

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.			
SPORTS CLUB	Oxford University TaeKwon-Do		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Ben Futcher	DATE OF ASSESSMENT:	06/10/2023
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Ben Futcher - President	SIGNING OFF DATE:	06/10/2023
Risk Assessment Review(s) – carry out in the event of any control measures being no longer effective, if there are changes in the activity that could lead to new risks and particularly if there has been an accident/incident or near miss. Changes are not always necessary but any review and notes of any change(s) (or no change) should be noted.			
Date of Review	Summarise any changes and why, if any, or note if none.	Person(s) updating RA	Notes

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low, effectively zero , this is optional)	
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)					
WELFARE AND SAFEGUARDING - SPECIFIC					

VENUE/ LOCATION SPECIFIC – Indoor Hazards Only				
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low, effectively zero , this is optional)
<p>Indoor hazards minor / major injury caused by:</p> <ul style="list-style-type: none"> • Lack of lighting. • Temperature or lack of ventilation. • Inappropriate space. • Slip, trip and falls in general but also from performing more acrobatic/technically challenging techniques. • Damaged or dirty surfaces can cause cuts/abrasions due to contact with bare feet or other body 	<p>Participants, spectators, coach/instructor, officials.</p>	<p>Check lighting conditions are appropriate for activity.</p> <p>Be mindful of weather forecast and potential effects on indoor temperature. Allow adaptations to expected martial arts uniform when especially hot, ensure all involved remain suitably hydrated and if required activities may be cancelled to avoid overheating.</p> <p>Ensure that all participants are mindful of the available space, especially when sharing facilities with other groups and take appropriate actions e.g. switching</p>	<p>Medium</p>	<p>In event of any minor injuries, the affected individuals will be assessed and appropriately treated e.g. minor cuts will be cleaned and plasters or equivalent applied. If required, affected individuals may be asked to cease their participation in the ongoing and subsequent sessions to ensure recovery.</p> <p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p>

<p>parts periodically contacting the floor.</p> <ul style="list-style-type: none"> • Fire. • Unsafe equipment, particularly damaged communal club, or personal equipment, not meeting the standards of safety or protection it should. This can include different sized pads held away from or close to the body; worn protective equipment for the purpose of semi-contact sparring; plastic boards for board breaking and the stand in which boards are positioned. • Electrical. 		<p>participants out from activities so they can be conducted safely.</p> <p>Check playing surface and surrounding areas by coach / leader before activity commences to ensure no hazards are present that could cause slips, trips or falls.</p> <p>Ensure participants perform more technically/acrobatically challenging techniques with supervision and clear instruction.</p> <p>Ensure floor is suitably clean and free of damage.</p> <p>Ensure fire exits are clear and accessible in the event of fire.</p> <p>Check equipment before, during and after use (pads of different sizes, communal and personal sparring protective equipment, breaking boards and stand).</p>	<p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
--	--	--	---

		<p>Ensure those not involved in activity are outside of participation area.</p> <p>Ensure any electrical outlets or equipment is not exposed and if appropriate cleared away from the training space.</p>		
<p>Fire/Smoke Inhalation May lead to minor/major injury or fatality</p>	<p>Participants, spectators, coach/instructor, officials</p>	<p>If a fire or smoke is discovered, press nearest fire alarm point, and evacuate. All should acquaint themselves with the nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.</p>	<p>Medium</p>	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to</p>

				https://oxforduni-remoteforms.info-exchange.com/Incident
TRAINING / COMPETITION ACTIVITY AND EQUIPMENT - SPECIFIC				
Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices.	Coaches, Experienced activity leaders, Participants	<p>Training and games to be structured in conjunction with NGB guidelines and best practice.</p> <p>Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.</p> <p>Training intensity should be adapted for level of participant. Increased attention to beginners.</p> <p>Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed).</p> <p>Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements)</p>	Medium.	<p>In event of any minor injuries, the affected individuals will be assessed and appropriately treated e.g. minor cuts will be cleaned and plasters or equivalent applied. If required, affected individuals may be asked to cease their participation in the ongoing and subsequent sessions to ensure recovery.</p> <p>Action to take ASAP In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>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.</p>

