

Club Safety Policy: Oxford University Handball Club

Introduction

- 1) Oxford University Handball Club (henceforth known as 'the club') is totally committed to the safety of its members. For the current academic year, and all future academic years, the clubs' activities operate in accordance with this document, the clubs risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of any National Governing Body that the club is affiliated to.
- 2) This policy relates to the physical safety of club activities and club members within those club activities. Any issues relating to the behavior of specific club members should be addressed through the club's code of conduct.
- 3) The club affiliates to the National Governing Body (NGB) for any / all sporting activity in which the club operates activity, as per the clubs constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to the England Handball Association (EHA) and will continue to be affiliated for the full academic year.
- 4) This policy is updated at least once a year, for the beginning of the academic year. An updated version of this document is submitted to the Sports Federation at least once per academic year, through the club handover process, and is subsequently updated immediately, and re-submitted (via safety@sport.ox.ac.uk) should any changes be required. This is a live policy relating to all club activities and is updated frequently.
- 5) The updated version of this document, and all other club documentation, is made available to the club's members via the club's website. This is also updated immediately, when changes are required.

Overview of Activities

Weekly Activities

Day	Time	Location	Sessions Name and/or Description
Mon	6:30-8:00	Main Hall, Iffley Road Sports Centre	Regular training sessions during term time
Tue	21:00-22:30	Acer Hall, Iffley Road Sports Centre	Regular training sessions all year round
Thu	21:00-22:30	Main Hall, Iffley Road Sports Centre	Regular training sessions all year round
Sat/Sun	varying	varying	Matches against other teams during the season.

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
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Varsity Matches	varying	Oxford or Cambridge	Annual Varsity match versus the Cambridge University Handball team

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description

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 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.
 - a) 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 the EHA and a copy of this insurance can be provided to members or third parties when needed.
 - b) The club has personal accident insurance, which is provided by the EHA and a copy of this insurance can be provided to members when needed. All registered club members (registered through the Sports Federation membership process) are also covered by the Sports Federation personal accident insurance. This policy should be treated as a backup for club specific cover, but details of this policy will be communicated directly to members once they are registered by the club.
 - c) The club ensures that all coaches and session leaders have appropriate professional liability cover in place and always maintains up to date records of those insurance details.

Coaching

- d) Any sports coaching that takes place within club activities is led by individuals with appropriate qualifications and insurance in place. Coaching is defined as the process of motivating, guiding, and providing technical advice or training to individual(s) or teams, relating to the sport or activity in question.

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

Events

- 15) All events organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Club events' are defined as any activities that take place on a specific date(s) or at a specific time(s) that are outside of the club's regular risk assessed activity, which can include sporting and non-sporting activities. Further details can be found via the [Events](#) page of the Sports Federation Hub.
 - b) All club events are submitted via the Event Registration Process, to be approved by the Sports Safety Officer. All details are submitted at least 21 days before the event is due to take place, as per regulation 1.12(2) of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c) The club acknowledges that failure to register any event within the above deadline may mean that said event cannot be approved and therefore cannot take place.
- 16) Club social events and activities are also appropriately planned, organised and risk assessed, but in most cases will not be registered via the Event Registration Process, unless they are associated with or linked directly to a sporting event (e.g. an after-event dinner).
- a) Club social activities are defined as any non-sporting activity organised by the club or its committee members for the benefit of the club's members, or any activities using the club's resources or name. Social activities or events organised between members of the club are not included, providing the club and/or committee are not involved in organising the activities and the club does not provide its resources or name in the organising of the activities.

Trips and Tours

- 17) All trips and tours organised by the club are planned, organised and risk assessed in a thorough manner.
- a) 'Trips and Tours' are defined as any club activity that requires an overnight stay or any activity outside of Oxford for those sports deemed as 'higher risk'. Further details can be found via the [Trips and Tours](#) page on the Sports Federation Hub.
 - b) All club trips and tours are submitted via the Trips and Tours Registration Process to be approved by the Sports Safety Officer. All details are submitted before the club makes any firm commitments, and at least one month before the trip or tour is due to take place, as per regulation 4.2 of the [University Regulations for the Activities and Conduct of Student Members](#).
 - c) All club overseas trips will also follow all of Part 4 of the [University Regulations for the Activities and Conduct of Student Members](#), which includes individual permission requirements for each student (through the Sports

Safety Officer and the Proctors) should the trip take place during Full Term or the Thursday and Friday preceding Full Term. The club is aware that permission for students to travel within these timescales is not guaranteed and the club will make alternative arrangements if permission is not granted (e.g. change of dates) otherwise the trip or tour will be unable to take place.

