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| UNIVERSITY of OXFORD SPORTS DEPARTMENT |  |  |  |  |
| **OXFORD UNIVERSITY RISK ASSESSMENT** | **DATE: - October 2016** |  | To be used in conjunction with the OUMPA Constitution and Code of Conduct, as found on [www.oumpa.org](http://www.oumpa.org) . |  |
| **Modern Pentathlon** |  |  |  |  |
| **Who might be harmed** | **HAZARD** | **Risk** | **Control Measure in place** | **Further Risk reduction required**  **Y / N** |
| **General hazards common across multiple club activities** | | | | |
| Participants | Drugs and Alcohol | Minor / Major injury | * The Consumption of alcohol and non prescribed drugs is prohibited. |  |
| Participants | No qualified / insured instructors / coaches | Unsafe practice | * Club Committee to ensure that the coach / instructor is qualified and insured and where applicable a DBS check has been carried out. |  |
| Participants | Equipment failure | Minor / major injuries | * Club Committee to ensure necessary equipment checks and servicing has been completed and documented. |  |
| Participants | Slips, trips , falls | Minor injury | * Club Committee (coordinating with facility staff) to ensure that the facilities are safe to use. |  |
| Participants | Fire | Burns / fatality | * Club Committee to ensure a safety brief at the beginning of meeting to includes what to do in the event of a fire, location of nearest exits, fire assembly points. |  |
| Participants  General public | Travel | Major incident / accident , Fatality | * Drivers to comply with current Road Safety laws and have a full driving licence. * Hire vehicles drivers MUST have passed the University accredited driving course. Drivers must be 21 or over. * Trip registration forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services. * The registration form for trips aboard MUST be sent a minimum of 1 month prior to the trip departing. * Club Committee to supply Safety officer with travel insurance details and trip Risk Assessment.   In the event of a major accident security services must be contacted 01865 289999 |  |
| Participants, general public | Injury/incident away from Oxford | Minor / major | * Event organiser to be appointed before travelling. * Location details to be noted in advance, in case emergency services need to be contacted. * Local emergency procedures to be known and followed and, where necessary, supplemented by measures specific to OUMPA. |  |
| Participants | General sports injuries,  "pulled" and torn muscles,  ligaments, and tendons | Minor / Major injury | * Athletes encouraged to warm up/cool down and stretch prior to/after each training session. This warm up/cool down is just as important as the rest of the training session. * New/inexperienced athletes should be given advice on how to train properly. * Group warm-up made available to ensure that less experienced athletes are properly prepared. * Athletes should be made aware that they should stop exercise if at any point they feel unwell, or are experiencing significant pain. * It is ultimately the individual athletes’ responsibility to monitor their own fitness to participate, but activity leaders/coaches should keep an eye on all athletes present and if necessary adapt/stop the session if they feel an athlete is at risk of hurting themselves. * The committee are responsible for maintaining a club atmosphere where athletes do not feel pressured into overtraining or pushing themselves through an injury. |  |
| Participants | Individual medical conditions | Minor / major | * When registering with the club, athletes are required to inform the President of any medical conditions that may affect their fitness to participate in club sessions; should this situation change during the year they must also inform the President. * Athletes are responsible for managing any medications they take for their conditions(s). |  |
| **Fencing** | | | | |
| Participants | Broken Blades | Minor / Major injury | * Training - obey the referee, proper technique and observation of rules and etiquette. * Full safety equipment to be worn at all times when engaged in or demonstrating fencing. All equipment owned by the club conforms to latest Pentathlon GB / FIE standards. * Regular inspection of blades and disposal of those with weakened "soft" points anywhere along their length. * New blades to be maraging steel. Proper repair of blades/wires to be undertaken where necessary. |  |
| Participants | Disposal of Broken Blades | Minor / Major injury | * Broken blades handed to facility staff at Iffley Road for disposal. |  |
| Participants | Slipping, falling, collision  with opponent or obstacle | Minor / Major injury | * Area on/around pistes kept as clear as possible. * Fencers to use appropriate footwear. * Observation of rules regarding the "fleche" – must pass the opponent adjacent to their non sword arm. * Piste surface to be checked at training and events. * Spectators asked to stand at the end of piste when insufficient room to stand at side. |  |
| Participants  General Public | Referees and bystanders  caught up in on-piste  action | Minor / Major injury | * Referees and bystanders keep a safe distance. * Where not able to put a safe distance between themselves and fencers, referees wear full protective equipment (including masks). * Spectators move to ends of piste. |  |
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| Participants  General public | Risk to fencers and  general public  transporting kit on bicycle  or foot | Minor / Major injury | * Blades should be kept covered when being transported. * Cars are preferable form of Transport where practicable. |  |
| Participants | Breaking lights in low  ceiling venues | Minor / Major injury | * Limit fencing here where possible, remind fencers of the risk |  |
