

# Club Safety Policy: Oxford University Association Croquet Club

## Introduction

- 1) Oxford University Association Croquet 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 Club's risk assessment(s), the University Regulations for the Activities and Conduct of Student Members and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behaviour 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 Club's constitution.
  - a. The club acknowledges that it is the Club's responsibility to ensure that its current activities adhere to the regulations and guidelines of 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 Croquet England and will continue to be affiliated for the full academic year.
- 4) This policy is updated at least once a year, for the beginning of the academic year. An updated version of this document is submitted to the Sports Federation at least once per academic year, through the club handover process, and is subsequently updated immediately, and re-submitted (via [safety@sport.ox.ac.uk](mailto: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*

Day	Time	Location	Sessions Name and/or Description
Tuesdays & Thursdays, 1st 4 weeks of Trinity	17:00	Club lawns, University Parks	Introductory coaching sessions.
Throughout Trinity		University Parks	SCF Handicap League matches
Throughout Summer Vac		University Parks	SCF B-Level League matches
Each Wednesday of Trinity, until end of September		University Parks	Club evenings

## Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
9 <sup>th</sup> Week	All day	Hurlingham Club, London	Varsity Match
29-30 July	All day	University Parks	UK Student championships

## Risk Assessments

- 6) All club activities are appropriately risk assessed by the Club. The Club maintains up to date and accurate records of its risk assessments, so they can be immediately referred to should an accident, incident or near-miss occur. The Club also maintain records of any changes made to those risk assessments (including the dates any changes were made) to be referred to as and when required. Support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review all clubs' risk assessments periodically and provide feedback.
- a. Risk assessments for regular club activities are included as appendices to this policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or before the start of a new academic year).
  - b. Risk assessments for events are submitted via the event registration process to be approved by the Sports Safety Officer. All details are submitted at least 21 days prior to the event, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the Club's constitution.
  - c. Risk assessments for trips and tours (UK or abroad) are submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are submitted at least one calendar month prior to departure, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the Club's constitution.
- 7) For risk assessment purposes, club activities include any activity organised by the Club or its committee member for the benefit of the Club's members, or any activities using the Club's resources or name. Activities or events organised between members of the Club are not included, providing the Club and/or committee is not involved in organising the activities and the Club does not provide its resources or name in the organising of the activities.

## First Aid

- 10) All club activities are appropriately covered by qualified first aiders, unless the risk assessment for the activity explicitly states that first aid cover is not required.
- a. This cover comes in a variety of forms (such as qualified staff at host venues, qualified coaches leading activity, qualified club members within activity, emergency services or externally appointed first aiders) and will be specified in the risk assessment for each activity.
  - b. Should the agreed first aid provision not be available, the risks are reassessed using guidance from the National Governing Body and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the Club will cancel that planned activity.

## Accidents, Emergencies and Near Misses

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

## Insurance

- 12) All Club activities are appropriately insured to ensure that the members, and the Club itself, have an appropriate level of cover should an accident or incident occur.
- a. The Club has public liability insurance, which is provided by Croquet England and a copy of this insurance can be provided to members or third parties when needed.
  - b. 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

- a. 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.
  - b. 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.
  - c. 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](mailto:safety@sport.ox.ac.uk) for confidentiality purposes.

## **Club Safety Policy: Oxford University Association Croquet Club - Appendices**

### **Appendices To Be Included: -**

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

**RISK ASSESSMENT FORM – OXFORD UNIVERSITY ASSOCIATION CROQUET CLUB**

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

<b>SPORTS CLUB</b>	OXFORD UNIVERSITY ASSOCIATION CROQUET CLUB		
<b>NAME OF PERSON COMPLETING THIS RISK ASSESSMENT</b>	GREGORY SIMOND	<b>DATE OF ASSESSMENT:</b>	30/06/2023
<b>NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&amp;S OFFICER)</b>	GREGORY SIMOND (SECRETARY)	<b>SIGNING OFF DATE:</b>	30/06/2023

**DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT:** Risk of generic activities

In line with University Policy statement (S5/08 - <http://www.admin.ox.ac.uk/safety/policy-statements/s5-08/>), identify all hazards associated with the activity, the individuals who might be harmed (both University and non-University personnel) and the known existing controls. Then assess the resulting risk in relation to the following system and identify what, if any, further actions are required.