		<p>Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to.</p> <p>Participants should disclose if they have any injuries/illness in advance (e.g. when signing up to club) and update any changes.</p> <p>Participants encouraged to warm up and cool down and to wear appropriate clothing.</p> <p>Dynamic risk assessments may be required for unforeseen circumstances or situations.</p>		<p>Written Report Required</p> <p>All first aid incidents or other H&S matters including near misses to be reported by a club member via https://oxforduni-remoteforms.info-exchange.com/Incident</p>
<p>Slips, Trips and Falls Potential of minor to major injury.</p> <p>Examples of slip hazards; Performing acrobatic/technically challenging techniques which require briefly leaving the floor or</p>	<p>Participants, spectators, coach/instructor, officials</p>	<p>Coach/person(s) in charge needs to check facility is fit for purpose prior to start of activity and monitor throughout.</p> <p>Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made</p>	<p>Medium</p>	<p>In event of any minor injuries, the affected individuals will be assessed and appropriately treated e.g. minor cuts will be cleaned and plasters or equivalent applied. If required, affected individuals may be asked to cease their participation in the ongoing and subsequent sessions to ensure recovery.</p>

<p>unusual body positioning; Acer Nethercott Sports Hall is noticeably more prone to slips in TaeKwon-Do; Spilt drinks; Sweat and blood not cleaned up; Changing/Shower areas.</p> <p>Examples of trip/fall hazards: Equipment such as pads left inappropriately unattended without notifying surrounding participants; Use of inappropriately sized protective equipment; Poor lighting; Stairs / steps.</p>		<p>safe (Encourage a 'see it, report it, sort it' mentality).</p> <p>Highlight the increased likelihood of slips when using the Acer Nethercott Sports Hall to participants.</p> <p>All activities will cease until excessive sweat is cleaned, especially so for blood which poses other health risks.</p> <p>Drinks to be consumed and stored well from playing/activity area.</p> <p>No running in changing/shower areas.</p> <p>Cables and other hazards to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape.</p> <p>Warning notices where applicable and appropriate (especially if at a club owned/run property).</p> <p>Use handrails if provided on stairs/steps.</p>	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
---	--	---	--

<p>Manual Handling</p> <p>Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues.</p> <p>Visibility may be compromised if carrying excess load.</p> <p>Avoid propping open fire doors</p>	<p>Participants, spectators, coach/instructor, officials</p>	<p>Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps</p> <p>Make the load smaller or easier to carry.</p> <p>Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips, and falls.</p> <p>Look to avoid twisting, lifting from floor to above shoulders and/or carrying over excessive distances where possible.</p> <p>Seek assistance from others in the event of needing to open doors. (Propping open fire exit doors may increase risk of damage to property and injury to persons in the event of a fire, especially if the prop is left in place e.g. forgetfulness).</p>	<p>Medium/Low</p>	<p>In event of any minor injuries, the affected individuals will be assessed and appropriately treated e.g. minor cuts will be cleaned and plasters or equivalent applied. If required, affected individuals may be asked to cease their participation in the ongoing and subsequent sessions to ensure recovery.</p> <p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p>
--	--	---	-------------------	---

				Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
<p>Equipment Poorly maintained equipment may lead to injury whether facility, club or personally.</p>	<p>Coach/instructor, Club Committee, Club Members</p>	<p>Adhere to NGB and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly noting any expiry dates / deadlines.</p> <p>Club committee to be aware of club property. Record and maintain via an inventory. Share copy with Sports Fed (see website for details / deadlines).</p> <p>Club equipment of value to be secured. Inform Sports Fed if any items are stolen.</p> <p>All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. annual inspection).</p> <p>Any equipment found to be in an unsafe condition to be</p>	<p>Low</p>	<p>Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation or unsure on disposal of certain items.</p>