| Participants | Medical conditions | Minor / Major injury | * Athletes reminded to inform the club president of any medical conditions when joining up to the club, and to keep the President informed if their circumstances changed during the year. |  |
| Participants | Injury sustained during  training | Minor / Major injury | * Activity leaders issue clear instructions. If an injury occurs, procedures outlined in the code of conduct (section 8) are followed. * Phone in cricket schools can be used to contact reception. |  |
| Participants | Risk of weapons being  used other than for the  purpose of fencing, club  kit being taken from the  cupboard for this purpose | Minor / Major injury | * Sign on cupboard detailing process for borrowing kit * Termly sword inventory by the Armourer, * Keys to the fencing cupboards are stored behind the main reception desk with only a limited number of people having access. |  |
| **Riding** | | | | |
| Participants | Trodden On | Minor / Major injury | * Inexperienced or nervous riders advised not to handle horses, * Sensible footwear and helmets must be worn at all times around horses. |  |
| Participants | Bitten | Minor / Major injury | * Teach correct procedures for handling horses. * Warning notices of horses prone to biting\* |  |
| Participants | Leading and  Handling | Minor / Major injury | * Inexperienced or nervous riders advised not to handle horses, * Advised on safest methods for leading\*. |  |
| Participants | Kicked | Minor / Major injury | * Inexperienced or nervous riders advised not to handle horses, * Warning notices of horses prone to kicking\*, * Approach horse from front. |  |
| Participants | Poor  Instruction | Minor / Major injury | * The club only uses establishments that are approved by a relevant authority such as the BHS or the ABRS. * Teaching staff are either appropriately qualified, in accordance with the authority with which the riding club is recognised, or they have a sufficient level of experience equivalent to such qualifications. |  |
| Participants | Falling Off | Minor / Major injury | * Riders to be supervised at all times, BHS safety standard hats to be worn at all times when around horses. * Footwear with a heel to be worn at all times, * Back protectors to be worn when jumping, * Riders encouraged to speak out if they feel unsure * Check for correctly fitted tack, * Riders to take advice about horse, * Riders advised on correct way to fall off so as to minimise danger e.g. from trampling. |  |
| **Shooting** | | | | |
| Participants | Pellet Wound | Minor / Major injury | * Range Officer (RO) to be appointed to lead the session, as laid down in the Code of Practice, * Only Committee Members/Club Coach to take RO duties on Club training sessions, * Guests and probationary members must be supervised closely by full members * Distance to be maintained from targets when shooting. * Eye protection to be worn if necessary. * Guns should point downrange at all times. * All guns to be made safe (i.e. unloaded, with safety breach clearly open) prior to anyone stepping forward of the line of fire. * Participants should only step forward of the line of fire when the range has been declared safe by the RO. * Guns should be rested on the table and not touched when anyone is in front of the line of fire. * Guns should always be handled as if they were loaded, and never pointed at people even if thought to be safe. |  |
| Participants | Lead poisoning. | Minor / Major injury | * No food/drink to be consumed on range, * Make members aware that they should wash their hands thoroughly after shooting, * All spent/dropped pellets to be thoroughly cleared away at the end of each session. |  |
| Participants | Misuse of guns | Minor / Major injury | * Guns to be kept in a locked cabinet at Iffley Road at all times when not in use; the keys to this cabinet will be held at Iffley Road reception and access will be limited to a small number of designated people. * Guns should be kept boxed at all times when being transported. * Guns only to be unboxed on a proper range under the control of a range officer. |  |
| Participants | Ricochet | Minor / Major injury | * Proper initial instruction of inexperienced athletes to ensure correct aim. * Ensure no metal objects are forward of the line of fire. |  |
| Participants | Uncontrolled discharge of compressed air | Minor / Major injury | * All participants instructed how to safely recharge and use compressed air cylinders. * Pistols to be kept boxed when travelling. * Pistol air cylinders to be serviced every 3 years, and documented on log sheet. * Boxes and cupboards where compressed air is stored to have safety warning. * Main (large) air cylinder to be professionally refilled and maintained, as documented on a log sheet. |  |
| Participants | Unsafe use of guns by novice or inexperienced  members | Minor / Major injury | * Mandatory safety briefing to all new members and novices. * Novice/inexperienced shooters to be properly supervised. * All members to sign safety declaration and complete membership form before they shoot any firearms. |  |
| Participants, spectators | Damage (esp. to eyesight) from use of laser pistols | Minor / major injury | * Down range area to be kept clear of reflective surfaces such as metals or glass. * Guns to be kept pointing down range at all times. * Guns should always be handled as if they were loaded, and never pointed at people even if thought to be safe. * Guns, pistol boxes and storage cupboards should all have proper laser warning signs. * All laser pistols used in club sessions should be Pentathlon GB approved. |  |
| **Swimming** | | | | |
