these people will maintain ETA coaching or referee
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 worsening condition of injury/illness.	Spectators	plans / procedures Liaise with facility management over access for those with disabilities Dynamic risk assessments may be required for unforeseen circumstances or situations.		qualifications. In event of any serious injury/incident: If at Itfley Road, inform duty staff (via reception) Away from Itfley 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
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	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,	Medium (C3)	The club will purchase a new first aid kit to help with minor injuries. Players will be encouraged to always wear appropriate footwear – these are studded boots. If possible, a pair will be provided from lost property. The committee will share links to places these can be easily bought to ensure people have an opportunity to purchase the appropriate footwear if required.

Slopes Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces Mats Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps		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.			If a surface is deemed unsafe to play on – too wet, too muddy etc. – the committee will move the session to a safer area or cancel the session. In event of any serious injury/incident: If at Itfley Road, inform duty staff (via reception) Away from Itfley 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.
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues.	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. Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips and falls.		Low (C2)	In event of any serious injury/incident: If at Itfley Road, inform duty staff (via reception) Away from Itfley 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.

Visibility may be compromised if carrying excess load. Avoid propping open fire doors		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).		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	All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low (D1)	In event of any serious injury/incident: If at Itfley Road, inform duty staff (via reception) Away from Itfley 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

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). 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 football areas. Signage where appropriate.	Low (C2)	Club treasurer to maintain inventory of equipment and assess quantity and quality each term. 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.
Temporary Demountable Structures (E.g. gazebos, marquees, platforms) Unsafe erection and dismantling may cause injury	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		

(minor-major, fatality)		and avoiding large crowds Warning signs where needed. Check structure has been erected correctly.		Club/individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Ifley Road , inform duty staff (via reception) Away from Ifley 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
Lack of stability (e.g. Uneven surface, adverse weather) may cause injury in event of partial or full collapse		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.	Anyone	Club/individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Ifley Road , inform duty staff (via reception) Away from Ifley 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
Food & Drink Provision If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning Using an external caterer/food vendor – you will need permission from the University plus send in Food Hygiene		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	Club members Alumni Spectators	Club/individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Ifley Road , inform duty staff (via reception) Away from Ifley 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
Using a BBQ on University premises (Ifley Road, Parks,				

Marston)	Club members Alumni Spectators	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).		
Welfare (also see Exhaustion/Dehydration and Safeguarding)	Participants Coaches	Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance	Low (C2)	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
Weight Management (where appropriate)		Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight.		
Exhaustion /Dehydration (also link to Welfare)	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.	Medium - Low (C2)	Coach will adhere to England Touch best practises around work-rest ratio, ensuring proper opportunities for rest and rehydration.
Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment				

		Have medical support in place. Refer to Welfare where appropriate.		The committee should be alerted in this event. A register will be taken prior to the session commencing to record email of attendee and college. This will be held in accordance with data protection laws. 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. In event of any serious injury/incident: If at Itfley Road , inform duty staff (via reception)
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.	Low (C2)	
Management of Injuries /Illness (incl first aid) Having correct level of first	All	External medic coverage arranged in advance where needed.	Medium - Low (C2)	

aid/medic cover for event Reporting of incidents /accidents / near miss to University		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.		Away from Itfley 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 Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. If a player is taken unwell, they will be taken out of the session and monitored by a committee member. If symptoms are mild, they will be escorted back to college by a committee member. If symptoms worsen or deteriorate, 999 will be called.
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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	<u>Attach NGB concussion guidance as an appendix to this risk assessment.</u> If none, state so. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! 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.	Medium (D2)	If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting). Players will be instructed on proper touching-technique to minimise collision risk and increase safety in this area. The ETA concussion guidance will be reviewed at the start of each term.
Travel To / from venues away from Ifley 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.		
			Low (C2)	In event of any serious injury/incident: If at Ifley Road, inform duty staff (via reception) Away from Ifley 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.

Private Vehicle		Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
Hired Vehicle (through Sports Fed)	Drivers, Passengers	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.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Club to adhere to NGB and OUS H&S Policies and record keeping. Ensure drivers complete Sports Federation-directed training.
Passengers		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		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).