		<p>removed until it can be repaired or renewed to required standard. If disposal is required, this should be done in a safe and where possible environmentally friendly manner (e.g. recycling). Any legal statutory requirements should be met.</p> <p>Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.</p>		
<p>Food & Drink Provision by Club If providing food/drink, be aware of the following which may lead to illness or even a fatality:</p> <p>Food Allergies / Intolerances</p> <p>Food Poisoning</p> <p>Using a BBQ on University premises</p>	Anyone	<p>Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Use University (onsite) providers/caterers if possible.</p> <p>Any food/drink prepared at 'home' and brought for others to consume, ensure allergen foods are declared.</p> <p>Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider /</p>	Low	<p>Club/Individual may find itself liable for any food it has provided at training/matches which could result in food poisoning or someone has been / is exposed to food allergies.</p> <p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p>

<p>(Iffley Road, Parks, Marston)</p> <p>Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities.</p>		<p>where purchased. Avoid sharing utensils when consuming food.</p> <p>Use appropriate storage (e.g. Tupperware, labels).</p> <p>Avoid bringing high risk food (e.g. nuts) if possible.</p> <p>Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly.</p> <p>Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where applicable, temporary licence (these fall under a separate RA).</p>		<p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
<p>Welfare (also see Exhaustion/Dehydration and Safeguarding)</p> <p>Mental Health Wellbeing</p>	<p>All Club Members Coaches</p>	<p>Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance.</p>	<p>Medium/Low</p>	<p>Signpost where appropriate by Club committee / welfare officer. Examples:</p> <p>Sports Fed and /or their Welfare Officers (can be done in confidence).</p>

<p>Weight Management (where appropriate)</p>		<p>Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight. Club committee will actively communicate that weight management need not be a source of distress and they will be supported by the club in managing this issue.</p>		<p>Other College/University support.</p> <p>National Governing Body Designated Welfare Lead</p>
<p>Exhaustion /Dehydration (also link to Welfare)</p> <p>Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment</p>	<p>Participants</p>	<p>Players to bring water/appropriate fluid to sessions.</p> <p>Water fountains are available at Iffley Road. Check availability at other facilities.</p> <p>Breaks given for rehydration in training and competition.</p> <p>Have medical support in place.</p> <p>Refer to Welfare where appropriate.</p>	<p>Medium/Low</p>	<p>During periods of hot weather, members will be reminded to remain well hydrated and bring sufficient water to club sessions. Members will also be able to wear clothing that is cooler than the regularly expected martial arts uniforms, which could exacerbate dehydration.</p> <p>Where appropriate during excessively hot weather, club sessions will be cancelled or postponed to prevent heat related health issues developing.</p>
<p>Safeguarding (relates to any activity involving</p>		<p>Non-Oxford University students who are under 18s should not be involved in any</p>	<p>Low</p>	<p>The club does not accept members under the age of 18.</p>

<p>under 18s and/or vulnerable adults)</p> <p>(also link to Welfare)</p> <p>Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)</p>	<p>Participants Coaches Club</p>	<p>club activities (refer any to city equivalent club).</p> <p>Club committee / coaches responsible for ensuring they are aware if any OU students are under 18s.</p> <p>Avoid or if not possible mitigate risks to ensure the party engaging in activity is not unsupervised. Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance.</p> <p>Ask coach/instructor for DBS certificate and NGB/coach safeguarding training certificate. Check NGB's requirements.</p> <p>For ANY safeguarding concerns involving the activities of an Oxford University Sports Club – refer to David White (Sports Safeguarding Officer) <u>first</u> – David.white@sport.ox.ac.uk Guidance will be sought from the University's</p>	<p>For further advice:</p> <p>Contact the Sports Safeguarding Officer via David.white@sport.ox.ac.uk.</p> <p>Be aware of Oxford University's Safeguarding Code of Practice</p> <p>Adhere to club's NGB for their Safeguarding/Child Protection policies and procedures.</p> <p>DSL will provide relevant follow up action within 24 hours of concern being referred to them.</p>
--	--	---	--