| Participants | Water | Minor / Major injury | * Groups to be kept to a manageable size (<30), * Lifeguard to be present at all times on the poolside, * Participants should at all times listen to and obey the instructions of the lifeguard(s). * In using the Rosenblatt Pool in Iffley Sports Centre, the operating procedures followed by OUSC are the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), * All participants should be competent swimmers, able to complete at least 50m without stopping. |  |
| Participants | Health conditions | Minor / Major injury | * Swimmers to be vigilant of themselves and each other, * Encourage a supportive environment where people are not pushed overly hard; the coach will monitor athletes and if necessary amend the session accordingly. * Encourage warm up and stretching. * No swimmer should enter the water or attempt to train if they feel unwell. In the first instance, it is the individual’s responsibility to monitor their own health and judge whether they are fit to participate. |  |
| Participants | Slips, trips and  falls | Minor / Major injury | * All swimmers warned to take care at water edges when entering and leaving water, * No running allowed on poolside, * Orderly behaviour essential on side of pool. * Any problems with the facilities (esp. cracked trials, slippery surfaces etc.) should be notified to the lifeguards. |  |
| Participants | Diving | Minor / Major injury | * Swimmers must be of appropriate standard to dive into shallow end at competitions, * Training is to be given to those not competent, by a swimming coach, * Local regulations about diving are to be followed. |  |
| Participants | Poor Coaching  or Instruction | Minor / Major injury | * Only use fully insured and qualified coaches who follows NGB guidelines. |  |
| Participants | Cuppers | Minor / Major injury | * Ensure that the event is planned carefully in advance, and that enough OUMPA members will be in attendance on the day to ensure the smooth running of the event, * The cupper’s organiser must ensure that the attention of every competing swimmer is drawn to the safety information requirements as provided in this form by means of a safety briefing prior to the event itself. |  |
| **Running** | | | | |
| Participants | Running Alone | Minor / Major injury | * Runners encouraged to run with other club members on organised runs. * Remind runners of the risks of running alone, as regards injury away from sources of help, use of roads, personal security, etc. |  |
| Participants | Running in the dark | Minor / Major injury | * Runners encouraged to wear light coloured or reflective clothing, or to avoid running in the dark. * Remind runners of the risks of running in the dark, as regards use of roads, personal security, etc. * Where possible, organised club runs should be held during the day or at a floodlit track. |  |
| Participants | Cold / hot weather | Minor / Major injury | * Members encouraged to warm up thoroughly in cold weather and to wear clothing appropriate to the conditions. * Participants reminded to stay well hydrated in hot weather. * On longer trips, if tap water is not available, bottled water should be provided. * Sun-protection is advisable. * Educate members about the risks of hot and cold weather and how they can reduce the risks and deal with injuries /dehydration etc if necessary |  |
| Participants | Uneven ground | Minor / Major injury | * Educate members on how best to run on uneven ground, and on proper kit selection. * Running sessions should not be held on unnecessarily rough terrain. |  |
| Participants | Asthma | Minor / Major injury | * Members required to let committee members know if they are asthmatic, and are responsible for managing their own medication. |  |
| Participants | Inadequate equipment  / kit | Minor / Major injury | * Club members should provide their own running kit; committee members/experienced athletes will be available to advise on what to get if necessary. * All committee members should inform any club member who they believe to be using inappropriate or potentially hazardous kit, |  |
| Participants | Lighting, ground and  weather conditions | Minor / Major injury | * The activity leader or coach will be responsible for judging whether the conditions are suitable for a session to go ahead. If the conditions are not safe, the sessions can either be cancelled or moved to a different loacation. * Participants are encouraged to dress appropriately for the conditions, for example in hot/cold/wet weather. |  |
| Participants | Vehicles | Minor / Major injury | * Vehicles are sometimes present in University Parks. Committee members should always be aware of the possible risk, and be ready to alert and divert the running group. If necessary, a complete change of route may be made during the "rep" sessions. |  |
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**RECOMMENDATIONS FOR RISK REDUCTION**

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| Action | By When? | By Whom? | Completed |
| Participants to wear Appropriate clothing and PPE | 31 Oct | Club Committee |  |
| Club to ensure they have sufficient insurance a copy to be sent to the Sports Safety Officer | 31 Oct | Club Committee |  |
| Copies of instructor qualification and insurance to be supplied to Sports Safety Officer | 31 Oct | Club Committee |  |
| Safety brief to be conducted by the committee and to document who has received the brief | 31 Oct | Club Committee |  |

Club President …………Dani Chattenton Date …………………31/Oct/2016

Club Secretary …………Hugo Fleming Date ………………………31/Oct/2016

Health and Safety Officer ……Hugo Fleming Date ………………………31/Oct/2016

**RISK ASSESSMENT REVIEW**

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| Date | Comments | Actions | Completed |
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Club President ……………………………………. Date ……………………………………..

Club Secretary …………………………………….. Date ……………………………………..

Health and Safety Officer ………………………… Date ……………………………………..