

RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

This is a template for OU Sports Club use only and their general activities. Amend as required. Additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk).

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

SPORTS CLUB	Oxford University Basketball Club (OUBbC)		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Bill De La Rosa	DATE OF ASSESSMENT:	26 May 2022
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	Bill De La Rosa	SIGNING OFF DATE:	26 May 2022
DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Risk of generic activities			

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

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

HAZARD (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)
<p>Indoor hazards minor / major injury caused by:</p> <ul style="list-style-type: none"> • Lack of lighting • Temperature on to ventilation • Inappropriate space • Slip, trip falls • Fire • Damaged surface • Unsafe equipment • Electrical 	<p>Participants, spectators, coaches, and officials</p>	<p>Check playing surface and surrounding areas by coach / leader before activity commences.</p> <p>Check any other equipment such as basketballs, wheelchairs, hoops, and nets.</p> <p>Check lighting conditions are appropriate for activity.</p> <p>Ensure those not involved in activity are outside of playing area.</p>	<p>B (Medium/Low)</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>Training /Competition</p> <p>Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices</p>	<p>Coaches, Experienced activity leaders, Participants,</p>	<p>Training and games to be structured in conjunction with NGB guidelines and best practice.</p> <p>Training intensity should be adapted for level of participant. Increased attention to beginners.</p> <p>Sessions are led by a qualified coach or appropriately</p>	<p>B (Medium/Low)</p>	<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</p>

<p>Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.</p>		<p>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 appropriate clothing. Dynamic risk assessments may be required for unforeseen circumstances or situations.</p>		<p>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>
<p>Slips, Trips and Falls Potential of minor to major injury. Following cleaning of floor, Slippery floors due to sweat Changing/Shower areas Spilt drinks</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. Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made</p>	<p>B (Medium/Low)</p>	<p>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.</p>

		<p>safe (Encourage a 'see it, report it, sort it' mentality).</p> <p>Drinks to be consumed and stored well from playing/activity area.</p> <p>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>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 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>Players, spectators, coach/instructor, officials</p>	<p>Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps</p> <p>Make the load smaller or easier to carry.</p> <p>Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips, and falls.</p> <p>Look to avoid twisting, lifting from floor to above shoulders and/or carrying over excessive distances where possible.</p> <p>Seek assistance from others in the event of needing to open doors. (Propping open fire exit</p>	<p>B (Low)</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>

		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>Fire/Smoke Inhalation May lead to minor/major injury or fatality</p>	Participants, spectators, coach/instructor, officials	<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>	B (Low)	<p>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. 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>
<p>Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owed.</p>	Participants, spectators, coach/instructor, officials	<p>Adhere to NGB and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly noting any expiry dates / deadlines. Club committee to be aware of club property. Record and maintain via an inventory. Share</p>	B (Low)	

<p>Personal Equipment</p>		<p>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>Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.</p>		<p>Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation (or for those based at Iffley Road, inform General Manager).</p>
<p>Food & Drink Provision by Club If providing food/drink, be aware of the following which</p>		<p>Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Use University (onsite) providers/caterers if possible.</p>	<p>B (Low)</p>	<p>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.</p>

<p>may lead to illness or even a fatality:</p> <p>Food Allergies / Intolerances</p> <p>Food Poisoning</p> <p>Using a BBQ on University premises (Iffley Road, Parks, Marston)</p> <p>Serving alcohol (may require facility permission and possibly licence). Also refer to Social Activities.</p>	<p>Club members Alumni Spectators</p> <p>Club members Alumni Spectators</p>	<p>Any food/drink prepared at ‘home’ and brought for others to consume, ensure allergen foods are declared.</p> <p>Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food.</p> <p>Use appropriate storage (e.g. Tupperware, labels).</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>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>Welfare (also see Exhaustion/Dehydration and Safeguarding)</p>		<p>Overtraining /Dehydration Stress</p>	<p>B (Low)</p>	<p>Signpost where appropriate by Club committee / welfare officer. Examples:</p>

<p>Mental Health Wellbeing</p> <p>Weight Management (where appropriate)</p>	<p>All Club Members Coaches</p>	<p>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.</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>B (Medium/ Low)</p>	
<p>Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) (also link to Welfare)</p> <p>Any signs of unexplained physical injury/illness Signs of mental abuse</p>	<p>Participants Coaches</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>B (Low)</p>	<p>In the event of any concerns or incidents follow the NGB and University reporting procedures.</p> <p>For further advice:</p>

<p>Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)</p>	<p>Club</p>	<p>Avoid or if not possible mitigate risks of to ensure the party engaging in activity unsupervised. Where an appropriate person is supervising mitigate risk of 1:1 by having others in attendance.</p> <p>Coach/Instructor/Leader MUST have done NGB Safeguarding training and if necessary be DBS checked.</p> <p>Coach etc and club are aware of and follow NGB and University safeguarding policies including an appropriate DSL person and procedures in place for concerns/reporting.</p>		<p>Contact the club's NGB for their Safeguarding/Child Protection policies and procedures. Ensure this information is passed on to relevant persons within the club.</p> <p>Be aware of Oxford University's Safeguarding Code of Practice</p> <p>Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.</p>
<p>Management of Injuries /Illness (incl 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</p>	<p>B (Low)</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</p>

		<p>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>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>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>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>No intentional headshots.</p> <p>Liaise with first aider and have someone stay with injured party (incl if transferred to hospital).</p> <p>Signpost to relevant parties ASAP such as SSO, College.</p> <p>Monitor condition before allowing return to activity (in line with NGB guidelines).</p> <p>Participant to stop immediately if he/she feels unwell on return to activity.</p>	B (Medium/ Low)	<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>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>Travel To / from venues away from Iffley Road.</p> <p>Private Vehicle</p> <p>Hired Vehicle (through Sports Fed)</p> <p>All drivers</p>	<p>Drivers, Passengers</p>	<p>Check in advance. Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue.</p> <p>Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.</p> <p>Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place. Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.</p> <p>Adhere to road and traffic laws and regulations.</p>	<p>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>B (Low)</p> <p>Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business.</p> <p>Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)</p> <p>Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles).</p>
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<p>Passengers</p>		<p>Responsible for safety of themselves and all others in vehicle.</p> <p>Take regular rest breaks. Do not drive over 2 hours in any one stint. Stop ASAP for a break if feeling tired at any time.</p> <p>Avoid distractions particularly from others in vehicle. Use assistance of others when reversing, parking, or manoeuvring in tight spaces. No alcohol when driving on club business</p> <p>Should be made aware distractions/anti-social behaviour are likely to affect driver.</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>
<p>Travel (Incidents) incl accidents, breakdown.</p>	<p>Drivers Passengers</p>	<p>Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place.</p>	<p>B (Medium/ Low)</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>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>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>Social Activities including alcohol, non-prescribed drugs, and behaviour 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 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>B (Low)</p>	<p>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>Covid-19 Minimise spread of virus</p>	<p>Coaches Participants</p>	<p>Avoid contact with others if you might be infectious</p> <p>Respect other people's space</p>	<p>B (Low)</p>	<p>Monitor current university guidance which can be found here.</p>

		<p>Keep up to date with COVID vaccinations</p> <p>Respect those who choose to wear a face covering</p> <p>Cover coughs and sneezes and wash hands regularly.</p>		
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