

CLUB SAFETY POLICY OF THE OXFORD UNIVERSITY TRIATHLON CLUB

INTRODUCTION

1. Oxford University Triathlon 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 the British Triathlon Federation 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 (all year round)

Day	Time	Location	Sessions Name and/or Description
Monday	07:00 - 08:30	Iffley	Turbo
Monday	19:30- 21:00	Rosenblatt pool	Swim
Tuesday	07:00- 08:30	Iffley	Brick
Wednesday	19:30- 21:00	Iffley Track	Track

Thursday	07:00 - 08:30	Rosenblatt pool	Swim
Thursday	17:00 - 20:00	Iffley	Turbo (2x 1hr30)
Friday	07:15 - 08:30	Meet at Radcliffe Camera	Group easy run
Friday	18:00 - 19:30	Rosenblatt pool	Swim
Sunday	09:00 - 12:00	Meet at Iffley	Group Rides/Novice Rides
Sunday	16:00 - 17:00	Rosenblatt Pool	Swim

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
Sunday MT Week 3	12:00	Iffley	Novice Aquathlon (around 20-30 people partake) 200m swim, 3km run
Sunday HT 5th week	12:00	Iffley; Rosenblatt Pool, Iffley Track, Jackdaw lane, Iffley Car Park, Meadow Lane	Cuppers Aquathlon 200m swim, 3km run

Annual Trips / Tours

Approximate Dates	Location	Trip / Tour Name and/or Description
Easter Vacation	Europe	Warm Weather Training Camp (1 week)

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

8. 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

9. All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.
 - a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.
 - b) An 'incident' is used to encompass accidents, dangerous occurrences, specified occupational exposure, ill-health. All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via the Health & Safety Incident Reporting Form, which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members.
 - c) A 'near-miss' relates to incidents that did not result in injury, illness, or damage, but that had the potential to do so. Recognising and reporting these incidents can provide opportunities to learn lessons that prevent future injury or damage. Club members and committees are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.

INSURANCE

10. 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 the British Triathlon Federation 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 the British Triathlon Federation 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

11. 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.
12. 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.
13. 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 TRIATHLON CLUB - APPENDICES

APPENDICES TO BE INCLUDED: -

- 1) General / Overall / Regular Risk Assessment(s)
- 2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.W
- 3) eight Management Policy – If appropriate to sport (e.g from Sports Federation Template)

APPENDICES

- 1) General / Overall/ Regular Risk Assessment

UNIVERSITY of OXFORD SPORTS DEPARTMENT				
OXFORD UNIVERSITY RISK ASSESSMENT – TRIATHLON (OUTriC)				DATE: March 2023
Location of defibrillators: 1. Iffley Road Sports Centre 2. Magdalen College School 3. East Oxford Community Centre				
Who might be harmed?	HAZARD	Risk	Control Measure in Place	Further risk reduction required? Y / N
Participants	Drugs and alcohol	Minor/major injury	The consumption of alcohol and non prescribed drugs is prohibited.	
Participants	No qualified/insured instructors/coaches	Unsafe practice	Club committee to ensure that the coach / instructor is qualified and insured and where applicable a CRB is completed.	
Participants	Equipment failure	Minor/major injuries	Club committee to ensure necessary equipment checks and servicing has been completed and documented.	
Participants	Slips, trips, falls	Minor injury	Club committee to ensure that the facility is clean and fit for purpose.	
Participants	Fire	Burns/fatality	Club committee to ensure a safety brief at the beginning of sessions includes what to do in the event of a fire, location of nearest exits, fire assembly points.	

Participants Public	Travel	Major incident/ accident, fatality, COVID-19 transmission	Club committee to check the insurance of car drivers. Drivers to comply with current road safety laws and have a full driving licence. Hire vehicles drivers MUST have passed the University accredited driving course. Drivers must be 21 or over. Trip resignation forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services. If permitted under government, BTF and university guidelines, any training camps will be run to ensure they are COVID safe. A separate risk assessment will be completed to ensure all aspects are compliant with guidance. UK-based training camps will be promoted in favour of overseas travel where possible. The registration form for trips abroad MUST be sent a minimum of 1 month prior to the trip departing and travel to red list countries will not be permitted. Club Committee to supply Safety Officer with travel insurance details and trip Risk Assessment. In the event of a major accident security services must be contacted on 01865 289999.	
Participants	Weather	Minor/major injury	Members encouraged to warm-up thoroughly in cold weather, and dress appropriately. Members should not run on the track when the track is icy.	
Participants	General activity	Minor/major injury	Emphasis on good technique, proper warm up/down, sensible training plans. First aid assistance to be provided by the main Sports Department. Where clubs are out running (for example) then members should remain with the injured party whilst assistance is sought. At the start of term, questionnaires will be distributed to understand the impact of restrictions and COVID-19 on fitness. Sessions will be planned to have a gradual increase in intensity to prevent injury.	
Participants	Jewellery	Minor/major injury	Ensure that jewellery is removed where it can prove a problem, e.g. earrings and necklaces are to be removed before swimming.	

