



Club Safety Policy: Oxford University Rugby Football Club

Introduction

- 1) Oxford University Rugby Football 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 club's constitution.
 - a) The club acknowledges that it is the club's responsibility to ensure that its current activities adhere to the regulations and guidelines of the NGB(s) that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.
 - b) The club is currently affiliated to the RFU 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 during term time (subject to week-by-week changes)

Day	Time	Location	Sessions Name and/or Description
Monday	6-7pm	Iffley Road Rugby Club Gym	Women*s Gym Session
Monday	6-7:30pm	Iffley Road Rugby Pitch	Men*s Pitch Session
Monday	7:30-8:30pm	Iffley Road Rugby Pitch	Women*s Pitch Session
Monday	7-8am	BPS Gym	Men*s Gym Session
Tuesday	7-8pm	BPS Gym	Men*s Gym Session
Wednesday	7-8:30am	Iffley Road Rugby Pitch	Men*s Pitch Session
Wednesday	Variable	Iffley Road Rugby Pitch / Away	Women*s Rugby Match (BUCS)

	(afternoon/ evening)		
Thursday	6-8:30pm	Iffley Rugby Pitch	Men*s Training
Thursday/ Friday	Variable (evening)	Iffley Road Rugby Pitch	Men*s Rugby Match
Friday	Variable (evening)	Iffley Road Rugby Pitch	Women*s Pitch Session
Saturday	Variable (morning)	Iffley Road Rugby Pitch / Uni Parks	Women*s Development Pitch Session

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description
Wednesday 8 th Week MT	11:30am-5pm	Iffley Road Rugby Pitch	Major Stanley's Match

Annual Trips / Tours

Approximate Dates (e.g. Week of Term)	Location	Trip / Tour Name and/or Description
-3 rd - -2 nd Week MT	USA – Harvard University, US Military Academy at West Point, US Naval Academy	Women*s USA Tour. 3 matches (Harvard, Army, Navy) and training sessions
Christmas Vac (tbc)	tbc	Men*s Tour

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.
- 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).
 - 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.
 - 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.
 - b) Should the agreed first aid provision not be available, the risks are reassessed using guidance from the National Governing Body and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the club will cancel that planned activity.

Accidents, Emergencies and Near Misses

- 11) All accidents, emergencies and near misses that take place during club activities are logged by the club and reported to the University via [the Health & Safety Incident Reporting Form](#), which is required by health and safety law, to ensure that the club is maintaining a duty of care to its members. All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.
- a) An 'accident' is defined as an unfortunate incident that happened unexpectedly and unintentionally resulting in injury to a person or persons and/or damage to property.
 - c) 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.
 - d) 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 Howdens through the RFU 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 Howdens through the RFU 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).
- e) 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 Rugby Club - Appendices

Appendix 1: OXFORD UNIVERSITY RUGBY UNION CLUB RISK ASSESSMENT 2024/25

03/09/2024

Activities usually carried out by the club at Iffley Road Rugby Ground, other grounds in Oxford and at other Rugby venues around the country.

OURFC comprises of: Men*s Blues, Women*s Blues, Greyhounds, Panthers, Whippets & Pumas. This risk assessment applies to all competitive matches, the Varsity Match, Tours abroad, Cuppers Finals and training.

OURFC documents i.e. Risk Assessments, Code of Conduct and Constitution will be displayed on the OURFC webpage and reviewed on an annual basis by OURFC. All members of the club are to have read the Risk Assessment and Code of Conduct and are to sign a declaration at the start of the season to enforce that this is the case. Grounds safety and event management is not covered in this Risk Assessment.

Risk Factor:

Likelihood = Likely 5

Probable 4

Possible 3

Remote 2

Improbable 1

Severity = Fatality 4

Major Injury 3

Minor Injury 2

No Injury 1

Then multiply the two for a mark which again equates to Low (1-6), Medium (6-12) or High (12+)

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
Poor Quality Coaching	OURFC's Senior Member is to send the Director of Sport a letter at the beginning of Michaelmas Term each year to clarify that all OURFC's coaches are qualified and insured for the forthcoming season.	Low	OURFC are to update insurance details so that insurance is kept valid and current.
Scrum Machine (located in scrum corner). Injuries can occur through faults with the scrum machine itself, through poor training techniques being practised. Hazard: Minor to Major Injuries.	Ensure the correct technique is taught by coaches. Ensure the scrum machine is in good working order before each use. Ensure that an annual service takes place and records are kept by OURFC. Ensure the cover for the Scrum machine is put on at the end of the session to protect it.	Medium	An annual service by the Scrum machine manufacturer is arranged by OURFC and documentation of service visits filed. OURFC will act on the findings of the service reports as required.

