

Club Safety Policy: Oxford University Trampoline Club 2026-27

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Introduction

- 1) Oxford University Trampoline 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 club’s activities operate in accordance with this document, the club’s 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 the sporting activity in which the club operates activity, as per the club’s 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 British Gymnastics. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to British Gymnastics 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 (Weeks 1 through 8)

Day	Time	Location	Session Name	Description
Tuesday	20.30–22.30	Iffley Road Sports Centre, Main Sports Hall	OU Trampoline Club: Weekday Training	Approximate timings: set up 15 mins, warm-up 15 mins, pack up last 15 mins. Max Level 4 (with head coach) or Level 2 (without)
Thursday	19.00–21.00	Iffley Road Sports Centre, Main Sports Hall	OU Trampoline Club: Weekday Training	Approximate timings: set up 15 mins, warm-up 15 mins, pack up last 15 mins. Max Level 4 (with head coach) or Level 2 (without)
Saturday	10.30–12.30	Iffley Road Sports Centre, Main Sports Hall	OU Trampoline Club: Saturday Training	Approximate timings: set up 15 mins, warm-up 15 mins, pack up last 15 mins. Max. Level 2

Annual Events at the Club

Event Name and/or Description	Approximate Date	Approximate Time	Location
Varsity: Oxford–Cambridge meet	Hilary term	TBD	Iffley Road Sports Centre, or hosted by Cambridge (CUTC) on even-numbered years
Cuppers: Intercollegiate friendly	Trinity term	TBD	Iffley Road Sports Centre, Main Sports Hall

Trips and Away Competitions

Trip / Tour Name and/or Description	Approximate Dates	Location
BUCS Trampoline & DMT Championships	Late February, Hilary term (two-day event)	Newcastle
Southern Universities Trampoline League (SUTL) Opens	Five single-day events spread November through April, sometimes outside of Oxford term-time, TBA	Various southern universities' sports facilities

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 club also maintains 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.
 - b) An 'incident' is used to encompass accidents, dangerous occurrences, specified occupational exposure, ill-health.
 - a) 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 British Gymnastics 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 British Gymnastics and a copy of this insurance can be provided to members when needed. All registered club members (registered through the Sports Federation membership process) are also covered by the Sports Federation personal accident insurance. This policy should be treated as a backup for club specific cover, but details of this policy will be communicated directly to members once they are registered by the club.
 - c) The club ensures that all coaches and session leaders have appropriate professional liability cover in place and always maintains up to date records of those insurance details.

Coaching

- d) Any sports coaching that takes place within club activities is led by individuals with appropriate qualifications and insurance in place. Coaching is defined as the process of motivating, guiding, and providing technical advice or training to individual(s) or teams, relating to the sport or activity in question.
 - e) Coaching can come in a variety of forms. This requirement includes external contracted instructors or coaches (whether permanent or visiting), club members, student leaders and volunteers, who all must have the correct qualifications and insurance in place.
 - f) Volunteer instructors or coaches can, in some circumstances, have insurance cover through the sports NGB without having a qualification, but any insurance in place must still be clarified and evidenced and the club will maintain up to date records of those insurance details.
- 14) All individuals that are 'coaching' within club activities are registered with the Sports Federation through the Club Coach Registration Form, as per regulation 1.12(1)(k) of the [University Regulations for the Activities and Conduct of Student Members](#).
- a) The club acknowledges that failure to register coaches through the Club Coach Registration Form, or failure to include any coach's qualifications or insurance, may expose club officers, the club and the University to damages arising out of negligent action by the coach, and as such will ensure all coaches are registered appropriately.

Events

- 15) All events organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Club events' are defined as any activities that take place on a specific date(s) or at a specific time(s) that are outside of the club's regular risk assessed activity, which can include sporting and non-sporting activities. Further details can be found via the [Events](#) page of the Sports Federation Hub.
 - b) All club events are submitted via the Event Registration Process, to be approved by the Sports Safety Officer. All details are submitted at least 21 days before the event is due to take place, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c) The club acknowledges that failure to register any event within the above deadline may mean that said event cannot be approved and therefore cannot take place.