		Should be made aware distractions/anti-social behaviour are likely to affect driver.		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 in excess of 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. In event of any serious injury/incident away from Itfley Road, call Security Services on 01865 289999 as early as possible. For hired vehicles, inform Sports Fed asap so hire company can be told
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP.	Low (C2)	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)

		Take photos for evidence purposes.		
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.	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 (C2)	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	Everyone	Look at numbers and types of stewards. Methods of working / Communication.	Low (C2)	Tournament control will instruct referees to ensure proper spacing and distance between pitches, players, and spectators.

related)		Chains of Command Methods of Ingress and Egress Emergency Procedures.		
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area. Halt activity if animal enters playing area until it leaves	Low (C2)	Animals (i.e. dogs) not usually allowed into indoor facilities except guide dogs
Covid-19 Minimise spread of virus	All	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 (C2)	Monitor current university guidance which can be found here

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

THIS IS A TEMPLATE RISK ASSESSMENT FOR SPORT CLUBS TO USE FOR EVENTS. SEE NOTE BELOW.

Some common hazards have been identified below and additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk.

Amend and Adapt this template to fit your Event (e.g. delete location rows not applicable, for first aid if at Iffley then delete all away from Iffley Road information, amend the transport guidance should an event be at Iffley).

Separate Risk Assessments will be required for Generic Club Activities and Overseas/UK Trips and Tours
(See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB		OXFORD UNIVERSITY TOUCH RUGBY CLUB (OUTRC)			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		ARYEMIS BROWN		DATE OF ASSESSMENT:	21 MAY 2023
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM: CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		ARYEMIS BROWN, OUTRC PRESIDENT		SIGNING OFF DATE:	21 MAY 2023
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: This event is an annual outreach tournament in Michaelmas Full Term to recruit and expose new players to the sport of Touch Rugby. This event takes place outdoors, in good weather, and with a range of experience between players.					

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	CONTROL MEASURES IN	RISK (Club)	SUGGESTED FURTHER ACTION(S)	

(Cause and consequences)	GROUPS (e.g. players, coaches, spectators, officials)	PLACE (below is guidance only – change/adapt as appropriate)	to insert. See risk matrix above)	(this section needs 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)
Outdoor hazards astroturf, track, field (e.g. @ Iffley Road, Uni Parks, Marston Sports Ground) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. 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 area.	Medium (C3)	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
Event Planning Poorly planned and managed activity including poor	Coaches, Experienced activity leaders,	Event / Competition to be structured in conjunction with NGB & University guidelines and best practice.	Medium/Low (C2)	Event will have at least one senior player and one committee member present to ensure the smooth running of the event. Ideally, these people will

coaching practice may contribute to unsafe practices	Participants, Spectators	Event Plan to include emergency plans / procedures		maintain ETA coaching or referee qualifications.
Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency		Liaise with facility management over access for those with disabilities		In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception)
Ensure facilities etc cater for persons for disabilities etc. (in line with legislation)		Dynamic risk assessments may be required for unforeseen circumstances or situations.		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.
Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.				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
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	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	Medium (C3)	The club will purchase a new first aid kit to help with minor injuries. Players will be encouraged to always wear appropriate footwear – these are studded boots. If possible, a pair will be provided from lost property. The committee will share links to places these can be easily bought to ensure people have an opportunity to purchase

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		(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.			the appropriate footwear if required. If a surface is deemed unsafe to play on – too wet, too muddy etc. – the committee will move the session to a safer area or cancel the session. In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may	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. Seek assistance from other(s) to		Low (C2)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports

contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors		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).		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	All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low (D1)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-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). 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 football areas. Signage where appropriate.	Low (C2)	Club treasurer to maintain inventory of equipment and assess quantity and quality each term.
Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires				
Temporary Demountable Structures (E.g. gazebos, marquees, platforms)	Anyone	Depending on size of structure, a safe system of work may need to be established.	Low (B2)	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.

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		Structure should be erected before /dismantled in good time and avoiding large crowds Warning signs where needed. Check structure has been erected correctly.		
Food & Drink Provision If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning Using an external caterer/food vendor – you will need permission from the University plus send in Food Hygiene	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). 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.	Low (C2)	Club/individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Ifley Road, inform duty staff (via reception) Away from Ifley 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
	Club members Alumni Spectators			

Using a BBQ on University premises (Iffley Road, Parks, Marston)	Club members Alumni Spectators	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).		
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .		Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance		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
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	Participants Coaches	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.	Low (C2)	
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	Medium - Low (C2)	Coach will adhere to England Touch best practises around work-rest ratio, ensuring proper opportunities for rest and rehydration.