Participants	Medical conditions for freshers	Minor/major injury, fatality, COVID-19 transmission	All freshers and existing members are to complete a membership form. This will ensure that any medical conditions are highlighted to the President and/or coach. Participants to be made aware of government guidance for high risk individuals in weekly emails and in session sign-ups. All in this category should review guidance and make their own decisions based on this.	
Participants	Poor quality instruction	Minor/major injury	All coaches who are involved with coaching the triathlon club must have their qualifications and personal indemnity insurance logged with the Sports Department and its nominated officers.	
Participants	Cuppers event	Minor/major injury	All those taking part in the cuppers triathlon event held at the Rosenblatt Pool must have a safety briefing from the pool lifeguards at the beginning of the session to cover key safety issues: the fire alarm, pool alarm, emergency exits, level of the hydraulic floor, etc.	
	Social distancing	COVID-19 transmission	Social distancing is no longer mandated. However, participants will be encouraged to maintain distancing where possible and to be considerate of others' space, remembering that some may wish to take a more cautious approach. Face coverings are encouraged in indoor/crowded areas when not training. Training session numbers will be capped as per facility, government and BTF guidance. This will be reviewed on a regular basis, especially as we move into winter.	
	Shared equipment	COVID-19 transmission	Sessions to be planned to minimise sharing of equipment such as kickboards and tow floats. Individuals encouraged to purchase/bring personal equipment to sessions. Shared bicycles and turbo trainers to be thoroughly cleaned and sanitised after use.	
	Infected individuals	COVID-19 transmission	Contact details to be collected of those attending club sessions and events. These will be kept securely for at least 21 days in case required by Test and Trace. Participants to be reminded to undertake pre-session symptom checks and not to attend where they have symptoms, test positive or are advised to self-isolate.	
	Hand washing	COVID-19 transmission	The club will continue to promote good hygiene and consideration for others - including regular hand washing and sanitising. If not provided by facility, the club will provide hand sanitiser and cleaning wipes for use by members.	

All and other track users	Cycling session on running track	Minor/Major injury.	The whole track should be checked for potentially dangerous conditions such as ice and build up of water. Where conditions offer potential for riders to fall off their bike, serious consideration should be given to cancelling session/modifying it to a turbo-trainer session or equivalent. Check light and visibility conditions. If natural light is insufficient, then track lights are to be used (needs to be a booked club session for lights to be turned on). Fog may prevent the coach and riders being able to see the whole track. Cancel if this is the case. Cyclists should be encouraged to wear high visibility clothing and front and rear lights will be mandatory at all times (day or night). Riders to be told to (politely) shout at anyone who is in front of them on the track to make them aware of their presence. Cyclists to be encouraged to ensure their bikes are road-worthy and safe (tires not worn, brakes functioning, etc) before commencing any sessions. The club coach and/or experienced committee members can advise on this. Marshals in high visibility jackets should be present to help mitigate collision between cyclist and track users particularly at bend near main building and finish straight. Cyclists should be briefed about track use - no cycling on bends, avoiding using the two inside lanes and watching for other track users coming and going from the main building (including from reception, the gym, athletics stand and tennis courts). Technical lessons to be held on back straight (rowing building end) except for when that side may be frostier/wetter - relevant to early morning sessions (when it is in shade). All incidents will be reported to the receptionists of the leisure centre so that the deputy manager of Iffley Road Sports Complex can be made aware.	
	<u>SWIMMING</u>			
Participants	Diving into shallow water	Minor/major injury, fatality	No diving to be permitted during training. Training to take place in accordance with the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) for the swimming pool. The Rosenblatt Swimming Pool has a hydraulic floor which alters the levels of the floor so it is important that the swimmers are informed to check the pool depth using the display on the side wall of the pool.	

Participants	Slippery surfaces	Minor/major injury	No running allowed on poolside. Signs alerting swimmers to the dangers are displayed on the entrance to the pool hall.	
Participants	Deep water	Minor/major injury, fatality	This risk cannot be eliminated. Qualified lifeguards supervise activities and qualified help is available within the pool to assist with any emergency that may arise. No club session will take place without a lifeguard on poolside. The club are to report no lifeguard to the Sports Manager on duty and must not enter the pool.	
Participants	Building faults/lifeguard cover	Minor/major injury	Any building faults linked with the operation of the swimming pool are to be highlighted to the Facilities Manager for attention. No club sessions are to take place without a lifeguard in place. If no lifeguard is in place, the Sports Manager on duty must be contacted.	
Participants	Open water swimming	Minor/major injury, fatality	Will take place with wetsuits and competent swimmers, as judged by the club Safety Officer. Racing in BTA sanctioned events, which provide lifeguards, marked courses and safety boats. Heron Lake is a recognized and supervised training venue.	
	<u>CYCLING</u>			
Participants	Falling off bicycles/collision with objects (e.g. obstacles, other cyclists).	Minor/major injury, fatality	Helmets are compulsory and members are given tips on bike handling. Committee members will run 'novice rides' each weekend to allow new members to safely develop skills.	
Participants	Collision with motor vehicle/horses.	Minor/major injury	Attempt to avoid main roads as much as possible. Encourage sensible cycling and only attempting routes equal to your skill level. Maximum of two abreast on roads is permitted. Single-file riding on busy roads. Notification of approaching vehicles to fellow cyclists, alerting horse riders of approaching cyclists.	
Participants	Mechanical failure	Minor/major injury, COVID-19 transmission	Riders are encouraged to keep bicycles in good order, and bring spare tubes and pumps. Cross-checking of bikes before a trip to ensure that all bikes are in good order. Any shared equipment to be cleaned and sanitised after use.	