- 16) Club social events and activities are also appropriately planned, organised and risk assessed, but in most cases will not be registered via the Event Registration Process, unless they are associated with or linked directly to a sporting event (e.g. an after-event dinner).
- a) Club social activities are defined as any non-sporting activity organised by the club or its committee members for the benefit of the club's members, or any activities using the club's resources or name. Social activities or events organised between members of the club are not included, providing the club and/or committee are not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

Trips and Tours

- 17) All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Trips and Tours' are defined as any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk'. Further details can be found via the [Trips and Tours](#) page on the Sports Federation Hub.
- b) All club trips and tours are submitted via the Trips and Tours Registration Process to be approved by the Sports Safety Officer. All details are submitted before the club makes any firm commitments, and at least one month before the trip or tour is due to take place, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#).
- c) All club overseas trips will also follow all of Part 4 of the [University Regulations for the Activities and Conduct of Student Members](#), which includes individual permission requirements for each student (through the Sports Safety Officer and the Proctors) should the trip take place during Full Term or the Thursday and Friday preceding Full Term. The club is aware that permission for students to travel within these timescales is not guaranteed and the club will make alternative arrangements if permission is not granted (e.g. change of dates) otherwise the trip or tour will be unable to take place.
- d) The club, the individuals and any club property travelling should not be uninsured during any part of a trip, as comprehensive travel insurance is a requirement for all participants travelling on a club's overseas trip.
- e) The club acknowledges that failure to register any trip or tour within the above deadline may mean that said trip or tour cannot be approved or take place, either at all or at least in the name of the University.

Safeguarding Children and Vulnerable Adults

- 18) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.
- a) Any concerns regarding safeguarding are to be addressed to the club committees and the club ensures that every club member knows how to escalate concerns to the committee.
- b) Any concerns brought to the committee are shared with the Sports Safeguarding Officer (SSO), as early as possible, who may refer to the University Designated Leads for a decision and action if required. Concerns should not be reported to the club's NGB until the University Designated Leads has provided feedback to the Sports Safeguarding Officer.
- c) Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

Club Safety Policy: Oxford University Trampoline Club – Appendices

Appendix A – OUTC Risk Assessments, as per section 6 above:

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
IMPACT (Injury)	Severe (D)	Very High	High	Medium	Medium / Low
	Major (C)	High	Medium	Medium / Low	Low
	Moderate (B)	Medium / Low	Medium / Low	Low	Negligible
	Minor (A)	Low	Low	Negligible	Negligible

i. 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>

ii. Generic Risk Assessment: Risks in Trampolining, including Club Training Sessions

Hazard	Who might be harmed	Risks and rating (where applicable)	Existing control measures	Further risk reduction (when applicable)
Warming up, training and performing trampoline gymnastics	Gymnasts, Coaches, Spotters	Sprains, Strains, Breaks, Minor/Major injuries Likelihood: Medium	- Participants encouraged to disclose any injuries or medical conditions before warm-up in a sensitive and confidential manner, and club Welfare Officer is to ensure all participants are medically fit to partake in the session. - Club committee to ensure a first aid kit and first aider will be available at the venue for the duration of the session. - Each side of the trampoline without end decks must have at least one well-trained spotter attending to the gymnast on the trampoline. - Participants who missed warm-up at the start of the session will not be allowed on the trampoline without first warming-up. - All physical activity must be supervised by the appropriate number of qualified coaches as outlined by BG.	In event of any serious injury/incident at Iffley Road, inform duty staff (via reception) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident

			Repeat violators of club rules will be asked to leave and will be disciplined per the Club Complaints Procedure.	
Slips, trips and falls when not on the trampoline	Gymnasts, Coaches	Minor injuries	Club committee to ensure all floor mats and facilities are clean and fit for purpose. Participants on the floor are encouraged to spot. Individuals waiting around a trampoline must always be paying attention to the gymnast on the trampoline at all times.	
Falling off the trampoline	Gymnasts, Coaches, Spotters	Minor/Moderate injuries	Gymnasts to follow coaches' instructions and to not perform skills that they have not been asked nor supervised to do. Well-trained spotters are to spot gymnasts on the trampoline at all times.	
Venue hazards (lighting, temperature, electrical or other damages)	Gymnasts, Coaches, Spotters	Minor/Moderate injuries	Club committee/session leaders to ensure facilities are in order and to pass on any notices or warnings from SportsFed about Iffley Road Sports Centre onto members, cancelling sessions if required. Liaise with facility management over access for those with disabilities	Committee/session leaders to report any facility issues to the venue and organisers ASAP.
Equipment failure	Gymnasts, Coaches	Minor/Moderate injuries	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. Trampolines must be serviced at least annually.	
Setting up and packing away trampolines and heavy equipment	Gymnasts, Coaches	Sprains, Strains, Breaks, Hernias – Minor/Major injuries	Session leaders and or coaches to delegate more difficult tasks to the most experienced members who are physically capable and understand how to perform them. Teaching or allowing other members to perform these tasks is only to be done with strict monitoring by qualified coaches with physically capable and willing participants. Members who are new, inexperienced or deemed physically incapable are forbidden from assisting with these tasks. Setting up:	