		training and competition. Have medical support in place. Refer to Welfare where appropriate.		The committee should be alerted in this event. A register will be taken prior to the session commencing to record email of attendee and college. This will be held in accordance with data protection laws. 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. In event of any serious injury/incident: If at Itfley Road , inform duty staff (via reception)
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.	Low (C2)	
Management of Injuries /Illness (incl first aid) Having correct level of first	All	External medic coverage arranged in advance where needed.	Medium - Low (C2)	

aid/medic cover for event Reporting of incidents /accidents / near miss to University		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.		Away from Itfley 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 Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. If a player is taken unwell, they will be taken out of the session and monitored by a committee member. If symptoms are mild, they will be escorted back to college by a committee member. If symptoms worsen or deteriorate, 999 will be called.

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	<u>Attach NGB concussion guidance as an appendix to this risk assessment.</u> If none, state so. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! 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.	Medium (D2)	If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting). Players will be instructed on proper touching-technique to minimise collision risk and increase safety in this area. The ETA concussion guidance will be reviewed at the start of each term.
Travel To / from venues away from Ifley 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.		

Private Vehicle		Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
Hired Vehicle (through Sports Fed)	Drivers, Passengers	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.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Club to adhere to NGB and OUS H&S Policies and record keeping. Ensure drivers complete Sports Federation-directed training.
Passengers		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		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).

		Should be made aware distractions/anti-social behaviour are likely to affect driver.		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 in excess of 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. In event of any serious injury/incident away from Itfley Road, call Security Services on 01865 289999 as early as possible. For hired vehicles, inform Sports Fed asap so hire company can be told
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP.	Low (C2)	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)

		Take photos for evidence purposes.		
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.	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 (C2)	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.
Personal Safety (maybe comprised in the event of an individual drinking to excess)		Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter. Look at numbers and types of stewards. Methods of working / Communication.	Low (C2)	If necessary, seek medical advice on 111 (NHS) Tournament control will instruct referees to ensure proper spacing and distance between pitches, players, and spectators.
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol	Everyone			

related)		Chains of Command Methods of Ingress and Egress Emergency Procedures.		
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area. Halt activity if animal enters playing area until it leaves	Low (C2)	Animals (i.e. dogs) not usually allowed into indoor facilities except guide dogs
Covid-19 Minimise spread of virus	All	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 (C2)	Monitor current university guidance which can be found here

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

THIS IS A TEMPLATE RISK ASSESSMENT FOR SPORT CLUBS TO USE FOR EVENTS. SEE NOTE BELOW.

Some common hazards have been identified below and additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk.

Amend and Adapt this template to fit your Event (e.g. delete location rows not applicable, for first aid if at Iffley then delete all away from Iffley Road information, amend the transport guidance should an event be at Iffley).

Separate Risk Assessments will be required for Generic Club Activities and Overseas/UK Trips and Tours
(See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB	OXFORD UNIVERSITY TOUCH RUGBY CLUB (OUTRC)			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	ARYEMIS BROWN	DATE OF ASSESSMENT:	21 MAY 2023	
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM: CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	ARYEMIS BROWN, OUTRC PRESIDENT	SIGNING OFF DATE:	21 MAY 2023	
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: OXFORD CITY WINTER LEAGUE & TOWN V. GOWN; this is a 4-week league, which runs from 19:00 to 21:00 at Gosford All Blacks RFC. This event normally features three 20-minutes games, with a 3 minute half-time. It will also feature 2-3 Town vs. Gown matches, which will take place on a weekend, including 2-3 matches, which last 40-minutes, with a break at half-time.				

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)	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 needs 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)
Outdoor hazards astroturf, track, field (e.g. @ Iffley Road, Uni Parks, Marston Sports Ground) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. 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 area.	Medium (C3)	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
Event Planning Poorly planned and managed	Coaches, Experienced	Event / Competition to be structured in conjunction with NGB & University guidelines and	Medium/Low	Event will have at least one senior player and one committee member present to ensure the smooth running

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 worsening condition of injury/illness.	activity/ leaders, Participants, Spectators	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.	(C2)	of the event. Ideally, these people will maintain ETA coaching or referee qualifications. In event of any serious injury/incident: If at Ifley Road, inform duty staff (via reception) Away from Ifley 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
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	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		The club will purchase a new first aid kit to help with minor injuries. Players will be encouraged to always wear appropriate footwear – these are studded boots. If possible, a pair will be provided from lost property. The committee will share links to places these can be easily bought to ensure people have an opportunity to purchase

