

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT.			
SPORTS CLUB	Oxford University Yacht Club – Yacht Cruising		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Matthieu Gillet	DATE OF ASSESSMENT:	30/08/2024
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)		SIGNING OFF DATE:	
Risk Assessment Review(s) – carry out in the event of any control measures being no longer effective, if there are changes in the activity that could lead to new risks and particularly if there has been an accident/incident or near miss. Changes are not always necessary but any review and notes of any change(s) (or no change) should be noted.			
Date of Review	Summarise any changes and why, if any, or note if none.	Person(s) updating RA	Notes

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

HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches, spectators, officials)	EXISTING CONTROL MEASURES IN PLACE	RISK	SUGGESTED FURTHER ACTION(S) (this section <u>needs</u> to be completed where risk is determined to be medium/low, medium, or high . Where risk is determined to be low, effectively zero , this is optional)
INJURY / ILLNESS MANAGEMENT (incurred in training or non-training club activities)				
General hazards minor / major injury caused by: <ul style="list-style-type: none"> • Slip, trip, falls (add in any specific advice) • Fire (add in any specific advice) • Unsafe equipment (add in any specific advice) • Electrical 	Participants, spectators, coach/instructor, officials	<p>Check playing surface and surrounding areas by coach / leader before activity commences.</p> <p>Check any other equipment (mats, posts, etc.)</p> <p>Check lighting conditions are appropriate for activity.</p> <p>Ensure those not involved in activity are outside of playing area.</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>Water based (non-pool) (sea, river, lakes) – minor / major injury, drowning/fatality, hypothermia caused by:</p> <ul style="list-style-type: none"> • Swimming ability • Equipment incl servicing and loading/unloading • Tides incl rip, • Other users • Temperature (water) • Pollution /Objects in water • Access to water (sand, mud, angle of embankment, objects such as rocks) • Emergency protocols (lifeguards, coastguard) • Communication (boat to/from diver, diver to diver) • Seasickness 	<p>Participants, Instructors / coaches Others with specific duties (e.g. handling boat)</p>	<p>Swimming ability should be declared/known in advance.</p> <p>Check water for visibility, depths, where possible submerged obstacles, tidal conditions (incl times), rip tides and surrounding areas (such as slipways) are safe and accessible.</p> <p>Check any other equipment (e.g. posts, masks, diving equipment, boats, clothing) are in working order and ensure they are appropriate for water and weather conditions.</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 (remember safety is</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. If afloat,</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>paramount) or abandon if conditions etc become unsafe during activity.</p> <p>Ensure everyone on/in the water and on the side of banks, on beach etc. 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 in the water.</p> <p>Abide by national and local regulations governing sport / council area in the UK of activity.</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</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)</p>

		<p>EMS personnel particularly if evacuating.</p> <p>Crew to be briefed about location of fire extinguishers. Gas taps to be close after use at the stop cock on the gas line. Gas stove equipment and fire alarms to be inspected and tested prior to use.</p>		<p>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 activity including poor coaching practice may contribute to unsafe practices	Coaches, Experienced activity leaders, Participants	<p>Training and games to be structured in conjunction with NGB guidelines and best practice.</p> <p>Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.</p> <p>Training intensity should be adapted for level of participant. Increased attention to beginners.</p>		<p>Action to take ASAP In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865</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 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>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>
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		<p>A crew list will be left ashore with the charter company or Sportsfed, along with training plans and an estimated return time.</p> <p>If sailing in deteriorating conditions, inform the coastguard of your intentions.</p>		
<p>Collisions and groundings Resulting in serious injuries and potentially sinking</p>	Participants, coaches	<p>Crew to be aware of the IRPCS and Racing Rules of Sailing to avoid collisions.</p> <p>A watch will be kept at all times while sailing, in particular for large fast-moving commercial vessels.</p> <p>Crew to be briefed on emergency procedures including abandoning the vessel, locating of life raft and flare use.</p>	1D	
<p>Engine fire Leading to serious injury or sinking</p>	Participants	<p>Engine checks to be performed prior to leaving port.</p> <p>Crew briefed on how to handle an engine fire.</p> <p>Fire extinguishers kept up to date and regularly checked.</p>	1C	
Navigational Hazards	Skipper, participants	Ensure skipper is qualified and competent to take charge		If unsure, seek local knowledge.