			• Ensure at least two qualified/ trained persons are present when setting up the equipment • Ensure when unfolding a trampoline care should be taken • Ensure feet are kept away from the wheels • Ensure the trampoline is angled and lowered carefully, and the lower leg section held firmly, so that it does not crash to the floor • Ensure the frame sections are opened with a firm, continuous movement, with steady force applied and maintained to prevent them from springing back • Ensure fingers, elbows and wrists are kept clear at all times Packing away: • Ensure the wheels are securely housed • Ensure the frame sections are closed using a firm, continuous movement, with steady force applied and maintained to resist the tension of the springs or cables • Ensure fingers, elbows and wrists are kept clear at all times • Ensure feet are kept well away from the wheels • Ensure the lower frame and leg sections are positioned inside the upper frame and leg sections as the trampoline is rotated from the horizontal to the vertical	
Welfare and mental health	Club members and coaches	Medium-Low risk	Club to ensure a qualified welfare officer will be present for the duration of a session and will be ready to intervene if they deem necessary. This should include noticing: • Any signs of unexplained physical injury/illness • Signs of mental abuse • Self-harming • Unexplained weight loss/gain issues • Unsupervised activities (including providing advice)	
Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) –	Under-18s or vulnerable adults	Unsafe Practice	No one under the age of 18 is permitted to be a club member, unless this individual is a member of the University of Oxford and the club has asked for and been given permission by SportsFed to accept their membership. In such cases: • Ensure all individuals working with the children and young people (U18) have appropriate training including safeguarding and have the necessary vetting and barring checks completed	Sports Safeguarding Officer - Email safety@sport.ox.ac.uk or call 07780 693388.

Safeguarding concerns/disclosures Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)			• Ensure the coach and club members are clear about their own roles and responsibilities in following NGB and University safeguarding policies, including, crucially, what to do if they have any concerns about a child's or young person's welfare. • Where a Club Event may potentially involve U18s, email SportsFed first to gain permission via safety@sport.ox.ac.uk. Also look at the generic University guidance / Code of Practice which can be found at https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/safeguarding-at-risk-adults-and-children particularly on risk assessment and training. • If approved the club will not only need to meet the conditions set down by the University but additional requirements from the Sport Safety Officer such as parental sign off including for first aid provision for an under 18 and emergency contact of parent/guardian. • Any disclosures or concerns should be kept confidential but DO report first to the Sports Safety (Safeguarding) Officer via safety@sport.ox.ac.uk who will report to the University Designated Safeguarding Leads (DSLs) for a prompt response. • Any disclosures or concerns should be kept confidential but do report first to the Sports Safety (Safeguarding) Officer via safety@sport.ox.ac.uk who will report to the University Designated Safeguarding Leads (DSLs) for a prompt response. Sports Safety Officer can also be called on 07780 693388. • DSLs will give appropriate advice including if concern etc needs to be reported to the sport's NGB.	Chain of command (1st to > 2nd etc): Club welfare officer > Sports Safeguarding Officer > University Designated Safeguarding Leads, and when necessary British Gymnastics at https://www.british-gymnastics.org/safesport/safeguarding#04, then Police If suspected risk of immediate harm outside of Iffley, Police > Sports Safeguarding Officer
Management of Injuries /Illness (incl first aid)	All	Fatal/Major/ Minor injury Risk rating: Low	Committee to make sure a qualified first-aider will present throughout the entirety of the session, appropriately trained for this activity. Call 999 for life threatening incidents, 111 for guidance on non-life threatening incidents if needed Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly.	Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident In event of any serious injury/incident at Iffley Road, inform duty staff (via reception).