		Designated Safeguarding Leads (DSLs).		
<p>Management of Injuries /Illness (incl first aid)</p> <p>Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness</p>	All	<p>Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly.</p> <p>If not at a staffed facility, use any first aider / medical staff provided (e.g. BUCS fixtures at Parks) otherwise seek advice on 111 (999 if life threatening).</p> <p>Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions.</p> <p>Coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning to early, Incorrect training or overtraining.</p>	Medium/Low	<p>TaeKwon-Do is a contact sport that can result in injury, to minimise injury all parties are well informed of the risks when participating in club activities. All members are instructed on how to minimise injury and are made aware that they may withdraw their participation from activities at any time.</p> <p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life</p>

				<p>app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping.</p> <p>Inform SSO of any club member interested in gaining first aid qualification.</p>
<p>Cardiac Arrest (<i>where a heart stops pumping blood around the body. A heart attack is a sudden loss of blood flow to a part of the heart muscle</i>)</p> <p>Party will be; Unconscious Unresponsive Won't be showing any movement including not breathing or may be are making gasping sounds).</p>	Anyone	<p>If alone –</p> <ul style="list-style-type: none"> • Call 999/112 if possible using hands free speaker on phone. • Follow guidance given by 999/112 staff on CPR and start ASAP. • Do not go for Defib if alone (paramedics will bring it). • Carry on with CPR until help arrives or exhausted. <p>If others around:</p>	Low	<p>Call 999. Where applicable, give call handler number on Defib cabinet (to get code to unlock). OUS Defib locations;</p> <p>Iffley Road Sports Complex – At main reception desk (duty staff will respond)</p> <p>OURFC (rugby) main building.</p> <p>Parks – external cabinet outside public toilets.</p>

		<ul style="list-style-type: none"> • Start CPR if possible whilst helper calls 999/112 and put on speaker if required. • Helper find and bring defib to casualty. • Ask helper to take pads and defib out and follow voice prompts. • Carry on with defib/CPR until paramedics arrive. 		<p>Marston Sports Ground – external cabinet to side (garage end) of main building.</p> <p>External sites – check with facility provider.</p> <p>In advance, have downloaded to phones, What3Words App for precise location & Save A Life App for nearest defib location.</p> <p>Aftercare to be provided to all involved parties.</p> <p>Incident report to SSO by phone (07780 693388).</p>
<p>Concussion</p> <p>Headshots Recognition, Management, Return to Activity.</p> <p>Failure to recognise, treat and manage concussion may result in severe injury / fatality.</p>	Participants	<p>Sports Club Committee and coaches are to be aware of any specific NGB concussion protocols. Generic guidance can be found here</p> <p>Remove injured party from training/game. Seek immediate first aid in event of concussion or suspected concussion!</p>	Medium	<p>Strikes to the head are a key element of TaeKwon-Do. To minimise the risk of concussion, protective equipment is worn on both the hands and feet, as well as gumshields when participating in contact sparring activities. The hands and feet are the only parts of the body that are to be ever used to strike the head in such activities. This</p>

<p>Note - Some symptoms of concussion. Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues</p>		<p>If in doubt, they must sit out and should not return.</p> <p>Liaise with first aider and have someone stay with injured party (incl if transferred to hospital).</p> <p>Monitor condition before allowing return to activity (in line with NGB guidelines).</p> <p>Participant to stop immediately if he/she feels unwell on any return to activity.</p> <p>Inform student's college ASAP after incident.</p>	<p>aids in reducing the intensity of any direct blows to the head. All members are encouraged to wear protective head guard equipment to further minimise the risk of injury.</p> <p>All members are instructed to show adequate restraint during all contact sparring activities to minimise the risk of concussion.</p> <p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>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.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib</p>
--	--	---	---