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		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.		the appropriate footwear if required. If a surface is deemed unsafe to play on – too wet, too muddy etc. – the committee will move the session to a safer area or cancel the session. In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may	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. Seek assistance from other(s) to	Low (C2)	In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports

contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors		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).		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	All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low (D1)	In event of any serious injury/incident: If at Itfley Road, inform duty staff (via reception) Away from Itfley 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
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). 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 football areas. Signage where appropriate.	Low (C2)	Club treasurer to maintain inventory of equipment and assess quantity and quality each term.
Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires				
Temporary Demountable Structures (E.g. gazebos, marquees, platforms)	Anyone	Depending on size of structure, a safe system of work may need to be established.	Low (B2)	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.

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		Structure should be erected before /dismantled in good time and avoiding large crowds Warning signs where needed. Check structure has been erected correctly.		
Food & Drink Provision If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning Using an external caterer/food vendor – you will need permission from the University plus send in Food Hygiene	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). 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.	Low (C2)	Club/Individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Ifley Road, inform duty staff (via reception) Away from Ifley 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
	Club members Alumni Spectators			

Using a BBQ on University premises (Iffley Road, Parks, Marston)	Club members Alumni Spectators	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).		
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .				
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 there is a need to make a specific weight.	Low (C2)	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
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	Medium - Low (C2)	Coach will adhere to England Touch best practises around work-rest ratio, ensuring proper opportunities for rest and rehydration.

		training and competition. Have medical support in place. Refer to Welfare where appropriate.		The committee should be alerted in this event. A register will be taken prior to the session commencing to record email of attendee and college. This will be held in accordance with data protection laws. 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. In event of any serious injury/incident: If at Itfley Road , inform duty staff (via reception)
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.	Low (C2)	
Management of Injuries /Illness (incl first aid) Having correct level of first	All	External medic coverage arranged in advance where needed.	Medium - Low (C2)	

aid/medic cover for event Reporting of incidents /accidents / near miss to University		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.		Away from Itfley 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 Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. If a player is taken unwell, they will be taken out of the session and monitored by a committee member. If symptoms are mild, they will be escorted back to college by a committee member. If symptoms worsen or deteriorate, 999 will be called.

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	<u>Attach NGB concussion guidance as an appendix to this risk assessment.</u> If none, state so. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! 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.	Medium (D2)	If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting). Players will be instructed on proper touching-technique to minimise collision risk and increase safety in this area. The ETA concussion guidance will be reviewed at the start of each term.
Travel To / from venues away from Ifley 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.		

Private Vehicle		Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
Hired Vehicle (through Sports Fed)	Drivers, Passengers	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.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Club to adhere to NGB and OUS H&S Policies and record keeping. Ensure drivers complete Sports Federation-directed training.
Passengers		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		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).

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Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol	Everyone	Look at numbers and types of stewards. Methods of working / Communication.	Low (C2)	Tournament control will instruct referees to ensure proper spacing and distance between pitches, players, and spectators.

related)		Chains of Command Methods of Ingress and Egress Emergency Procedures.		
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Covid-19 Minimise spread of virus	All	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 (C2)	Monitor current university guidance which can be found here

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SPORTS CLUB		OXFORD UNIVERSITY TOUCH RUGBY CLUB (OUTRC)			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT		ARYEMIS BROWN		DATE OF ASSESSMENT:	21 MAY 2023
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM: CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		ARYEMIS BROWN, OUTRC PRESIDENT		SIGNING OFF DATE:	21 MAY 2023
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT: VARSITY MATCH AGAINST CAMBRIDGE UNIVERSITY; this event includes three matches – a mixed, men's, and women's – played outdoors. Each match lasts for 40 minutes with a break at half time. The location of this match alternates yearly between Oxford University and Cambridge University.					
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	CONTROL MEASURES IN	RISK (Club)	SUGGESTED FURTHER ACTION(S)	