– Concussions			Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions. – Aim to have at least one concussion-trained member present throughout session, and that all club members are aware of the signs of a concussion including Headache; Dizziness; Feeling sick or vomiting; Memory Loss; Unusual Behaviour; and Vision Issues, after a head injury. Instruct members to avoid head injuries specifically. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt. 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. Use Appendix B.i for further guidance.	Sports Safety Officer (SSO) can also be contacted on 07780 693388. 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.
Fire, security and stampede incidents	Gymnasts, Coaches, Public	Fatal/ Major/Minor Injury	Committee to familiarise themselves with Iffley Road Sports Centre's emergency measures and ensure that all participants understand and follow fire, security or other emergency incidents' procedures, including evacuation points. Committee to be aware of ingress/egress vulnerabilities around the facility, to communicate with each other and with members effectively and up the chain of command.	Check in with all of those affected afterwards.
Dehydration and exhaustion	Gymnasts, coaches	Fainting, Minor Injury	Participants are permitted to take breaks from the session at any time without asking. They are permitted to eat and are encouraged to drink during the course of the session – both only permitted away from the mats and training activities. New members will be signposted to the drinking fountain on the mezzanine/viewing gallery.	
Food at sessions	Members	Allergies/poisoning Fatal/Moderate/Minor injury	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink in 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 high risk food (e.g. nuts) if possible. When possible order from University/onsite.	
Unqualified/ uninsured instructors/ coaches	Gymnasts	Unsafe Practice	Club committee to ensure there will be at least one qualified (to a minimum UKCC Trampoline Gymnastics Level 2) and insured for the duration of the session. Sessions will be stopped or cancelled otherwise. Members will be informed of the coaches' level of training in advance and will not be permitted to perform skills that the presiding coach has not been qualified to teach.	
Overcrowded session	Gymnasts, Coaches	Unsafe practice	Per section 1.5 of British Gymnastics' <i>Health & Safety Guidance: Coaching Practice</i> , there is to be max. sixteen gymnasts per coach (1:16), and max. eight gymnasts per trampoline set up (1:8). Max. one gymnast on a trampoline at a time. Thus the maximum number of gymnasts is 32 with a set up of four trampolines. With two coaches, this permits a maximum session capacity of 34 people, including coaches/session leaders. Numbers to be monitored throughout session, and if over-capacity, participants will be asked to leave.	Limit the bookings per session (including session leaders/coaches) to 34.
Drugs and Alcohol	Gymnasts, Coaches, Public	Minor / Major injury	Consumption of alcohol and non-prescribed drugs is prohibited during our sessions. Inform participants of club rules and consequences. Anyone believed to be impaired will not be permitted to participate.	

iii. Risk Assessments for **Competitions Hosted by the Club at Iffley Road (including Varsity and Cuppers):**

- To include all of the above generic risk assessments.
- Will be completed for each internal competition, taking into account its anticipated number of participants and other specific circumstances of the event. They are to be submitted via the event registration process to be approved by the Sports Safety Officer. All details of events 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](#).

iv. Risk Assessments specific to **Training and Competing as a Club at another Club or Venue**

Hazard	Who might be harmed	Risks and rating	Existing control measures	Further risk reduction needed?
Warming up, training and performing trampoline gymnastics	Gymnasts, Coaches, Spotters, Judges, Spectators	Sprains, Strains, Breaks, Minor/Major injuries	Club committee to ensure a first aid kit and first aider will be available at the venue for the duration of the session. Gymnasts to only practice and perform the routines approved by the club's coach for the competition. All participants to adhere to the venue's and the competition organiser's protocols.	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 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 Failure	Gymnasts, Spotters	Minor/Major Injuries	The club will confirm with the venue that equipment has been appropriately inspected and maintained before use. President will check with organisers once at the event to ensure this has taken place..	
Venue hazards (lighting, temperature, electrical or other damages)	Gymnasts, Coaches, Spotters	Minor/Moderate injuries	Club committee/session leaders to ensure facilities are in order and to pass on any notices or warnings from the venue or the organiser about facilities onto members, cancelling the event if required. Liaise with facility management over access for those with disabilities	Committee/session leaders to report any facility issues to the venue and organisers ASAP.
Management of Injuries /Illness (incl first aid) – Concussions	All	Fatal/Major/Minor injury Risk rating: Low	Committee to make sure a qualified first-aider will present throughout the entirety of the session, appropriately trained for this activity. External medic coverage arranged in advance where needed. Call 999 for life threatening incidents, 111 for guidance on non-life threatening incidents if needed Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly. Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions. – Aim to have at least one concussion-trained member present throughout the event, and that all club members are aware of the signs of a concussion including Headache;	Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident 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. Club to adhere to NGB and