<p><u>Pitches</u> Injuries happen as a result of the state of the playing surface e.g. icy pitch or from foreign bodies on pitch e.g. glass or from slipping on a wet surface.</p> <p>Hazard: Minor Injuries (e.g. bruising) to Major Injuries (e.g. Broken bones from falls etc)</p>	<p>Ensure all players wear the appropriate footwear for the condition of the pitch,</p> <p>Liaise with the groundsman with reference to pitch conditions ahead of the game.</p> <p>Pre-match inspection of the pitch by the Groundsman/OURFC officials/coach and referee to decide whether the pitch is fit for play, clearing any unexpected hazards e.g. glass. Ultimately the decision on whether the game goes ahead rests with the referee for the game.</p>	<p>Medium</p>	<p>Planned sessions should take account of the state of the pitch.</p> <p>Coaches should refuse to allow players to play with the incorrect footwear.</p>
<p><u>Goal Posts</u> Players collide with the goal posts during the course of the game.</p> <p>Hazard: Collision leading to potential head and upper limb Injury.</p> <p><u>Corner Posts.</u> Players collide with corner posts.</p>	<p>The Groundsman is to ensure that padding is in place around each post as per RFU guidelines.</p> <p>The OURFC Groundsman must ensure that the padding around all uprights is secured correctly and in good order.</p> <p>Corner posts should be flexible to allow impact when players are diving for a try in the corner.</p>	<p>Low</p>	
<p><u>Boots and Studs</u> Injuries can be sustained from studs which are not checked.</p> <p>Hazard: Sharp edges which can lead to a greater chance of cuts.</p>	<p>Ensure that studs and boots meet IRB criteria and standards.</p> <p>Before each game all players boots and studs are checked by the referee.</p>	<p>Low</p>	<p>As players are ultimately responsible for their own boots they will regularly check their own kit to ensure it is safe to use during training sessions. As games are played at regular intervals during term then any boot issues regarding safe studs will be raised.</p>

<p><u>Running and passing.</u> Hazard: Injuries from falling over or collision with other players.</p>	<p>Coaches to ensure that enough space is used for practices and clear instructions are given by coaches.</p>	<p>Low</p>	<p>None.</p>
<p><u>Tackling.</u> Hazard: Injuries vary from bruising to injuries to the face, shoulders, upper body limbs, knees and ankles.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Players are encouraged to wear shoulder pads and protective padding where tackling takes place (matches and training).</p> <p>The wearing of mouth guards is not compulsory. OURFC do provide mouth guards for Blues players who request them.</p> <p>The players are to go through a full warmup prior to the start of the game.</p> <p>Practices should not take place when players are over fatigued.</p>	<p>Medium</p>	<p>OURFC is to encourage correct and regular coaching at schools and clubs which have links to OURFC.</p> <p>If players are carrying an injury – it is the OURFC Physiotherapist, Doctor, Coach and Players who make the decision regarding ‘how fit’ the player is and whether he is able to play or not.</p>
<p><u>Rucking and Mauling.</u> Hazard: There is the danger of players being stamped on leading to cuts and bruising.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Ensure that the officials comply with the Rules of the Game.</p> <p>Ensure the boots and studs are checked and IRB regulation studs are used.</p>	<p>Medium</p>	

<p><u>Scrums</u> Hazard: Damage to players shoulders, neck, back and ears.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Ensure that the Officials enforce the Rules of the Game re: collapsing of the scrum.</p> <p>Ensure that there is a thorough knowledge of the game with regard to binding in the front row and the wheeling of the scrum.</p>	<p>Medium</p>	<p>OURFC is to ensure that there are regular strength improvement sessions especially for props and locks.</p>
<p><u>Line-Outs</u> Hazard: Injury to players lifting others or falling from a height.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Ensure that the players need to understand the need to lower those jumping to the floor.</p> <p>Ensure that the defending side keep to the regulations regarding the regard to challenging for the ball.</p>	<p>Medium</p>	<p>Thorough warm-up before lifting.</p> <p>Work on lifting technique and strength as part of the conditioning programme.</p> <p>Strapping of thighs to allow better grip.</p>
<p><u>Choking</u></p>	<p>Players should not be chewing gum when playing or training.</p> <p>OURFC's physiotherapist is aware of treatment. OURFC to call 999 if Emergency Services required.</p>	<p>Low</p>	<p>Players required to turn player onto there side (recovery position) if a player is thought to be choking.</p>
<p><u>Muscle Strains/Bruising/Cuts</u></p>	<p>Cuts: This is an occasional but inevitable consequence of a physical contact sport. Those dealing with cuts should wear disposable gloves provided in all first aid kits.</p> <p><i>Muscular Strains/Bruising:</i> the principle of R.I.C.E, should be applied. Advice on rehabilitation will be referred to a Physiotherapist.</p>	<p>Medium</p>	<p>Cuts should be immediately cleaned and dressed before continuing with practice/matches.</p> <p>Referees in games will ask player to leave the pitch for cuts to be cleaned up. Substitutes permitted.</p> <p>Players must warm-up correctly and all injuries should be dealt with correctly by professionals e.g. Physiotherapists.</p>