Participants	Group riding	COVID-19 transmission	If necessary, group size will be capped as per government, university and BTF guidance. Cyclists are encouraged to maintain 1m+ social distancing where possible and reduce sharing of food/drink on breaks.	
	<u>RUNNING</u>			
Participants	Running alone	Minor/major injury	Runners are encouraged to run with OUTriC or OUCCC and carry ID when they are running.	
Participants	Running in the dark	Minor/major injury	Runners are encouraged to wear light coloured reflective clothing and to run in well-lit conditions.	
Participants	Running on uneven ground	Minor/major injury	Runners are encouraged to stick to safe public trails, to wear correct footwear and to run in well-lit conditions.	
Participants	Group running	COVID-19 transmission	If necessary, group size will be capped as per government, university and BTF guidance. Runners are encouraged to maintain 1m+ social distancing where possible and reduce sharing of food/drink on breaks. For 'breakfast run' sessions, runners will be encouraged to utilise outdoor seating areas in favour of indoor cafes.	

RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
Participants to wear appropriate clothing and PPE	31 Oct	Club Committee	
Club to ensure they have sufficient insurance and a copy to be sent to the safety office.	31 Oct	Club Committee	
Copies of instructor qualification and insurance to be supplied to safety office.	31 Oct	Club Committee	

Safety brief to be conducted by the committee and to document who has received the brief.	31 Oct	Club Committee	
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Club President *Justin Hayden* Date 27/03/23

Club Secretary *Arundhati Wuppalapati* Date 27/03/23

RISK ASSESSMENT REVIEW

Date	Comments	Actions	Completed
27/03/23		Updates to the track session with bikes / mounting/dismounting	Y

Club President Justin Hayden Date 27/3/23

Club Secretary Arundhati Wuppalapati Date 27-03-23

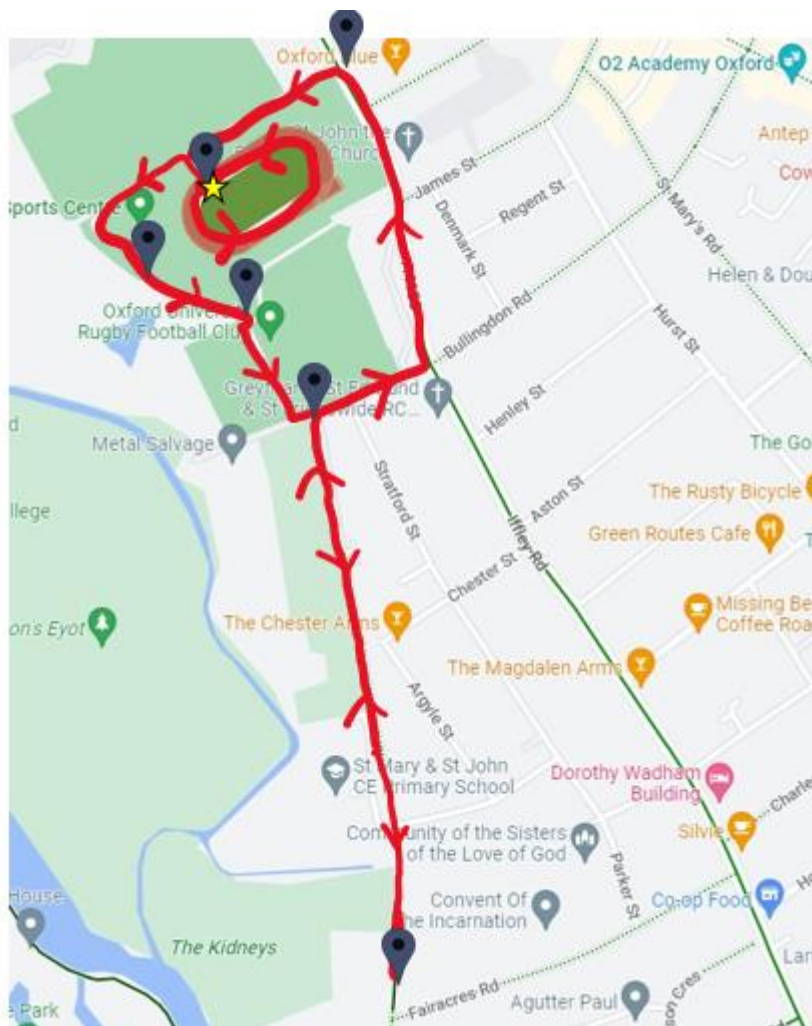
2) Activity Specific Risk Assessment

a) Aquathlon (MT and TT)