			Dizziness; Feeling sick or vomiting; Memory Loss; Unusual Behaviour; and Vision Issues, after a head injury. Instruct members to avoid head injuries specifically. Seek immediate first aid in event of concussion or even suspected concussion or if in doubt. 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. Use Appendix B.i for further guidance.	University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification.
Fire, security and stampede incidents	Gymnasts, Coaches, Public	Minor/Major Injuries	Committee to ensure the venue has up-to-standard security measures and that all competitors attend any fire or security briefings from organisers, or if this is missed, are made aware of and understand emergency/evacuation procedures. The club will follow the venue/event organiser's security procedures and any instructions given by venue staff. Committee to be aware of ingress/egress vulnerabilities around the facility, to communicate with each other and with members effectively and up the chain of command (committee, executive, president)	Check in with all competitors afterwards. Ensure details of Insurers are easily at hand in the event of an emergency.

Risk assessments to be completed for each external competition, taking into account its anticipated number of participants and other specific circumstances of the event. They are to be submitted via the event registration process to be approved by the Sports Safety Officer. All details of events 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](#). For any competition requiring overnight stay (such as BUCS), risk assessments 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.

v. Risk Assessments for [Travelling as a Club](#), and [Trampolining Social Events](#)

Hazard	Who might be harmed	Risks and rating	Existing control measures	Further risk reduction (when applicable)
Travel	Drivers, Passengers, Public	Minor/Major Injury	- When planning an event, club organisers must 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. - If travelling separately, check with all participants beforehand whether their mode of transport is suitable. - If hiring a private driver (taxi etc.):	In the event of a major accident call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise

			- o Seek written confirmation from driver they have full licence and is insured to drive the car being driven to/from event, and car has a current MOT and tax in place. • The committee must ensure that any club member who wishes to drive other members to club-organised activities obtains the proper certificates and qualifications beforehand that are required by SportsFed, including a full driving license and passing the University accredited driving course. • If hiring vehicle through Sports Fed Transport Scheme: - o Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. - o Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP. • If hiring vehicle from somewhere else: - o Use a reputable hire company but perhaps obtain more than one quote. - o Person arranging hire advised to engage with other committee members before signing agreement. • Check hired vehicle for damage on pick up, during and at drop off. Take relevant photo evidence of any and make hire company aware. • If the driver is no longer capable or legally fit before or during the journey, alternative transport modes will be arranged. • All drivers and passengers must adhere to current road safety laws, including but not limited to: - o Always wear a seatbelt - o Drivers to carry out safety checks on owned vehicles prior to use - o Drivers are responsible for safety of themselves and all others in vehicle. - o Passengers to avoid distracting the driver - o Use assistance of others when reversing, parking or manoeuvring in tight spaces. - o No drinking and driving; no alcohol in driver's system - o No alcohol for passengers when driving on club business - o Take your mobile phone with you when you travel so that you can summon assistance if required. Do not use it whilst the engine is running.	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 OUS H&S Policies and record keeping. Drivers of private vehicles are advised to check with their Insurer if any doubts on driving for their sports club. 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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			○ Never attempt to change a tyre where you are putting yourself at risk from other traffic ○ Avoid hitchhikers ○ 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. 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. ● Committee to supply the Sports Safety Officer with travel insurance details and trip risk assessments.	
Travel incidents, incl. breakdowns, and while waiting for rescue	Drivers, Passengers, Public	Fatal/Moderate/Minor injuries Risk: Low-medium	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place (e.g. behind a crash barrier to the side of road). 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.	In event of any serious injury/incident away from Iffley Road, call Security Services on 01865 289999 as early as possible. For hired vehicles, inform Sports Fed asap so hire company can be told Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)
Food and drink at club dinners / venues	Members	Allergies/poisoning	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink.	