- d) The club, the individuals and any club property travelling should not be uninsured during any part of a trip, as comprehensive travel insurance is a requirement for all participants travelling on a club’s overseas trip.
- e) The club acknowledges that failure to register any trip or tour within the above deadline may mean that said trip or tour cannot be approved or take place, either at all or at least in the name of the University.

Safeguarding Children and Vulnerable Adults

18) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.

- a) Any concerns regarding safeguarding are to be addressed to the club committees and the club ensures that every club member knows how to escalate concerns to the committee.
- b) Any concerns brought to the committee are shared with the Sports Safeguarding Officer (SSO), as early as possible, who may refer to the University Designated Leads for a decision and action if required. Concerns should not be reported to the club’s NGB until the University Designated Leads has provided feedback to the Sports Safeguarding Officer.
- c) Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

Club Safety Policy: Oxford University Handball Club - Appendices

Appendices To Be Included: -

- 1) General risk Assessment
- 2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc.

1) OUHaC risk assessment:

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.				
SPORTS CLUB	Oxford University Handball Club			
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Zoe Lacour	DATE OF ASSESSMENT:	14/10/23	

NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Mia Rigby	SIGNING OFF DATE:	29/10/23	
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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	AFFECTED GROUPS	EXISTING CONTROL MEASURES IN PLACE	RISK	SUGGESTED FURTHER ACTION(S)	ACTION BY: who/when/date completed
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VENUE / LOCATION SPECIFIC

Indoor hazards minor / major injury caused by: <ul style="list-style-type: none"> Lack of lighting Inappropriate space 	Participant s, spectators, coach/instructor, officials	Check court surface and surrounding areas by coach / leader before activity commences – use paper towel to dry any slippery surfaces.	3C	In event of any serious injury/incident: If at Iffley Road, inform duty staff (via reception)	
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<ul style="list-style-type: none"> • Slip, trips, falls from slippery surface or inappropriate footwear. • Damaged surface • Unsafe equipment : handball goals not correctly assembled may fall on players. • Electrical 		<p>Ensure players have appropriate footwear with sufficient grip.</p> <p>Check goals are secure and properly set up.</p> <p>Check lighting conditions are appropriate for activity.</p> <p>Ensure those not involved in activity are outside the court.</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>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 to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.</p>	<p>2D</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>	

TRAINING / COMPETITION ACTIVITY AND EQUIPMENT - SPECIFIC

Poorly planned and managed handball training including poor coaching practice may contribute to unsafe practices

Coaches, Experienced activity leaders, Participants

Training and games to be structured in conjunction with EHA guidelines and best practice.

Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.

Training intensity should be adapted for level of participant. Increased attention to beginners.

Sessions are led by a qualified coach or appropriately experienced leader (details of whom to be given to Sports Fed).

Coaches/Instructors to provide confirmation of qualification/insurance to Club and Sports Fed (latter for Coach Consultancy Agreements)

Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to.

Participants should disclose if they have any injuries/illness in advance (e.g. when signing up to club) and update any changes.

Participants encouraged to warm up and cool down and to wear

2B

Action to take ASAP
 In event of any serious injury/incident:

If at Iffley Road, inform duty staff (via reception)

Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.

Written Report Required

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>appropriate clothing, including appropriate footwear.</p> <p>Dynamic risk assessments may be required for unforeseen circumstances or situations.</p>			
<p>Slips, Trips and Falls</p> <p>Potential of minor to major injury.</p> <p>Examples of slip hazards: Following cleaning of floor Changing/Shower areas Spilt drinks</p> <p>Examples of trip/fall hazards: Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps</p>	<p>Participant s, 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 outside court area.</p> <p>No running in changing/shower areas</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>2B</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</p>	<p>Players, spectators, coach/instructor, officials</p>	<p>Use any handling aids where possible including lifts or ramps instead of stairs/steps</p> <p>Make the load smaller or easier to carry.</p>	<p>2B</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</p>	