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero

HAZARD	AFFECTED GROUPS	EXISTING CONTROL MEASURES IN PLACE	RISK	SUGGESTED FURTHER ACTION(S)
<p><b>Indoor hazards (club hut)</b> minor / major injury caused by:</p> <ul style="list-style-type: none"> <li>• Lack of lighting</li> <li>• Inappropriate space</li> <li>• Slip, trip falls</li> <li>• Fire</li> <li>• Damaged surface</li> <li>• Unsafe equipment</li> </ul>	<p>Participants, spectators, coach/instructor, officials</p>	<p>Any new participants have made coach / activity leader aware of any injuries.</p> <p>Check playing surface and surrounding areas by coach / session leader(s) before activity commences.</p> <p>Check any other equipment (mallets, hoops, hammers etc.)</p> <p>Ensure those not involved in activity are outside of playing area.</p>	<p>2C</p>	<p>In event of any serious injury/incident:</p> <p>Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>
<p><b>Outdoor hazards (lawns) –</b> minor / major injury caused by:</p> <ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Unsafe equipment</li> <li>• Other users</li> <li>• Weather extremities</li> <li>• Uneven surfaces</li> <li>• Injuries</li> </ul>	<p>Participants, spectators, coach/instructor, officials</p>	<p>Any new participants have made coach / activity leader aware of any injuries.</p> <p>Check playing surface and surrounding areas by coach / session leader(s) before activity commences.</p> <p>Check any other equipment (mallets, hoops, hammers etc.)</p> <p>Check lighting conditions are appropriate for activity.</p> <p>Check for any adverse weather in advance and have alternate plans</p>	<p>2C</p>	<p>In event of any serious injury/incident:</p> <p>Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>

		<p>in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount) or abandon if conditions etc become unsafe during activity.</p> <p>Ensure those not involved in activity are outside of playing area.</p>		
<p><b>Training /Competition</b></p> <p>Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices</p> <p>Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.</p>	<p>Coaches, Experienced activity leaders, Participants,</p>	<p>Training and games to be structured in conjunction with NGB guidelines and best practice.</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> <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</p>	<p>2B</p>	<p>In event of any serious injury/incident:</p> <p>Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>



		<p>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><b>Slips, Trips and Falls</b></p> <p>Potential of minor to major injury.</p> <p>Examples of slip hazards; Wet club hut floor, Spilt drinks Wet grass Mud Ice Slopes</p> <p>Examples of trip/fall hazards: Trailing cables Hosepipes Uneven surfaces Tree roots Boundary boards Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps</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 safe (Encourage a 'see it, report it, sort it' mentality).</p> <p>Drinks to be consumed and stored well from playing/activity area.</p> <p>Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high-viz tape.</p> <p>No running in the club hut</p> <p>Warning notices where applicable and appropriate (especially if at a club owned/run property)</p>	<p>2C</p>	<p>In event of any serious injury/incident:  Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>

		Use handrails if provided on stairs/steps.		
<p><b>Manual Handling</b></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>Players, 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>3C</p>	<p>In event of any serious injury/incident:</p> <p>Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>
<p><b>Fire/Smoke Inhalation</b></p> <p>May lead to minor/major injury or fatality</p>	<p>Participants, spectators, coach/instructor, officials</p>	<p>All should acquaint themselves to nearest fire exits and assembly point.</p> <p>Follow instructions from EMS personnel particularly if evacuating the area.</p>	<p>1D</p>	<p>In event of any serious injury/incident:</p> <p>Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>

<p><b>Equipment</b> Poorly maintained equipment may lead to injury whether facility, club or personal owned.</p>	<p>Club Committee</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 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>2C</p>	<p>Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation (or for those based at Iffley Road, inform General Manager).</p>
<p>Personal Equipment</p>	<p>Club Members</p>	<p>Owners of personal equipment should be reminded they are</p>		



possibly licence). Also refer to <b>Social Activities.</b>	Alumni Spectators	certain premises. Seek permission and where applicable, temporary licence (these fall under a separate RA).		
<b>Welfare</b> Mental Health Wellbeing	All Club Members Coaches	Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance	2C	Signpost where appropriate by Club welfare officer, or other committee member. Examples:  Sports Fed and /or their Welfare Officers (can be done in confidence).  Other College/University support.  National Governing Body Designated Welfare Lead
<b>Exhaustion /Dehydration</b> (also link to Welfare)  Possible causes: Dehydration Overtraining Lack of sleep Heat/sun exposure University life – over commitment	Participants	Players to bring water/appropriate fluid to sessions.  Water fountains are available at the Parks cricket pavilion.  Breaks given for rehydration in training and competition.  Have medical support in place.  Refer to Welfare where appropriate.	3C	
<b>Safeguarding</b> (relates to any activity involving under 18s and/or vulnerable adults)  Any signs of unexplained physical injury/illness	Participants Coaches Club	Non-Oxford University students who are under 18s should not be involved in any club activities (refer any to city equivalent club).	1D	In the event of any concerns or incidents follow the NGB and University reporting procedures.