outside of Iffley Road Sports Centre		Fatal/Modera te/Minor injury	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 high risk food (e.g. nuts) if possible. Alcohol may not be allowed at certain premises. Seek permission and where applicable, temporary licence (these fall under a separate RA).	
Unfamiliar Surroundings/ Personal Safety	Members	Minor/Major Injury	Regular checks for everyone's presence and wellbeing. No large amounts of cash will be required. Try to travel in groups of at least two - particularly at night.	
Unfamiliar Venue	Members	Minor/Major Injury	All venues to which the members of the club meet for a club-organised activity must be assessed for safety and security by the organisers, including the Social Secretary and the Executive Committee. Organisers must ensure attendees understand and can perform safety and security emergency procedures for each venue before arriving. Organisers must familiarise themselves with local emergency services, including hospitals and defibrillators.	
Fire, security and stampede incidents	Gymnasts, Coaches, Public	Minor/Major Injuries	Committee to ensure the venue has up-to-standard security measures and that all competitors attend any fire or security briefings from organisers, or if this is missed, are made aware of and understand emergency/evacuation procedures. The club will follow the venue/event organiser's security procedures and any instructions given by venue staff. Committee to be aware of ingress/egress vulnerabilities around the facility, to communicate with each other and with members effectively and up the chain of command.	Check in with all competitors afterwards. Ensure details of Insurers are easily at hand in the event of an emergency.
Drugs and Alcohol	Members, Public	Minor/Major injury Likelihood: Low	Follow BG and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. Consumption of alcohol monitored to be within safe and legal limits and only permitted outside of, and not right before, physical activities (such as travelling and trampolining).. Consumption of illegal or non-prescribed substances not permitted.	Potential reputational risk to the sports club, Sports Department and University in the event of adverse behaviour of an individual(s). Club committee

			Social events must have sober options and designated sober individuals.	should remind members of this.
Any injury during a social event	Members, Public	Likelihood: Low Impact: Moderate to High	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 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
◦ Risk assessments for each social event that is closely associated with or linked directly to an OUTC sporting event (e.g. after-event dinners) are to be submitted via the event registration process to be approved by the Sports Safety Officer. All details of events are submitted at least 21 days prior to the event. ◦ Risk assessments for trips ("any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk' per section 17 above) 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.				
Date of Last Update:	25 Sept 2026	Updated by:	Boroka Pasztor	OUTC Secretary 2026-27
Date of Last Review:	25 Sept 2026	Approved by:	Sophie Ashton	OUTC President 2026-27
Further Control Measures?	Target date:	Allocated to:	[Pres. / Sec. / H&S]	Date completed:
1) Ensure session capacity is limited to 34 under the new membership system when implemented.	1 Oct 2026	Sophie Ashton (President)		14 Sept 2026
Recommended Next Review:	1 Sept 2027	Notes: To be reviewed annually. Update after every incident.		

Appendix B – Summary of Select National Governing Body Policies and Guidance

As affiliates of our national governing body, British Gymnastics (BG), we adhere to their club policies including but not limited to:

- i. Concussion guidance – British Gymnastics has adopted the concussion guidance for grassroots sport published by the UK Government and the Sport & Recreation Alliance (last updated in November 2024). Gymnasts and coaches are encouraged to learn and recognise the signs of a concussion and remove anyone suspected of having a concussion from activity. It is recommended to contact NHS 111 within 24 hours of a suspected concussion and to undertake relative rest for the first 24–48 hours. Where an individual participates in an elite pathway, the applicable elite guidance from BG should be followed, including any requirements for assessment and clearance before returning to training or competition.
- ii. **Weight management policy** – British Gymnastics prohibits coaches from weighing gymnasts. Where a participant considers their weighing necessary for a legitimate gymnastics-related purpose, it may only be undertaken in accordance with the British Gymnastics Safeguarding Policy: Weighing Gymnasts, including by an appropriately qualified sport science or sports medicine practitioner, and with the participant's willing and informed consent. The Club does not encourage or require the weighing of its members, does not possess any necessary equipment, and does not routinely conduct weight assessments nor has any plans to do so. Should a member require or request a weight assessment for a legitimate gymnastics-related purpose, the club committee will

aim to ensure that this is handled by the member in accordance with the applicable British Gymnastics policy and safeguarding requirements, by a third party, outside of club training.

- iii. The above policies as well as other guidance from British Gymnastics which we follow including **Health and Safety, Illness and Injury, Nutrition, Hydration, Flexibility, Attire, and Photography** policies can all be found on the British Gymnastics Policies and Procedures webpage: <https://www.british-gymnastics.org/safe-and-fair-sport/policies-procedures>