RISK ASSESSMENT FORM - UNIVERSITY of OXFORD SPORTS DEPARTMENT			
OXFORD UNIVERSITY TRIATHLON CLUB			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT 	DEBORAH COTTON deborah.cotton@stx.ox.ac.uk (Novice and welfare rep 22-23)	DATE OF ASSESSMENT 	05/09/21

NAME OF PERSON SIGNING THIS RISK ASSESSMENT	Justin Hayden (President 22-23)	SIGNING OFF DATE	28/09/22 
DESCRIBE/OUTLINE THE EVENT THAT IS UNDER ASSESSMENT	200m swim followed by a 3k run. 200m swim in staggered starts. Participants will start at 30sec time intervals, in approximate order of speed. Transition area on the athletics track. Run route: run out of the Jackdaw Lane exit of Iffley, along Meadow lane in an out and back turning before Donnington Bridge; then turn right out of Jackdaw Lane along Iffley Road and back into Iffley via the main entrance finishing with a lap of the athletics track.		
Activities location. Iffley Road sports centre - track and swimming pool. Pavements to Donnington Bridge			
Who might be harmed	HAZARD	Control Measure	Suggested further actions
Race participant	Slipping on poolside before race/during transition	Non-slip matting to be in place on the poolside First aider to be present at all times during the event. During race briefing, participants will be asked to walk between pool and transition.	In event of any serious injury/incident: inform duty staff (via reception)
Race participant or spectator	Drowning	Pool life guarding staff to be present at all times during the swim. Ensure those not involved in activity are seated in spectator areas.	
Race participant	Falls during transition	First aider to be present at all times during the event During race briefing, participants will be advised to take extra care	In event of any serious injury/incident: inform duty staff (via reception)
Race participant	Falls whilst running	OUTriC member to check entire run course for unexpected defects on the morning of the event. Marshalls to have mobile phones on them to call for help if needed (see map	

		below for marshal locations - blue pins)	
Race participant	Accidents with vehicles while running	Marshal present at crossing. Participants advised during briefing to take care while crossing.	
Race participant	Hyper/hypothermia	First aider to be present at all times with first aid kit including emergency blankets etc. Encourage participants to bring a warm change of clothes and allow time to get changed before prizegiving etc.	In event of any serious injury/incident: inform duty staff (via reception)
Race participant	Collision with bikes/cars when running through Iffley car park/entering Jackdaw lane	Marshalls located in the car park and at the Jackdaw lane entrance. Marshalls will have no hesitation in telling participants to stop and wait for cars and participants will be encouraged to behave in a safe manner by penalties being introduced for participants who fail to obey the marshals.	In event of any serious injury/incident: inform duty staff (via reception)



Training camp risk assessment as of 2023

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

This is a template travel/activity risk assessment for sports club to use for overseas trip/tours and **must** be approved by the Sports Safety Officer (SSO) in advance of travel. If planning to travel during Full Term, sports clubs will need to inform the SSO **before** making any travel and accommodation arrangements as well as agreeing to participate in any overseas events. The SSO will let the Proctors' Office know and will await further instructions

Queries/questions can be emailed to david.white@sport.ox.ac.uk

The Trip Organiser must adapt/amend this risk assessment to make it specific to your sport's clubs trip. Some generic hazards/guidance have been identified below but may not be applicable so do amend/add accordingly to make it specific otherwise the risk assessment will be rejected potentially causing a delay to the approval process.

Trip organiser will need to complete the level of risk for each row, using the Risk Matrix below and also confirm to the Sports Safety Officer they have watched the Safety Office video for Student Groups – [Leading Student Groups](#)

Some notes to bear in mind:

- The University's latest Travel Policy took effect 1st August 2022 which goals to achieve net zero carbon and biodiversity net gain by 2035, including international travel with a priority of reducing aviation emissions from

University staff and students travel. Check the key points on planning a trip which can be found on Sports Federation's SharePoint pages.

- All trip participants will be asked to read and acknowledge to the trip organiser a short health statement asking them to self-register any underlying health, other issues that could compromise theirs or others health and safety, or for which they need reasonable adjustments to be made.
- In advance of the trip, all trip participants are to be sent a copy of this risk assessment (once approved) and have personal responsibility to check the Foreign, Commonwealth and Development Office (FCDO) travel advice to the country (ies) the club is travelling to. See [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice).
- It is recommended all travellers sign up to FCDO email alerts to the country (can be done via the travel advice webpage of each country). Note – foreign nationals are advised to also check the guidance from their own government and should also note the contact details of their Embassy/Consulate.
- Travel insurance which must include insurance cover for **all** activities, for health and medical emergencies, personal liability and cancellation of the trip. Buying the cheapest insurance policy does not necessarily mean the best level of cover failure to get adequate or no cover, could result in the traveller being liable. Be careful if planning for other sports/leisure activities outside of a club's core activity/activities (certainly any adventure or dangerous sports/activities e.g. winter sports) as these may not be covered unless specifically declared to and agreed by the Insurer. See [Foreign travel insurance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice). Please note, the Sports Safety Officer/Club Trip Organiser are not experts in insurance matters and any specific matters are to be referred to your Insurer.
- For University Insurance information, see [Travel Insurance | Finance Division \(ox.ac.uk\)](https://www.ox.ac.uk/travel-insurance), note the eligibility, arranging the travel insurance and registering the trip details (liaise with the Sports Safety Officer on these points) and the benefits and exclusions. Cover should be arranged, and applications sent through at the time of booking the trip and must be received by the Insurance Team a minimum of 2 weeks prior to travel (note - an application for each individual and one overall trip risk assessment). Cover will not commence until written confirmation has been issued by the Insurance Office.
- Oxford University Insurance Office **COVID Rules:** Covid-19 exclusions include for cancellation, curtailment, change of itinerary and rearrangement of trips. For details of cover and exclusions, due to COVID, please refer to the Travel Insurance page of their site - [Travel Insurance | Finance Division \(ox.ac.uk\)](https://www.ox.ac.uk/travel-insurance).
- For cover (benefits/exclusions) and any other requirements with all other insurance companies, contact your Insurer directly if you have any queries.
- Remember, regional, national and international governments may change restrictions on entry to/from their country at short notice whether a person is fully vaccinated or not. Make sure you have researched such requirements in advance and monitor guidance regularly during the trip.

