

Club Safety Policy: Oxford University Orienteering Club

Introduction

- 1) Oxford University Orienteering Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the club's activities operate in accordance with this document, the club's risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for 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 British Orienteering 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

Regular Activities (during term-time only)

Day	Time	Frequency	Location	Sessions Name and/or Description
Tuesday	18:00 – 20:00	Fortnightly	Various	Club Run followed by Pasta Night
Wednesday	18:00-19:00	Weekly	South Parks or Central Oxford	Intervals Session or Evening MapRun Score in Central Oxford
Thursday	18:00-19:00	Fortnightly	Various	Women's Social Run

Friday	15:00 – 16:00	Weekly	Blues Gym, Iffley Road Sports Centre	Coached strength & conditioning session for Blues Performance Squad as part of Blues Performance Scheme. This is in addition to one other non-coached S&C session, usually on Monday evening.
Saturday	10:30 – 12:00	Approx. 3 times per term	Oxford (e.g. University Parks, Headington Hill Park, Shotover Country Park)	Navigation training in park or urban area organised by committee members
Saturday and/or Sunday	Approx. 11:00 – 13:00	Approx. 4 times per term	Varying locations outside of Oxford (South/central England)	The club will arrange transport to attend an orienteering event organised by another club. Occasionally (around once per term), we may arrange accommodation for the Saturday night so we can compete on both Saturday and Sunday.

Annual/Biennial Events

Approximate Date (e.g. Week of Term)	Approximate Time	Frequency	Location	Event Name and/or Description
Hilary Term Week 5	a.m.	Once per year	Dorset	Varsity (individual race on Saturday; relay on Sunday)
Hilary Term Week 7	a.m.	Once per year	Bristol	English Universities Orienteering Championships (relay on Saturday; individual race on Sunday)
Hilary Term Week 8	a.m.	Once per year	Sheffield	BUCS (individual race on Saturday; relay on Sunday)
Michaelmas Term, around Week 3 or 4	a.m.	Once every two years (including 2024)	Oxford	Oxford City Race (event organised by the club for external and internal participants)

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
Michaelmas Term Week 10	Lake District	Week-long Winter Training Camp with Cambridge University Orienteering Club

Risk Assessments

- 6) All club activities are appropriately risk assessed by the club. The club maintains up to date and accurate records of its risk assessments, so they can be immediately referred to should an accident, incident or near-miss occur. The clubs also maintain records of any changes made to those risk assessments (including the dates any

changes were made) to be referred to as and when required. Support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review all clubs' risk assessments periodically and provide feedback.

- a) Risk assessments for regular club activities are included as appendices to this policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or before the start of a new academic year).
 - b) Risk assessments for events are submitted via the event registration process to be approved by the Sports Safety Officer. All details are submitted at least 21 days prior to the event, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
 - c) Risk assessments for trips and tours (UK or abroad) are submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are submitted at least one calendar month prior to departure, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#), which is reiterated in the club's constitution.
- 7) For risk assessment purposes, club activities include any activity organised by the club or its committee member for the benefit of the club's members, or any activities using the club's resources or name. Activities or events organised between members of the club are not included, providing the club and/or committee is not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

First Aid

- 10) All club activities are appropriately covered by 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, club members within activity who have first aid training and/or qualifications, 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. 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.
- 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

- 12) All club activities are appropriately insured to ensure that the members, and the club itself, have an appropriate level of cover should an accident or incident occur.
- a) The club has public liability insurance, which is provided by British Orienteering and a copy of this insurance can be provided to members or third parties when needed.
 - b) The club has insurance for accidental bodily injury to third parties and/or damage to third party property, which is provided by British Orienteering 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

- 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](#). Orienteering is a relatively independent sport with limited formal 'coaching', especially regarding physical exercise (with any guidance instead relating more to navigation techniques).
- 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.
 - b) 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.

- c) 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.
- d) 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.