(Cause and consequences)	GROUPS (e.g. players, coaches, spectators, officials)	PLACE (below is guidance only – change/adapt as appropriate)	to insert. See risk matrix above)	(this section needs 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)
Outdoor hazards astroturf, track, field (e.g. @ Iffley Road, Uni Parks, Marston Sports Ground) – minor / major injury caused by: • Slips, trips, falls • Unsafe equipment / playing area • Other users • Weather extremities • Uneven surfaces • Injuries	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. 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 area.	Medium (C3)	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
Event Planning Poorly planned and managed activity including poor	Coaches, Experienced activity leaders,	Event / Competition to be structured in conjunction with NGB & University guidelines and best practice.	Medium/Low (C2)	Event will have at least one senior player and one committee member present to ensure the smooth running of the event. Ideally, these people will

coaching practice may contribute to unsafe practices	Participants, Spectators	Event Plan to include emergency plans / procedures		maintain ETA coaching or referee qualifications.
Event organiser / club committee to ensure volunteers/helpers know roles and responsibilities particularly in event of an emergency		Liaise with facility management over access for those with disabilities		In event of any serious injury/incident: If at Iffley Road , inform duty staff (via reception)
Ensure facilities etc cater for persons for disabilities etc. (in line with legislation)		Dynamic risk assessments may be required for unforeseen circumstances or situations.		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.
Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.				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
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	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	Medium (C3)	The club will purchase a new first aid kit to help with minor injuries. Players will be encouraged to always wear appropriate footwear – these are studded boots. If possible, a pair will be provided from lost property. The committee will share links to places these can be easily bought to ensure people have an opportunity to purchase

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		(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.			the appropriate footwear if required. If a surface is deemed unsafe to play on – too wet, too muddy etc. – the committee will move the session to a safer area or cancel the session. In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may	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. Seek assistance from other(s) to		Low (C2)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports

contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors		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).		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	All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.	Low (D1)	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception) Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-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). 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 football areas. Signage where appropriate.	Low (C2)	Club treasurer to maintain inventory of equipment and assess quantity and quality each term.
Electrical equipment / electricity – potential of exposure to electricity causing fatality, electric shocks, trip hazard if any wires				
Temporary Demountable Structures (E.g. gazebos, marquees, platforms)	Anyone	Depending on size of structure, a safe system of work may need to be established.	Low (B2)	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.

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		Structure should be erected before /dismantled in good time and avoiding large crowds Warning signs where needed. Check structure has been erected correctly.		
Food & Drink Provision If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning Using an external caterer/food vendor – you will need permission from the University plus send in Food Hygiene	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). 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.	Low (C2)	Club/individual may find itself liable for any food it has provided at event which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: If at Ifley Road, inform duty staff (via reception) Away from Ifley 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
	Club members Alumni Spectators			

Using a BBQ on University premises (Iffley Road, Parks, Marston)	Club members Alumni Spectators	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).		
Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .		Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance		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
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing Weight Management (where appropriate)	Participants Coaches	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.	Low (C2)	
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	Medium - Low (C2)	Coach will adhere to England Touch best practises around work-rest ratio, ensuring proper opportunities for rest and rehydration.

		training and competition. Have medical support in place. Refer to Welfare where appropriate.		The committee should be alerted in this event. A register will be taken prior to the session commencing to record email of attendee and college. This will be held in accordance with data protection laws. 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. In event of any serious injury/incident: If at Itfley Road , inform duty staff (via reception)
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.	Low (C2)	
Management of Injuries /Illness (incl first aid) Having correct level of first	All	External medic coverage arranged in advance where needed.	Medium - Low (C2)	

aid/medic cover for event Reporting of incidents /accidents / near miss to University		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.		Away from Itfleay 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 Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification. If a player is taken unwell, they will be taken out of the session and monitored by a committee member. If symptoms are mild, they will be escorted back to college by a committee member. If symptoms worsen or deteriorate, 999 will be called.

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	<u>Attach NGB concussion guidance as an appendix to this risk assessment.</u> If none, state so. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! 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.	Medium (D2)	If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting). Players will be instructed on proper touching-technique to minimise collision risk and increase safety in this area. The ETA concussion guidance will be reviewed at the start of each term.
Travel To / from venues away from Ifley 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.		
			Low (C2)	In event of any serious injury/incident: If at Ifley Road, inform duty staff (via reception) Away from Ifley 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.

Private Vehicle		Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)
Hired Vehicle (through Sports Fed)	Drivers, Passengers	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.		Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Club to adhere to NGB and OUS H&S Policies and record keeping. Ensure drivers complete Sports Federation-directed training.
Passengers		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		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).