SPORTS CLUB	Triathlon Club		
NAME OF PERSON(s) COMPLETING THIS RA	Emma Rowland, Alice Evans	DATE OF ASSESSMENT:	
NAME OF PERSON(s) SIGNING THIS RA FROM CLUB		SIGNING DATE:	
SPORTS SAFETY OFFICER (to confirm approval)		SIGNING OFF DATE	
DESCRIBE/OUTLINE TRIP THAT IS UNDER ASSESSMENT: (use this box to summarise the trip and also complete the separate daily itinerary schedule)			
Training camp to Mallorca from the 8th to 15th April 2023. We are planning to take 30 athletes to a hostel outside of Palma for a week of warm weather training. We will be hiring bikes for the trip, running on the trails and plan to			

swim both in the sea and a local pool. We will be cooking for the group for the majority of the week but anticipate that we will also eat out at least one night.

The specific training for the camp is to be confirmed with our coaches to make sure that it is suitable for the week. We also anticipate having a range of options available for each option in order to cater to the needs of everyone coming.

Overall statement of risk

- Carefully consider the club's travel plans, the nature of the activity with which the participants will be engaged, and its location. Consider any associated risks to everyone's personal safety and health. Consider the likelihood of any risks occurring and the severity of potential outcomes if they were to occur. Trip Organisers and travellers should discuss these risks with the Sports Safety Officer.

To be completed by the Trip Organiser. Mark 1 box.

- ☐ **Low Risk.** I consider the health and safety risks associated with the overseas travel and activity to be low. For example, the activity (unless in itself is medium or high risk – check with Sports Safety Officer), is in the UK, Northern America or the European Union. Adopt sensible travel precautions as outlined in the FCDO advice..
- ☐ **Medium Risk.** I consider there to be additional risks associated the overseas travel to the country the club is visiting, for example there is a higher degree of activity risk than above, yet is not considered high risk. Risk assessment completed below accordingly.
- ☐ **High Risk.** I consider this to be a high risk activity (for example diving, winter sports, gliding etc) which might put participants at significant risk or where the FCDO advises against travel. Where the FCDO advises against travel, no OUSF sports clubs will be allowed to travel and the process ends here.

Please sign the risk assessment at the top of this risk assessment and then submit to the Sports Safety Officer (SSO) david.white@sport.ox.ac.uk with Trip Itinerary, List of Participants (with College and Insurance summaries), plus any additional material requested by the SSO.

Please remember to report any serious accidents, incidents and near misses that occur while you are away. (Programme emergency numbers into phones)

- Security Services on **00 44 (0) 1865 289999** and/or David White, on **00 44 (0) 7780 693388**.
- Local British Embassy/Consulate – *(trip organiser to check on FCDO website and insert over this text, the details of nearest embassy etc.)*.
- All accidents, incidents or near misses are to be reported online to [Incident \(info-exchange.com\)](http://info-exchange.com).
- Insurer(s) – Each traveller should have their emergency contact details to hand / programmed into phone.

Also remember;

- Trip leader has confirmed to the Sports Safety Officer he has completed the Safety Office's video on leading student groups ([Leading Student Groups](#)).
- All participants have read a health statement asking to self declare any underlying health, other issues that could compromise theirs or others health and safety. Any declarations will be subject to risk assessing.