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 Orienteering Club - Appendices

APPENDICES:

- 1) **General / Overall / Regular Risk Assessment**

Attached to this document.

2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.

Drafted separately if and when required and submitted to the Sports Safety Officer.

OUOC Risk Assessment 2024

INTRODUCTION

The risk assessment is designed to highlight risks that are likely to occur on trips, trainings and socials organised by Oxford University Orienteering Club (OUOC), and to identify appropriate courses of action.

Orienteering events visited by the club will occur all around the UK. Competitions are organised under guidelines from the British Orienteering Federation (BOF). Once or twice per term, we may arrange accommodation to stay overnight for one night between a Saturday event and a Sunday event.

Summer multi-day events (normally held abroad) are organised independently of the club, and it is up to individual members to make their own travel arrangements. Travel insurance is recommended. A Trip Registration Form will be sent to the University Insurance Department at least one month ahead of the trip.

At events, club members are expected to:

- Know how to use a compass and whistle.
- Be aware of course closure times / be familiar with the use of safety bearings.
- Carry specialist clothing if courses require (waterproof jacket, full leg cover, whistles).
- Tackle courses appropriate to their abilities.
- Inform club officials of any relevant medical conditions - this information will be kept strictly confidential, unless required.
- Behave responsibly.

The club will:

- Ensure that individuals comply with the above requirements.
- Fill out an event registration form.
- Record injuries in the accident report form.
- Recommend running kit available for purchase to club members to protect limbs from cuts / scratches etc.
- Provide means for members to train sufficiently and recommend warm-up / cool-down exercises to reduce the probability of injury whilst competing.

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT			
SPORTS CLUB	Oxford University Orienteering Club (OUOC)		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	William Blackwell (Secretary)	DATE OF ASSESSMENT:	30/09/2024
NAME OF PERSON SIGNING THIS RISK ASSESSMENT	Harry Stuart (President)	SIGNING OFF DATE:	01/10/2024

(ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)				
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)
CONSEQUENCES	Severe (D)	High	High	Medium
	Moderate (C)	High	Medium	Medium / Low
	Insignificant (B)	Medium / Low	Low	Low
	Negligible (A)	Low	Effectively Zero	Effectively Zero
HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk matrix above)	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low, effectively zero , this is optional)

VENUE/ LOCATION - SPECIFIC

Outdoor hazards—
minor / major injury
caused by:

- Slips, trips, falls
- Other users
- Weather extremities
- Uneven surfaces
- Injuries
- Tree roots/branches
- Vegetation (prickly, stinging)
- Litter (glass, used needles)
- Water (streams, rivers, ponds)
- Traffic (including road crossings)

Participants

Any new participants have made committee aware of any injuries.

For events organised by OUOC:

- Check training area by session leader(s) before activity commences.
- Check any other equipment (e.g., controls, etc.)
- Check lighting conditions are appropriate for activity

For external events:

- Participants to check final details shared by event organiser, including details of hazards, safety bearings, appropriate clothing, and nearest A&E facilities.
- Follow safety briefing given by event organiser.

Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity

Mild injuries, e.g. nettle stings **4A**

Medium injuries e.g. ankle injury **3C**

Serious injury e.g. hit by a car **1D**

In event of any serious injury/incident:

Away from Iffley Road – inform event officials first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.

Use What3Words App for precise location (see website [here](#)) & Save A Life app for nearest defib location (download App from IOS or Google Play)

Accidents to be reported to <https://oxforduni-remoteforms.info-exchange.com/Incident>