		Should be made aware distractions/anti-social behaviour are likely to affect driver.		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 in excess of 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. In event of any serious injury/incident away from Itfley Road, call Security Services on 01865 289999 as early as possible. For hired vehicles, inform Sports Fed asap so hire company can be told
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP.	Low (C2)	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)

		Take photos for evidence purposes.		
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.	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 (C2)	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.
Personal Safety (maybe comprised in the event of an individual drinking to excess)		Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter. Look at numbers and types of stewards. Methods of working / Communication.	Low (C2)	If necessary, seek medical advice on 111 (NHS) Tournament control will instruct referees to ensure proper spacing and distance between pitches, players, and spectators.
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol	Everyone			

related)		Chains of Command Methods of Ingress and Egress Emergency Procedures.		
Animals (outdoor venues mainly) May enter activity area when activity is in progress. Defecate in playing and / or spectator areas	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from playing area. Halt activity if animal enters playing area until it leaves	Low (C2)	Animals (i.e. dogs) not usually allowed into indoor facilities except guide dogs
Covid-19 Minimise spread of virus	All	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 (C2)	Monitor current university guidance which can be found here

ETA STAFF - concussion



These guidelines are designed to be used by Referees, Coaching staff and Managers

This guideline has been adapted from the Rugby Football Union (RFU) guidance, World rugby guidance and the Zurich Consensus conference.

1. What is Concussion?

Concussion is a brain injury caused by either a direct or indirect force to the head resulting in a disturbance in brain function. There are many symptoms, common ones include: headache, dizziness, memory disturbance or balance problems.

Loss of consciousness, 'being knocked out', occurs in less than 10% of concussions and is not necessary to diagnose a concussion.

Common Features

- Can be caused by a direct blow to the head, face, neck or anywhere else that can transmit forces to the head.
- Causes rapid onset of short lived impairment of brain function
- Symptoms are reflective of a functional disturbance (e.g. memory disturbance, balance problems or symptoms) rather than damage to structures (such as blood vessels, brain tissue or fractured skull)
- Typically standard imaging, such as MRI and CT scans are normal
- Loss of consciousness occurs in less than 15% of cases and is not necessary for diagnosing concussion

CONCUSSION MUST BE TAKEN EXTREMELY SERIOUSLY

Concussion is only one diagnosis that may result from a head injury:

1. Superficial injuries – scalp or face lacerations or abrasions
2. Sub-concussive event – head impact event that does not cause concussion
3. Concussion – an injury resulting in disturbance of brain function
4. Structural brain injury – injury resulting in damage to a brain structure (fractured skull, bleed into or around the brain)

Structural brain injuries may mimic concussion. In this instance signs and symptoms of structural injury will persist or deteriorate over time, e.g. worsening of headache, increased drowsiness, persistent vomiting, increasing confusion, seizures

All head injuries should be considered associated with cervical spine injury until proven otherwise.

NB: Symptoms of concussion can present at any time, but typically become evident in the first 24-48hrs

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Different Ages

Children and adolescent athletes (18 years and under) with concussion should be managed more conservatively. Evidence shows that children:

1. are more susceptible to concussion
2. take longer to recover
3. have more significant memory and mental processing issues
4. are more susceptible to rare and dangerous neurological complications, including death caused by a single or second impact

Athletes with a history of 2 or more concussions within a past year are at greater risk of further brain injury and are slower to recover. Medical attention must be sought prior to play!

2. Recognising Concussion

Visible clues: - what you see

- dazed or vacant
- lying motionless on the ground/slow to get up
- unsteady on their feet/balance problems/incoordination
- loss of consciousness or responsiveness
- confused/not aware of plays or events
- grabbing or clutching head
- more emotional/irritable
- convulsion

Subjective clues: - what you are told

- headache
- dizziness
- mental clouding/confusion/feeling slowed down
- visual problems
- nausea/vomiting
- fatigue
- sensitivity to light or noise
- drowsiness
- pressure in head

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Side line evaluation

- If able – player MUST BE REMOVED FROM PLAY to be assessed.

Questions to ask:

1. What venue are we at today?
2. Which half is it now?
3. Who scored last in this game?
4. Did you win the last match?
5. Who won the last tournament you played in?

Failure to answer any of these questions correctly may suggest concussion

If in doubt remove the player from the field – this should be done safely and in accordance with emergency management procedures. If a neck injury is suspected, the player should only be removed by emergency healthcare professionals with appropriate spinal care training.

Team mates, coaches, match official, managers, parents who observe an injured player displaying any of the signs or symptoms after an injury event with potential to cause a concussion MUST do their best to ensure the player is removed from the field of play safely.