<p><u>Dislocated and broken bones</u></p>	<p><i>Dislocations and breaks:</i> This is an occasional but inevitable consequence of a physical contact sport.</p> <p>Such accidents should be reported immediately to the Emergency Services on 999 and in the interim – First Aiders should oversee the injury.</p>	<p>Medium</p>	
<p><u>Injury to head, neck or spine.</u></p> <p>This could arise in a game situation and is identified separately because of its potential for more permanent disablement.</p>	<p>OURFC Officials should be clear about the way to treat possible spinal injuries. The player should not be moved and the Emergency Services contacted on 999.</p>	<p>Medium</p>	
<p><u>Dehydration</u></p>	<p>Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate fluid intake before, during and after training and games.</p>	<p>Low</p>	<p>In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles and the coaches will allow for regular breaks to enable them to take on fluids.</p>
<p><u>Injury to players during a match.</u></p> <p>The protocol for OURFC fixtures is to provide the following medical cover as outlined.</p> <p>Hazard: Lack of trained First Aid staff who can offer</p>	<ul style="list-style-type: none"> • Home Fixtures (Blues). A doctor and Physio are in attendance at all Home Fixtures. Plus the University First Aid Unit are in attendance. • Home Fixtures (Non-Blues). Physio or University First Aid Unit will be in attendance. • Away Matches (Blues). Physio and usually a doctor will in attendance. 	<p>Medium</p>	<p><u>Summary of OURFC First Aid provision at Iffley Road:</u></p> <p>OURFC maintain a Medical/first Aid Room with First Aid kit, First Aid bed etc.</p> <p>Accident Report Forms are available and are to be completed for Major Injuries. Forms to be forwarded to ASO.</p> <p>A Telephone is available for Emergency calls.</p>

<p>assistance to players with injuries.</p> <p>OURFC make every effort to provide reasonable cover for all OURFC matches.</p>	<ul style="list-style-type: none"> • Away Matches (Non-blues). Physio will be in attendance. • Pre-season Tour. Physio and doctor will be in attendance. • Cuppers Final. Doctor and University First Aid Unit will be in attendance. 		<p><u>Critical Incident Course</u></p> <p>OURFC provide a Critical Incident Course for all captains of college teams. This course is advertised in Trinity Term and takes place in early Michaelmas term and covers basic First Aid.</p>
<p><u>Gym</u></p> <p>Hazard: Injuries from the improper use of the OURFC gym.</p> <p>Hazard: Lone workouts.</p> <p>Hazard: Unsafe room with faulty equipment.</p>	<p>OURFC carry out Inductions for all OURFC players at the start of Michaelmas Term.</p> <p>A handout on 'good practice' in the gym is provided at the Induction.</p> <p>Laminated posters displaying 'rules and regulations' are provided.</p> <p>All players have access to the gym at the following times: Monday to Friday from 7.30am-10.25pm Saturday and Sunday from 9.00am-7.00pm</p> <p>Access is via a padlock.</p> <p>A policy of no lone person training is in place.</p> <p>All free-weights are serviced by GymCheck and the service reports filed.</p> <p>Spot Checks on the free-weights room will take place.</p>	<p>Medium</p>	<p>All players should be informed that any faults with the gym should be directed to the OURFC General Manager.</p>

<p>Road Accidents in hired minibuses, coaches when travelling to matches & competitions.</p> <p>This also applies to accidents in a private car(s).</p>	<p>OURFC General Manager to complete the Trip Registration Form before each event.</p> <p>For all 54 seat coaches, drivers are provided by the hire firm.</p> <p>For any mini-bus coaches which are hired Drivers must have passed University accredited tests. Drivers must be 21 years or older.</p>	<p>Low</p>	<p>It has been agreed that OURFC will provide a database of players for the season (to be regularly updated as and when new players are taken on) and a list of fixtures for the season which will then be forwarded to the ASO at the start of term and then forwarded onto the University Security Services.</p> <p>For trips out of the UK – Trip Registration Forms (TRF) are required one month ahead of the trip and these should be submitted to the ASO. The TRF are then forwarded to the University Insurance Department. Trip Registration details should be available to the OURFC General Manager (or alternative) in this country if an accident takes place abroad.</p> <p>For any major accidents which involve either calling the emergency services or involves players being taken to hospital the OURFC administrator/coach should be contacted in the first instance. If OURFC require further assistance, then the General Manager/Coach can notify the University Security Services on (01865) 289999 for assistance.</p>
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Appendix 2: Concussion Guidance from the RFU

Please see the below documentation from the RFU for Concussion Guidance.

https://keepyourbootson.co.uk/wp-content/uploads/2023/09/HEADCASE_Extended-Guidelines_Aug_2023.pdf