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 y Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g., trip participants)	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)	
Trip Planning – look at measures for Avoiding poorly planned and managed activity and travel may contribute to unsafe practices and personal safety. Remember, comprehensive travel insurance cover is mandatory. Trip organiser / club committee to ensure those going on trip know roles and responsibilities particularly in event of an emergency Where possible, travel by train and public transport for sustainability purposes. Where flights are necessary, book economy class to keep emission rates to a minimum (lower than compared to other classes of travel)	Experienced activity leaders, Participants,	Trip is being planned and structured in conjunction with NGB & University guidelines and best practice for activity and FCDO advice for travel. Trip organisers will remind everyone to ensure all paperwork is in place and date such as passports, visas, vaccinations, travel insurance, etc. Trip organisers will seek the insurance numbers of all participants at least 2 months in advance of the trip. Liaise with SSO and club committee to ensure all participants are aware of actions to take in event of abilities. Set out in risk assessment and itinerary. Dynamic risk assessments may be required for unforeseen circumstances or situations. The club are travelling in line with the university policy.	C2 C2	Where applicable, ensure facilities etc. cater for persons with disabilities or injuries the organiser is made aware of. Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness and also refusal of insurance claims if not declared during application process. Trip organisers will need to send out information to the participants prior to the trip with a list of responsibilities of each person.	
Travel To / from (and during) trip location (measures for) If you are flying how will you travel to and from the airport?		Traveller	Remind participants in to arrange in advance (UK and overseas) such as travel to/from airports (bear in mind road works for example), flight arrangements.	C2	Adhere to FCDO, NGB and OU guidance. Make Sports Safety Officer aware of arrangements (include in itinerary). Travel Insurance in place at point of booking.

Anyone travelling from another country other than UK to trip destination?	Traveller Trip Organis er	accommodation, training/fixture arrangements	B1	
Travelling Alone	Traveller Trip Organis er	Trip Organiser to be aware of flight details and agree with arrangements on travel to accommodation/meeting up with rest of group.	C2	Make Sports Safety Officer aware of arrangements (include in itinerary)
Hired Vehicle (private including when on overseas)	Trip Organis er, Driver	If possible, look to avoid anyone travelling on their own, particularly at night-time. If not set out precautions (such as regular checks with Trip Organiser, also have record of family/friend contact, book transport in advance with licenced operator). Agree on arrangement in advance.	B2	Make Sports Safety Officer aware of arrangements (include in itinerary)
All drivers and passengers	Trip Organis er Driver	Adhere to road and traffic laws and regulations. Have multiple drivers for the duration of the trip to avoid any one person being burdened by the driving.	C2	Drivers/clubs may be liable for costs in case of damage not reported to Sports Fed/Insurance Office or in case of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g., photos, witness statement)
	Passeng ers Driver	Responsible for safety of themselves and all others in vehicle. As above, but use licenced hire company and be aware of T&Cs. Drivers should have experience driving on the other side of the road.		Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles)
		Avoid distracting driver Use assistance of others when reversing, parking or manoeuvring in tight spaces. Drivers should not drink any alcohol when on driving duties.		Oxford University/Oxford University Sport will not be held responsible for damage, etc. for vehicles hired privately. Do not hire in the name of Oxford University or any of its sports clubs.
				Passengers should be made aware distractions/anti-social behaviour are likely to affect driver.
Travel (Incidents) including accidents, breakdown.	Drivers Passeng ers	Ensure vehicle and occupants are not in danger from other road users in case of a breakdown or accident. All	C2	In case of a severe injury/incident – Call 112 and follow advice.

		to leave vehicle and move to safe place. In the case of a breakdown, the following should occur: Stop in a safe a place as possible, and switch on hazard (warning) lights. The driver should put on a hi-vis jacket and ask passengers to do the same. Passengers should move away from the vehicle to a place of safety, behind a barrier or fencing away from oncoming traffic. Breakdowns - Details should be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible).		ASAP call Security Services on 0044 1865 289999 or Sports Safety Officer on 0044 7780 693388. Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident FOR URGENT HELP ABROAD REFER TO Find a British embassy, High Commission or Consulate - GOV.UK (www.gov.uk) For Transport Scheme vehicles, inform Sports Fed asap so hire company and Insurance Office 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) Traveller(s) should contact their Travel Insurer's emergency details ASAP in event of injury.
Accommodation & Personal Safety - Financial loss - No booking in place on arrival. - Unsafe conditions (trip hazards, electric faults, bed bugs) - Security of high value items - Cash - Passport / Visa	Trip Organiser All staying	Reviewed the trip-advisor comments regarding the youth hostel we have selected. We have checked the T&Cs re payment. Look to make deposit payment only where required (e.g., booking stage), not full payment, via secure site and licenced operator. Accommodation is secure and in a safe area - it has accommodated cycling groups before and has a safe place to store the bikes. Check accommodation/ facilities on arrival including locks and doors and report any faults to facility staff/owner	C2	Check in advance T&Cs and insurance for cancellation policy, including for Covid-19. Check FCDO for any specific guidance on personal safety / security (e.g., petty theft, muggings in tourist areas, busy transport hubs). Establish locations of nearest police stations to accommodation and other venues that will be visited regularly during trip.