		<p>(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 running area.</p>		
<p>Mountain/Hill based activities – minor / major injury, fatality, hypothermia caused by:</p> <ul style="list-style-type: none"> ● Slips, trips, falls (incl from height) ● River crossings ● Remote locations (protocols in place for calling 999 etc.) ● Communication (bad weather) ● Falling debris ● Terrain type ● Shelter ● Weather extremities 	Participants	<p>Plan trips in advance, using appropriate equipment/data available, for terrain type, heights possible shelter points including for emergency access.</p> <p>In advance, make participants aware of ALL equipment and clothing that will be required.</p> <p>Check all other equipment and clothing are in working order before leaving for/starting activity and ensure they are appropriate for weather (and water) conditions on the day(s) of activity.</p> <p>Check lighting conditions are appropriate for activity.</p> <p>Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity</p>	2D	<p>In event of any serious injury/incident:</p> <p>Away from Iffley Road – inform event organiser 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>(remember safety is paramount) or abandon if conditions etc become unsafe during activity.</p> <p>Carry a whistle on remote areas and a cagoule if weather conditions are poor</p> <p>Ensure everyone on the activity are clear on the emergency procedures and protocols. Have appropriate safety equipment to hand (and where appropriate back up). Ensure mobile phones are charged for potential emergency purposes.</p> <p>Avoid inappropriate behaviour at height.</p> <p>Abide by national and local regulations governing sport / council area in the UK of activity.</p>		
<p>Getting permanently lost (poor map reading, foul weather conditions, or lost/damaged map)</p>	<p>Participants</p>	<p>Novices taught basic map and compass skills. Carry a whistle to attract attention if in a remote area and a cagoule if weather conditions are poor. Ensure everyone is fully prepared.</p>	<p>2D</p>	<p>Ensure that everyone knows contingency plans and safety bearings.</p> <p>Consult weather forecast in advance and do not participate in extreme weather conditions.</p> <p>In case of a lost club member, ensure that an event official is informed so that a search party can be formed</p>

				and/or the emergency services can be contacted, as appropriate.
TRAINING / COMPETITION ACTIVITY AND EQUIPMENT - SPECIFIC				
Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices.	Experienced activity leaders, Participants	<p>Training and games to be structured in conjunction with BOF 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 an 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>	2B	<p>Action to take ASAP</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>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>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>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>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>1B</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> <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>Equipment</p> <p>Poorly maintained equipment may lead to</p>	<p>Club Committee</p> <p>Club Members</p>	<p>Adhere to BOF and/or statutory guidance for purchasing and maintenance.</p>	<p>1A</p>	

<p>injury whether facility, club or personal owed.</p>		<p>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>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>
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Personal Equipment	Club Members	Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.		
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)				
Food & Drink Provision by Club If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning	Anyone	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Any food/drink prepared at 'home' and brought for others to consume, ensure allergen foods are declared. Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food. Use appropriate storage (e.g. Tupperware, labels). Avoid bringing high risk food (e.g. nuts) if possible.	2C	Club/Individual may find itself liable for any food it has provided at training/matches which could result in food poisoning or someone has been / is exposed to food allergies. In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident
Management of Injuries /Illness (incl first aid)	All	To reduce risk of minor sprains and other running related injuries, experienced club members to advise on correct warm-up procedures	3C	In event of any serious injury/incident: Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security

<p>Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness</p>		<p>and provide strapping advice if required.</p> <p>Inform event organisers 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>Carry a whistle in remote areas.</p> <p>Obtain any medical conditions from all new participants and existing members to let leader know of any new injuries/medical conditions.</p> <p>Leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning too early, incorrect training or overtraining.</p>		<p>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>Club to adhere to BOF 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>Ticks - can carry Tick Borne Encephalitis and Lyme Disease and it is theoretically possible</p>	<p>Participants</p>	<p>Participants required to wear BOF specified clothing (full body cover from foot to shoulder). Further, all</p>	<p>2C</p>	<p>Ensure everyone is aware of the correct method for removing ticks.</p>