		<p>of the vessel, and has knowledge of the local area and navigational hazards.</p> <p>Only a skipper confident and competent in unfamiliar waters should take a yacht into such waters.</p> <p>Skipper encouraged to ask crew to check planned route in unfamiliar waters.</p>		
<p>Use of winches Leading to serious injury</p>	Participants	<p>Novices briefed and trained to operate winches.</p> <p>Loaded winches should never be released at the jammer without first taking up the load.</p>	1C	
<p>Boom injuries Leading to serious injury. See Concussion.</p>	Participants, coaches,	<p>Activity leaders to conduct briefings prior to training regarding manoeuvres where the boom is likely to move rapidly, such as when changing tacks.</p> <p>Participants to observe such manoeuvres in light conditions if possible prior to being involved.</p> <p>Skipper to communicate with crew by hailing, repeated by crew as confirmation.</p>	1D	

Mast Ascending Risk of falls leading to serious injury	Participants	<p>Reduce the need to ascend the mast by practicing good planning e.g. taping spinnaker sheets.</p> <p>Try alternative methods from the deck if appropriate.</p> <p>When ascending, two halyards must be used at all times, at least one tied on.</p> <p>Activity leader to supervise winching and brief participants beforehand.</p> <p>Ascending equipment to be checked beforehand.</p>	1C	<p>Avoid ascending the mast while sailing. In rough conditions, avoid ascending except in safety-critical situations.</p>
Immersion Leading to drowning and hypothermia	Participants	<p>Participants to wear lifejackets:</p> <ul style="list-style-type: none"> • If non-swimmers. • In deteriorating weather conditions (e.g. when reefed) • At night. • In low visibility conditions. • If the participant is alone on deck. • When the skipper deems it necessary. 	1D	

		<p>As the weather further deteriorates, a lifeline will be used, as well as at night and any time the skipper deems in necessary.</p> <p>All crew to be clear on the MOB recovery procedure, including how the specific vessel is equipped to recover casualties.</p> <p>Safety briefing to cover these procedures.</p>		
<p>Sailing hazards (related to weather conditions and sailing environment)</p> <p>Leading to an increased risk of minor or serious injury.</p>	Participants, coaches	<p>Before all outings, a weather report must be sought from several sources, and a decision to go out made by the skipper, based on the boat, crew and training goals.</p> <p>Avoid sailing in fog or poor visibility. If fog is seen to come in seek a visibility report from a coastguard station and head in if necessary.</p>	2B	
Overnight stays	Participants, coaches	All overnight stays must be in a marina or area approved by coastguard. Abide by local regulations stated in Almanac.	2A	

<p>In a marina: Risk of strangers to the club gaining access to the boat.</p> <p>At anchor: Risk of dragging, deterioration of conditions.</p>		<p>Close boat up when leaving ashore. Make sure marina doors are well shut when leaving. Seek local advice in unfamiliar areas.</p> <p>Check anchor hold by running the engine in reverse (2000 rpm approximates 40 kts gusts).</p> <p>Select an anchor spot with good holding, in a sheltered area for the forecasted conditions.</p>		
<p>Slips, Trips and Falls Potential of minor to major injury.</p> <p>Examples of slip hazards; Following cleaning of floor, Changing/Shower areas Spilt drinks Wet grass Mud Ice Slopes</p> <p>Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces</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>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</p>

<p>Mats Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps Rope bights and loops</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 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>Mentioned in safety briefing.</p>		<p>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>Keep a tidy deck while sailing, coiling ropes when racing after they have been used. Instruct participants never to stand in bights.</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>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</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</p>

<p>Visibility may be compromised if carrying excess load.</p> <p>Avoid propping open fire doors</p>		<p>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>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 injury whether facility, club or personal owned.</p>	<p>Club Committee</p> <p>Club Members</p>	<p>Adhere to RYA 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>	1C	

<p>Personal Equipment</p>	<p>Club Members</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>When chartering, yachts to be inspected and inventory taken prior to returning paperwork. Ensure emergency equipment (life rafts, rescue equipment, life jackets) is in date and pre-start engine checks are performed.</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> <p>If chartering, inform charter company for advice or to arrange repair.</p>
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[illegible]

Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities .	<p>Alumni Spectators</p> <p>Club members 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)</p> <p>Do not use disposable BBQs in very dry conditions.</p> <p>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>
<p>Cold</p> <p>Leading to hypothermia</p>	Participants, spectators, coaches	<p>Skipper to regularly check in with participants about how they are feeling.</p> <p>Adequate food to be supplied for the trip.</p> <p>If needed, spare clothing can be sourced by the club prior to the trip.</p> <p>Warm drinks to be available to participants.</p>	2B	
<p>Welfare</p> <p>(also see Exhaustion/Dehydration and Safeguarding)</p>		Overtraining /Dehydration	2A	Signpost where appropriate by Club committee / welfare officer. Examples:

<p>Mental Health Wellbeing</p> <p>Weight Management (where appropriate)</p>	<p>All Club Members Coaches</p>	<p>Stress Bullying Follow NGB Welfare guidance</p> <p>Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight.</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 (also link to Welfare)</p> <p>Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment</p>	<p>Participants</p>	<p>Players to bring water/appropriate fluid to sessions. Trip organiser to adequately provision boat with snacks and water.</p> <p>Water fountains are available at Iffley Road. Check availability at other facilities.</p> <p>Breaks given for rehydration in training and competition.</p> <p>Have medical support in place.</p> <p>Refer to Welfare where appropriate.</p>	<p>1B</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 Unsupervised activities (including providing advice)</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 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> –</p>	<p>1B</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>
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		David.white@sport.ox.ac.uk Guidance will be sought from the University's Designated Safeguarding Leads (DSLs).		
Management of Injuries /Illness (incl first aid) Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness	All	<p>Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly.</p> <p>If not at a staffed facility, use any first aider / medical staff provided (e.g. BUCS fixtures at Parks) otherwise seek advice on 111 (999 if life threatening).</p> <p>Alternatively, declare an emergency using a DSC distress signal followed by a voice call on channel 16.</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>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>