		Make sure everyone aware of emergency exits and procedures (see Fire). Do not take items of high value (including sentimental value) on trip but where such items are taken, use a safe. Security mark and take photo for own record and where necessary other parties (e.g., police/insurers in case of theft). Instruct participants to take padlocks for high value items. Do not wear or flaunt items of high value. Do not carry substantial amounts of cash. Use card or phone (Wallet) for payments. Ensure card numbers and emergency numbers for card providers are to hand (in case need to cancel). Be aware of surroundings if anyone needs to withdraw cash at an ATM. Ensure passport/visas are secure when carried on person. If stolen refer to British Embassy/Consulate (& Insurers) for replacements. Instruct all participants to have a photo/photocopy of their passport in case of theft of passport.		Check with Insurer T&Cs re high value items as a claim may be declined in case of theft or loss. Check with Insurer T&Cs as a claim may be declined in case of theft or loss.
Local Laws, Security & Terrorism Check if there are any local laws, traditions, relevant dates, tensions/sensitive issues, areas to avoid, political situations (e.g., demonstrations), appropriate dress etc. the group need to be aware of?		Check the FCDO website of the country the club is visiting for relevant guidance. Have travel insurance in place. There's a heightened threat of terrorist attack globally against UK interests and British nationals from groups or individuals motivated by recent conflicts in Iraq and Syria and other events across national, regional and/or international	C1	In case of a serious incident – Call 112 and follow relevant advice. ASAP call Security Services on 0044 1865 289999 or Sports Safety Officer on 0044 7780 693388. Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident FOR URGENT HELP ABROAD REFER TO

		boundaries. Everyone should be vigilant during the trip.		Find a British embassy, High Commission or Consulate - GOV.UK (www.gov.uk) Affected Traveller(s) to contact their Insurer's emergency details as early as possible.
Contingency Plans Ensure all within the group know what to do in the event of any incident, from a robbery, a sporting injury, a car accident to natural / environmental factors (e.g., adverse weather, earthquake, etc.) Have emergency contact details to hand e.g., programmed into phones	All Participants	Set up a group chat for all participants to communicate and ensure that all participants have the trip organisers' phone numbers in case of emergency. Ensure that they all know the local police number (112). Agree meeting points and times in case of emergency. Source and follow local news/information sites for advice. Ensure everyone has comprehensive travel insurance in place and it covers all activities planned for and have emergency contact details to hand. Establish the location and contact details of nearest police station(s) and hospital to accommodation and other locations that will be visited to on a regular basis (e.g., training site) during the trip. Contact the local British Embassy/Consulate for assistance – have details to hand (program in phone) Affected Traveller(s) to contact their Insurer's emergency details as early as possible (program in phone) Have access to more monies that may be needed in case of an emergency event.	C2	ASAP call Security Services on 0044 1865 289999 or Sports Safety Officer on 0044 7780 693388. FOR URGENT HELP ABROAD REFER TO Find a British embassy, High Commission or Consulate - GOV.UK (www.gov.uk) Note – Oxford University Travel Insurance will not necessarily cover more sporting or recreational activities which are considered outside of a Sports Club's core activities. See T&Cs here
Fire/Smoke Inhalation May lead to minor/major injury or fatality	Trip Participants	All should acquaint themselves to nearest fire exits and assembly point.	C1	In case of a severe injury/incident – Call 112 and follow advice.

		Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.		ASAP call Security Services on 0044 1865 289999 or Sports Safety Officer on 0044 7780 693388. Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident FOR URGENT HELP ABROAD REFER TO Find a British embassy, High Commission or Consulate - GOV.UK (www.gov.uk)
Using University Travel Insurance in an Emergency All travellers should take all reasonable steps to avoid injury and loss of / damage to property (or at least minimise any loss or damage and to recover any property which has been lost or stolen.	Trip Participants with university travel insurance	If emergency assistance is required contact AONProtect Assistance via +44(0) 20 7173 7797 quoting policy number. Emergency contacts and information can be found here	C2	Summary of cover can be found here
Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.	Trip Participants	Ensure that everyone is happy with the bike that they are hiring before we agree to them hiring it for the week. Bikes should be visually checked before use. Trip organisers have confirmation that there is a safe space to store the hired bikes for the period of the trip. Refer to facility/club staff for any equipment that may be damaged or deemed unsafe. Any equipment found to be in an unsafe condition is to be removed until it can be repaired or renewed to required standard. All participants will be required to take out bike specific insurance to ensure any damage to the hired bikes is covered.	C3	Owners of personal equipment should be reminded they are responsible for the maintenance, safety and security of their own equipment. Look at liability and financial loss implications if such third party should be injured as a result of failure of club equipment and/or any property is stolen, lost and/or damaged.
Social Activities during trip including alcohol use, non-		Follow NGB and OU (incl OUSF) Code of		Potential reputational risk to the sports club, Sports Department

prescribed drugs and behaviour Physical injury or illness Damage to property, equipment and reputation of sports club and/or University. Personal Safety (maybe comprised in case of an individual drinking to excess)	Trip Participants	Conducts/Practice and FCDO guidance. Individuals who may have food allergies/intolerances are advised to check/read ingredients. Individuals with allergies will be required to have an epi-pen and tell a trip organiser where it can be found at all times. Participants should not drink alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess (be aware of cultural / local settings) Non-prescribed drugs not allowed at any time. Prescribed drugs should be always carried by traveller (e.g., asthma, EpiPen). Advice for all is to use well-lit and well used areas at night-time. Be aware of surroundings. Do not be out alone, particularly at night. Avoid flaunting items of value (e.g., watches, substantial amounts of cash, phones)	C2	and University in case of adverse behaviour of an individual(s). Club committee should remind members.
Health and Medication Are there health alerts for the area? If so please obtain Check if any vaccinations to your destination(s) required, Check FCDO travel guidance and TravelProHealth website in advance health travel risks Any other health measures travellers should be aware of? Ensure that all travellers are aware of the COVID situation	Trip Participants	Individuals must take self-responsibility on checking relevant FCDO and Travel Health guidance (websites given below). All participants should check in advance See FCDO travel guidance. There are no requirements that one proves that they have had a covid vaccine,	C2	If possible, find out and state name and contact details of nearest hospital(s) to hotel / place of activity. As part of contingency planning, look at having alternative arrangements in place in advance in case someone should be