<p>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>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>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 Poorly maintained equipment e.g. handball goals may lead to injury whether facility, club or personal owned.</p>	<p>Club Committee</p> <p>Club Members</p>	<p>Adhere to EHA and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment purchase dates.</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>1B</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>Road, Parks, Marston)</p> <p>Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities.</p>	<p>Alumni Spectators</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>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>	
WELFARE AND SAFEGUARDING - SPECIFIC					
<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 EHA Welfare guidance</p>	<p>2B</p>	<p>Signpost on club website 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>National Governing Body Designated Welfare Lead</p>	
<p>Exhaustion /Dehydration (see 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 training sessions and matches.</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>3B</p>		

		<p>Have medical support in place and first aid kit.</p> <p>Refer to Welfare where appropriate.</p>			
<p>Safeguarding (relates to any activity involving under 18s and/or vulnerable adults)</p> <p>(see 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>Participant s Coaches Club</p>	<p>Non-Oxford University students who are under 18s generally should not be involved in any club activities, but a few exceptions have been approved by David White, safety officer.</p> <p>U18s must return a signed and completed parental consent form to be permitted to join Oxford University handball club.</p> <p>U18s are not permitted to join in with club social activities involving alcohol.</p> <p>Club committee / coaches responsible for ensuring they are aware if any club members 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 EHA/coach safeguarding training certificate. Check EHA's requirements.</p>	<p>2B</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>	

		<p>For ANY safeguarding concerns involving the activities of an Oxford University Sports Club – refer to David White (Sports Safeguarding Officer) first – David.white@sport.ox.ac.uk Guidance will be sought from the University’s Designated Safeguarding Leads (DSLs).</p>			
<p>Extended/regular contact therefore risk of close relationships developing</p>	<p>Participant (if relationship is inappropriate) Activity Provider (if allegations made) University (reputational damage)</p>	<p>All activity providers required to read the guidance.</p> <p>Activity paperwork gives all participants detail of who to contact in the event of concerns.</p>	2C	<p>All activity providers to complete Safeguarding training before activity commences.</p> <p>Review all planned activities to minimise 1:1 contact. Ensure pre-activity briefing reinforces guidance on social interaction/use of social media etc.</p>	<p>Club welfare officer to ensure safeguarding training recorded. Club welfare officer to review activities and briefing.</p>
<p>Participant may report/disclose abuse at home/ elsewhere Or Activity provider may suspect that participant is suffering abuse at home/ elsewhere</p>	<p>Participant and other family members.</p> <p>Activity provider (distress, and wish to resolve the issue)</p>	<p>All activity providers to read guidance</p> <p>All involved to be given contact details for safeguarding contacts</p>	2C	<p>Pre-activity briefing for activity providers to be set up. Activity providers to be clearly advised in advance about the scope of their role (ie to refer, not resolve problems).</p> <p>Consider arrangements to debrief/support activity providers who may be distressed.</p>	<p>Club welfare officer to set up briefing.</p> <p>Club welfare officer to make contingency plan.</p>
<p>Inappropriate behaviour by activity providers is alleged or suspected</p>	<p>Anyone involved in the activity.</p> <p>Anyone who might come into contact with that individual in other activities.</p>	<p>All activity providers to read guidance</p> <p>All involved to be given contact details for safeguarding contacts</p>	2C	<p>All activity providers to be briefed on requirement to refer any allegations to the relevant University Safeguarding Officer <i>without delay so that it can be referred to the LADO within one working day</i></p>	<p>Club welfare officer to set up briefing.</p>
<p>INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)</p>					

<p>Management of Injuries /Illness (including first aid)</p> <p>Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness.</p>	<p>All</p>	<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>	<p>3C</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>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</p>	<p>Anyone</p>	<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 	<p>2D</p>	<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>Won't be showing any movement including not breathing or may be making gasping sounds).</p>		<p>(paramedics will bring it).</p> <ul style="list-style-type: none"> ● 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. 		<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>Headshots 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>Participant s</p>	<p>Sports Club Committee and coaches are to be aware of any specific EHA 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> <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</p>	<p>3C</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</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>			
c) Driver Safety					d)
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> <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>	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>	
Hired Vehicle (through Sports Federation)	Drivers, passengers	Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place.	2C	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	

		<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>		<p>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> <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>	1C	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.	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	

		<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>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-re moteforms.info-exchange.com/Incident</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>	
<p>SOCIAL / NON-TRAINING ACTIVITIES such as use of alcohol, non-prescribed drugs, behaviour / personal safety</p>				

<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 EHA and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>No alcohol prior to and during handball training/matches. 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 not 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>3B</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>	
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