that they could transmit other diseases.		participants briefed to warn each other if they find a tick.		
<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 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> <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. 	1D	<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> <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>Recognition, 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>	<p>Participants</p>	<p>Seek immediate first aid in event of concussion or even suspected concussion or if in doubt!</p> <p>If in doubt, they must sit out.</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.</p> <p>Participant to stop immediately if they feel unwell on return to activity.</p> <p>Inform student's college ASAP after incident.</p> <p>Seek additional guidance and support from Sports Safety Officer.</p>	<p>1D</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> <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>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>Exhaustion /Dehydration (also link to Welfare)</p> <p>Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment</p>	<p>Participants</p>	<p>Advice given on suitable course lengths.</p> <p>Participants to bring water/appropriate fluid to sessions.</p> <p>Check availability of water fountains.</p>	<p>2B</p>	

		<p>Be aware of medical support in place at event.</p> <p>Refer to Welfare where appropriate.</p>		
WELFARE AND SAFEGUARDING - SPECIFIC				
<p>Welfare (also see Exhaustion/Dehydration and Safeguarding)</p> <p>Mental Health Wellbeing</p> <p>Weight Management</p>	<p>All Club Members</p>	<p>Stress Bullying</p> <p>Follow BOF Welfare guidance</p> <p>Club/coach should not put pressure on any individual(s) to lose or gain weight</p>	<p>3C</p>	<p>Signpost where appropriate by Club committee / welfare officer.</p> <p>Sports Fed and /or their Welfare Officers (can be done in confidence).</p> <p>Other College/University support.</p> <p>BOF: safeguarding@britishorienteering.org.uk or call the British Orienteering Lead Safeguarding Officer, Peter Brooke, on 07540 150963</p>
<p>Safeguarding (relates to any activity involving 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</p>	<p>Participants Coaches Club</p>	<p>Non-Oxford University students who are under 18s should not be involved in any 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</p>	<p>1C</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>Unsupervised activities (including providing advice)</p>		<p>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 Designated Safeguarding Leads (DSLs).</p>		<p>DSL will provide relevant follow up action within 24 hours of concern being referred to them.</p>
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TRAVEL - SPECIFIC

<p>Travel to/from venues</p>	<p>Drivers Club committee</p>	<p>Drivers must comply with road safety laws.</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</p>	<p>2D</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> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location</p>
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	Drivers	<p>phone, use a cradle but beware of driving laws that 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>(download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p>
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> <p>Use controls on steering wheel (where appropriate) to avoid reaching/leaning for dashboard controls</p>	2D	<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>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 evidence of any and pass to Sports Fed ASAP.</p>	2C	<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 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>

				Club to adhere to NGB and OUS H&S Policies and record keeping.
Private vehicle (MOT, tax, insurance, all correct)	Drivers, passengers	Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.	2C	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. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent	2D	Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & Save A Life app for nearest defib location (download App from IOS or Google Play) Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident 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>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>		
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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>All attending club social events</p>	<p>Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>The consumption of alcohol and non-prescribed drugs is prohibited during club fixtures and training. Alcohol should be consumed to moderate levels at any other time and not to excess.</p> <p>Drivers should not drink any alcohol and seek non-alcohol alternatives.</p> <p>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>2C</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>Personal Safety (maybe comprised in the event of an individual drinking to excess)</p>				

		Avoid flaunting items of value (e.g. watches, large amounts of cash, phones) Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.		
OTHER - SPECIFIC				
Covid-19 Minimise spread of virus	Coaches Participants	Avoid contact with others if you might be infectious Respect other people's space Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.	2B	Monitor current university guidance which can be found here . There is no specific guidance from BOF since 2021.
Crowd Management Lack of planning and security may result in overcrowding, incidents (including alcohol related)	Everyone	Look at numbers and types of stewards. Methods of working / Communication. Chains of Command Methods of Ingress and Egress Emergency Procedures.	1B	
Animals May enter activity area when activity is in progress.	Participants Spectators	Ensure any discharge from animals is removed and disposed of especially from training/racing area.	3A	

Defecate in playing and / or spectator areas		Halt activity if animal enters playing area until it leaves		
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