		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.		Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification.
<p>Cardiac Arrest (<i>where a heart stops pumping blood around the body. A heart attack is a sudden loss of blood flow to a part of the heart muscle</i>)</p> <p>Party will be; Unconscious Unresponsive Won't be showing any movement including not breathing or may be are making gasping sounds).</p>	Anyone	<p>If alone –</p> <ul style="list-style-type: none"> • Call 999/112 if possible using hands free speaker on phone or declare an emergency using a DSC distress alert followed by a voice call on channel 16. • 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. Alternatively, declare 		<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>an emergency using DSC distress followed by a voice call on channel 16.</p> <ul style="list-style-type: none"> • Helper find and bring defib to casualty if ashore. • Ask helper to take pads and defib out and follow voice prompts. • Carry on with defib/CPR until paramedics or coastguard arrive. 		<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>	Participants	<p>Sports Club Committee and coaches are to be aware of any specific NGB concussion protocols. Generic guidance can be found here</p> <p>RYA policy is to recognise and remove. 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>	2B	<p>In event of any serious injury/incident:</p> <p>If at Iffley Road, inform duty staff (via reception)</p> <p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life</p>

		<p>Immediately seek medical attention (999) if red flag systems are displayed:</p> <ul style="list-style-type: none"> • Severe Neck Pain/Tenderness • Repetitive vomiting and/or seizures • Double vision and/or severe headaches • Increasingly combative or agitated • Weakness, tingling or burning in limbs • Losing consciousness <p>Liaise with first aider and have someone stay with injured party (incl if transferred to hospital).</p> <p>Monitor casualty for a minimum of 2 hours (RYA guidelines).</p> <p>Participant to stop immediately if he/she feels unwell on any return to activity.</p> <p>Inform student's college ASAP after incident.</p>		<p>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 Safety Officer and/or club Welfare Officers (including signposting).</p>
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TRAVEL - SPECIFIC

a) Travel to/from venues away from Iffley Road

Lack of driver preparedness Leading to distracted driving	Drivers Club committee	<p>Drivers of any vehicle, with help of other responsible person(s), should check in advance for:</p> <p>Location and parking arrangements. If using Sat Nav, program routes before setting off. If using via a phone, use a cradle but beware of driving laws that 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>	2B	<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>
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		Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces.		
b) Driver Safety				
Driver Distraction (e.g. use of mobile phone, eating/drinking, passenger distracting, leaning/reaching) Leading to distracted driving, increased likelihood of being involved in an accident.	Drivers Passengers Drivers	Should be made aware distractions/anti-social behaviour are likely to affect driver. Do not use mobile phones whilst driving. Suggest putting on 'Do Not Disturb mode'. Use controls on steering wheel (where appropriate) to avoid reaching/leaning for dashboard controls Advised not to use headphones whilst driving. Advised not to eat or drink whilst driving. Pull over and stop in a safe place to do so.	1C	Drivers are liable for fines/points/attending training course for any breaches of the Highway Code. Responsible for safety of themselves and all others in vehicle.

		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.		
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>	1B	<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> <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>	1B	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	<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>	1C	<p>Away from Iffley Road – inform any facility (duty) staff first. If none, call 999/112 and then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388.</p> <p>Use What3Words App for precise location (see website here) & Save A Life app for nearest defib</p>

		<p>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>location (download App from IOS or Google Play)</p> <p>Accidents to be reported to https://oxforduni-remoteforms.info-exchange.com/Incident</p> <p>For hired vehicles, inform Sports Fed asap so hire company can be told</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>
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<p>Road accidents while towing Increased severity of potential accidents while towing, loss of and damage to towed equipment, danger to other road users</p>	<p>Drivers, passengers</p>	<p>Driver responsible for ensuring trailer is roadworthy, and towing activity covered by their insurance, as well as equipment insurance.</p> <p>Trailer setup to be verified prior to commencing journey.</p> <p>If necessary, adapt speed to suit road conditions while towing.</p>	<p>1C</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 NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess.</p> <p>Drivers should not drink any alcohol and see non-alcohol alternatives.</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>2B</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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OTHER - SPECIFIC**Risks from terrorism**

High risk of attacks affecting UK interests or British nationals.

All members

Stay aware of your surroundings at all times.

Following UK Counter Terrorism Policing information and advice on [staying safe abroad](#) and what to do in the event of a terrorist attack. Find out [how to reduce your risk from terrorism while abroad](#).

1D