				<p>location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion.</p> <p>Seek guidance also from Sports Safety Officer and/or club Welfare Officers (including signposting).</p>
TRAVEL - SPECIFIC				
a) Travel to/from venues away from Iffley Road				
<p>Driver/Club preparation</p> <p>Checking route and parking arrangements of locations in advance</p>	<p>Drivers</p> <p>Club committee</p>	<p>Drivers of any vehicle, with help of other responsible person(s), should check in advance for:</p> <p>Location and parking arrangements. If using Sat Nav, program routes before setting off. If using via a phone, use a cradle but beware of driving laws that</p>	<p>Medium/Low</p>	<p>In event of any serious injury/incident:</p> <p>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.</p>

	Drivers	<p>cover mobile use whilst driving.</p> <p>Time and distance (allow extra time).</p> <p>Potential hazards (roadworks etc.) and have other route in case.</p> <p>Weather conditions for to and from venue.</p> <p>Adhere to road and traffic laws and regulations.</p> <p>Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces.</p>		<p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
b) Driver Safety				
Driver Distraction (e.g. use of mobile phone, eating/drinking, passenger distracting, leaning/reaching)	<p>Drivers Passengers</p> <p>Drivers</p>	<p>Should be made aware distractions/anti-social behaviour are likely to affect driver.</p> <p>Do not use mobile phones whilst driving. Suggest putting on 'Do Not Disturb mode'.</p>	Medium/Low	<p>Drivers are liable for fines/points/attending training course for any breaches of the Highway Code.</p> <p>Responsible for safety of themselves and all others in vehicle.</p>

		<p>Use controls on steering wheel (where appropriate) to avoid reaching/leaning for dashboard controls</p> <p>Advisable not to use headphones whilst driving.</p> <p>Advisable not to eat or drink whilst driving. Pull over and stop in a safe place to do so.</p> <p>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.</p>		
Hired Vehicle (through Sports Federation)	Drivers, passengers	<p>Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place.</p> <p>Check vehicle and paperwork thoroughly on hiring to ensure no issues. Raise with car hire staff any discrepancies.</p> <p>Check hired vehicle for damage on pick up and drop off. Take relevant photo</p>	Low	<p>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)</p> <p>Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles).</p>

		evidence of any and pass to Sports Fed ASAP.		<p>For hired transport, look to have a minimum of 2 drivers if this is possible (in case of tiredness, injury) particularly if the drive will be more than 2 hours one way.</p> <p>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.</p> <p>Club to adhere to NGB and OUS H&S Policies and record keeping.</p>
Private vehicle (MOT, tax, insurance, all correct)	Drivers, passengers	<p>Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place.</p> <p>Driver must have full driving licence.</p>	Medium	Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business.
Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place.	Medium	Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865

		<p>Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible).</p> <p>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.</p> <p>Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.</p>	<p>289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>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)</p>
--	--	--	--

SOCIAL / NON-TRAINING ACTIVITIES such as use of alcohol, non-prescribed drugs, behaviour / personal safety

<p>Physical injury or illness Damage to property, equipment, and reputation of sports club and/or University.</p> <p>Personal Safety (maybe comprised in the event of an individual drinking to excess)</p>	<p>All attending club social events</p>	<p>Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess.</p> <p>Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs allowed at any time.</p> <p>Advice for all is to use well-lit and well used areas at night-time. Be aware of surroundings.</p> <p>Avoid flaunting items of value (e.g. watches, large amounts of cash, phones)</p> <p>Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.</p>		<p>There is potential reputational risk to the sports club, Sports Department and University in the event of adverse behaviour of an individual(s). Club committee should remind members.</p> <p>If necessary, seek medical advice on 111 (NHS)</p>
<p>OTHER - SPECIFIC</p>				

<p>Covid-19 Minimise spread of virus</p>	<p>Coaches Participants</p>	<p>Avoid contact with others if you might be infectious</p> <p>Respect other people's space</p> <p>Keep up to date with COVID vaccinations</p> <p>Respect those who choose to wear a face covering</p> <p>Cover coughs and sneezes and wash hands regularly.</p>		<p>Monitor current university guidance which can be found here.</p>
---	---------------------------------	--	--	---