in county you are visiting and the entry requirements Precautions to spread virus during trip including relating to your activity. Look to obtain details of medical condition or other physical or if individual is willing, mental, issues. Where applicable, remind travel participants to take any medication for any medical conditions (e.g. asthma, epipen) and there is sufficient medication for duration of trip.		or do not have covid at the time of travel. Parties may be refused entry if entry requirements are not met. Ensure that travel insurance policy coverage includes such scenarios. Suggested measures: Avoid contact with others if someone might be infectious. Respect other people's space. Where possible, let fresh air in when indoors. Keep up to date with COVID vaccinations. Respect those who choose to wear a face covering. Cover coughs and sneezes and wash your hands regularly. Trip Organiser has given all participants a health statement (which they have acknowledged) and if any disclosures are made, these will be kept private and confidential unless agreed by individual. Individuals are advised to declare any health conditions etc. to insurer before trip departure as any claims may be regarded as invalid if not disclosed. . Health statement issued to all participants asking if for any individual to declare to make trip organiser aware if they are taking any medication and where they may be able to source additional or replacement medication		refused entry. Inform insurance company (e.g. how to arrange flight, who is responsible. can they stay somewhere overnight before deportation). If anyone tests positive during the trip, liaise with facility/venue on self-isolating (if applicable). See www.nhs.uk/common-health-questions/medicines/can-i-take-my-medicine-abroad
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Management of Injuries /Illness (incl first aid) Are there any first aiders on the trip? Do you have contact details of nearest doctors/hospital? Contact Travel Insurer (to help cover cost for example) Reporting of incidents /accidents / near miss to University	Organisers and participants	Taking steps to ensure that we have a first aider. Ensure that we have basic painkillers available. Inform duty/facility staff in event of participant(s) suffering injury or illness during activity or stay. Have contact and location details of nearest hospital/medical centre, to hand. Recommend that participants let TO know of any medical conditions /food allergies in case medical professionals need to be told (e.g., casualty unconscious)	C3	In case of a severe injury/incident – Call 112 and follow advice. ASAP call Security Services on 0044 1865 289999 or Sports Safety Officer on 0044 7780 693388. Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident FOR URGENT HELP ABROAD REFER TO Find a British embassy, High Commission or Consulate - GOV.UK (www.gov.uk)
Location/Activity Specific hazards . Use your club generic RA to assist in completing and contact the Sports Safety Officer if assistance is needed Risk of dehydration Risk of under-fuelling and this affecting cognitive ability on bike. Injuries caused from cycling/running load. Tripping when running	Trip organisers and participants	Make participants aware of the symptoms of dehydration and ensure that we carry rehydration salts with us. Make sure participants know the signs of under-fuelling and carry enough snacks with them on rides/runs. Inform participants of the importance of taking a rest day and not feeling as though they have to do everything. Ensuring that we have an agreed training plan with our coaches that ensures no one takes on too much training during the week. We will make sure that all participants either run in pairs or carry their phone with them when they run so that in case of injury during an activity, they can communicate with the rest of the group.	C3	
Training /Competition Poorly planned and managed activity including poor	Trip organisers and participants	Training and games to be structured in conjunction with NGB guidelines and best practice.	C3	Travel Insurance – all participants must be covered through comprehensive travel insurance to take part in the activity (activities). Refer any queries to the Insurer.

coaching practice may contribute to unsafe practices Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness. Facilities/Equipment being used. Failure to check these are safe may result in injury. Also include adverse weather (where applicable i.e., outdoor sports).		Training intensity should be adapted for level of participant. We will have our coaches design a flexible training plan that caters to all levels. Session leaders will be members of club committee on the trip - Emma Rowland, Alice Evans, Justin Hayden, Harri Ravenscroft, Kieran Agg, Carys Bill. All leaders have experience in leading activities. Participants should show 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 proper clothing. Those familiar with bikes will check all bikes are safe before use, and ensure that none are faulty. We will monitor the weather to ensure the cycling conditions are safe. All cycling activities will require participants to wear helmets. Dynamic risk assessments may be needed for unforeseen circumstances or situations.		In case of a severe injury/incident – Call 112 and follow advice. ASAP call Security Services on 0044 1865 289999 or Sports Safety Officer on 0044 7780 693388. Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident FOR URGENT HELP ABROAD REFER TO Find a British embassy, High Commission or Consulate - GOV.UK (www.gov.uk)
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