3. Recognise and remove

If any signs and symptoms are noted and the player fails to answer all 5 questions correctly the player must be removed from play and a comprehensive medical evaluation undertaken

- The player must not be left alone for 24 hours
- Should not consume alcohol in the first 24 hours and should not be consumed until symptom free
- The player should not drive and not return to driving until symptom free

Hospital referral

Indications:

- Complaining of severe neck pain
- Deterioration in conscious state following injury
- Confusion/impairment of consciousness > 30 minutes
- Loss of consciousness > 5 minutes
- Persistent vomiting or increased headache post injury
- Unusual behaviour change
- Double vision
- Seizure (fit)

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- Weakness or tingling/burning in arms or legs
- ***When in doubt – refer***

Conservative management

- Player must not be left alone and must be serially monitored. This must be by player coach/manger if available or by a responsible adult – friend/relative.
- Player must be monitored and player should be referred to hospital in the presence of:
 - Changes in behaviour
 - Vomiting
 - Dizziness
 - Worsening headache
 - Double vision
 - Excessive drowsiness
- Evidence suggests that the majority of concussive injuries recover over 3-5 days, although recognised recovery is classed as 7-10 days.

4. Rest

Rest is the cornerstone of treatment – physical and mental rest

There should be complete mental and physical rest for 24-48 hours (this includes; television, computer, reading, homework, video games etc)

Before starting physical activity the player must be symptom free for 24 hours at rest. Medical clearance is needed before activity is restarted.

Children and adolescents should be managed more conservatively. Recommendations suggest rest for a minimum of 2 weeks prior to undertaking contact training following cessation of symptoms and students must have returned to school or full studies before commencing.

After a minimum rest period and symptom free, a graduated return to play programme should be followed.

ETA STAFF - concussion



5. Return to play (RTP)

- Players require a graded programme of exertion prior to medical clearance.
- ***Player must be sign and symptom free at rest and on exertion before the RTP test is completed.***

Graded Return to Play (GRTP) protocol (adapted from the World rugby organisation)

- Each steps take 24 hours minimum
- The player should not proceed to the next level until ***asymptomatic*** at the current level.

Stage	Rehabilitation Stage	Exercise allowed	Objective
1	Minimum rest period	• Complete body and brain rest without symptoms	Recovery
2	Light aerobic exercise	• Light jogging for 10-15 mins, swimming or stationary cycling at low intensity. • No resistance training • Symptom free during full 24 hour period	Increase heart rate
3	Sport-specific exercise	• Running drills • Ball handling skills • No head impact activities	Add movement
4	Training drills	• Progression of more complex training (passing) • Resistance training	Exercise coordination and cognitive load
5	Full training drills – game practice	• Normal training	Restore confidence and assess functional skills by coaching staff
6	Return to play	• Rehab completed	Recover

Players 15 years and under

- Minimum rest period 2 weeks and symptom free
- GRTP to follow rest, with each stage lasting 48hrs
- Earliest return to play – Day 23 post injury

Players 16-18

- Minimum rest period 1 week and symptom free
- GRTP to follow rest, with each stage lasting 24hrs
- Earliest return to play – Day 12 post injury

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Adult – 19 years and over

- Minimum rest period 24 hours and free of symptoms
- GRTP to follow rest period, with each stage lasting 24hrs
- Earliest return to play – Day 6 post injury

A GRTP should only commence if the player:

- has completed the minimum rest period for their age
- is symptom free and off medication that modified symptoms of concussion
- Medical or approved healthcare professional clearance is required prior to commencing GRTP
- If medical or approved healthcare practitioner is not available to manage and review the GRTP, the player **MUST NOT** play until a completion of a minimum 2 week rest period and the relevant GRTP for that age.

6. Summary

1. Concussion must be taken seriously to safe guard the long and short term health of players
2. Know how to RECOGNISE concussion
3. Players suspected of having concussion must be REMOVED from play and must not resume play that same day
4. All players suspected of having concussion must be assessed by a healthcare practitioner
5. Players suspected of having concussion must have time to RECOVER
6. Players must go through a RETURN to play protocol (GRTP) and receive medical clearance before returning to play

Remember the 4 R's

Recognise
Remove
Recover
Return

RFU acronym for symptoms

Headache
Emotional
Appearance
Drowsiness
Confusion
Agitated
Seizure
Eyes & Ears