<p>Signs of mental abuse Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)</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 of to ensure the party engaging in activity unsupervised. Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance.</p> <p>Coach/Instructor/Leader MUST have done NGB Safeguarding training and if necessary be DBS checked.</p> <p>Coach etc and club are aware of and follow NGB and University safeguarding policies including an appropriate DSL person and procedures in place for concerns/reporting.</p>		<p>For further advice:</p> <p>Contact the club's NGB for their Safeguarding/Child Protection policies and procedures. Ensure this information is passed on to relevant persons within the club.</p> <p>Be aware of Oxford University's Safeguarding Code of Practice</p> <p>Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.</p>
<p><b>Management of Injuries /Illness (incl first aid)</b></p> <p>Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness</p>	<p>All</p>	<p>Use any first aider / medical staff available (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</p>	<p>1C</p>	<p>Call Security Services on 01865 289999 as early as possible. Sports Safety Officer (SSO) can also be contacted on 07780 693388.</p> <p>Club to adhere to NGB and University (Sports Dept &amp; Central) H&amp;S Policies and record keeping.</p> <p>Inform SSO of any club member interested in gaining first aid qualification.</p>

		participant returning from injury to ensure it is not aggravated by returning to early, Incorrect training or overtraining.		
<p><b>Concussion</b></p> <p>Recognition from trip or fall, Management, Return to Activity.</p> <p>Failure to recognise, treat and manage concussion may result in severe injury / fatality.</p> <p>Note - Some symptoms of concussion; Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues</p>	Participants	<p>Seek immediate first aid in event of concussion or even suspected concussion or if in doubt!</p> <p>Liaise with first aider and have someone stay with injured party (incl if transferred to hospital).</p> <p>Signpost to relevant parties ASAP such as SSO, College.</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 return to activity.</p>	1D	<p>If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion.</p> <p>Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).</p>
<p><b>Travel To / from venues away from University Parks.</b></p> <p>Private Vehicle</p>		<p>Check in advance; Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue.</p> <p>Driver responsible for ensuring</p>	3D	<p>In event of any serious injury/incident, call Security Services on 01865 289999 as early as possible. Sports Safety Officer can also be contacted on 07780 693388. Club to adhere to NGB and OUS H&amp;S Policies and record keeping.</p> <p>Drivers of private vehicles are advised to</p>

<p>Hired Vehicle (through Sports Fed)</p> <p>All drivers</p> <p>Passengers</p>	<p>Drivers, Passengers</p>	<p>vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.</p> <p>Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.</p> <p>Adhere to road and traffic laws and regulations.</p> <p>Responsible for safety of themselves and all others in vehicle.</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> <p>Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking or manoeuvring in tight spaces. No alcohol when driving on club business</p> <p>Should be made aware distractions/anti-social behaviour</p>	<p>check with their Insurer they are insured to drive on 'sports club' business.</p> <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> <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 in excess of 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>
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		are likely to affect driver.		
<b>Travel (Incidents) incl accidents, breakdown.</b>	Drivers Passengers	<p>Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place.</p> <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>	3D	<p>In event of any serious injury/incident away from Iffley Road, call Security Services on 01865 289999 as early as possible.</p> <p>For hired vehicles, inform Sports Fed asap so hire company can be told</p> <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>
<b>Social Activities including alcohol, non-prescribed drugs and behaviour</b> Physical injury or illness Damage to property, equipment and reputation of sports club and/or University.	All attending club social events	<p>Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>Alcohol should be consumed to moderate levels and not to excess. Drivers should not drink any alcohol and see non-alcohol alternatives.</p> <p>Non-prescribed drugs are not</p>	2C	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>Personal Safety (maybe comprised in the event of an individual drinking to excess)</p> <p>Personal Belongings are left at the owners' risk and are not the responsibility of the croquet club.</p>		<p>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>If necessary, seek medical advice on 111 (NHS)</p>
<p><b>General Play</b> Ball leaving court during play may lead to: Bruises, breaks, minor/major injuries</p>	<p>Public</p>	<p>Preventative ball-stopping measures to be placed next to courts where risk exists, specifically NE corner of lower lawn.</p> <p>Participants to be made aware that public can pass close by our lawns.</p> <p>Participants to be instructed not to play shots until there are no passers-by in the direction of the shot.</p>	<p>1D</p>	<p>In event of any serious injury/incident:  Call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p>