



UNIVERSITY OF
CAMBRIDGE
Sports Service

Safety @ Sport

2020-21 Edition

V3





Safety@Sport

This guidance document is part of a series that has been produced by the University of Cambridge Sports Service to support University Sports Clubs in running safe, well managed, supportive, and successful clubs. It also provides information on the new Sports Club Registration Process. The other documents that form part of this series are:

- Club Registration and Operations
- Data@Sport
- Events@Sport
- Finance@Sport
- Travel@Sport
- Welfare@Sport

Additional support materials and templates are also available on the University Sports Service Moodle site. It is important to note that all of these documents provide general guidance and signposting to clubs. Given that there are over 50 University Clubs playing sports that involve very different playing programmes, performance levels, regulatory frameworks, and risks, it is impossible for us to cover all eventualities. It is therefore very important that Clubs consider their particular context carefully and refer to their National Governing Body (NGB) for more sport specific guidance, and seek independent legal advice where appropriate. Should you need access to the Moodle course, please email the [Clubs Support Team](#).

FEEDBACK

We have done our best to provide helpful guidance to support clubs in managing their activities. However, given the diverse range of clubs at Cambridge we recognise that we will not have covered all relevant themes or issues. As such, we welcome your feedback on the value of the document. We will be reviewing and adapting it annually to ensure it becomes a useful reference point for Clubs in supporting students. If you wish to provide specific feedback or comments, please contact: safety@sport.cam.ac.uk



Contents

SECTION 1) INTRODUCTION	1
Introduction.....	1
Key principles of safety management and duty of care in sports clubs	1
Key safety management documentation for Sports Club Registration.....	2
SECTION 2) MANAGEMENT OF HEALTH AND SAFETY	3
Safety Policy	3
Responsibilities of Club Officers and Members	3
Safety Policy	4
Documentation.....	4
Training.....	4
Management of Activities.....	4
Equipment	5
Travelling/Tours.....	5
Monitoring Health and Safety.....	5
SECTION 3) RISK ASSESSMENT AND CODE OF CONDUCT	6
What should be included in a Risk Assessment	6
Outside Venues/Dynamic Risk Assessment.....	7
Code of Conduct	7
What should be included in a Code of Conduct.....	7
SECTION 4) ACCIDENT AND INCIDENT MANAGEMENT AND REPORTING.....	8
Accident and Emergency Procedures	8
First Aid Provision	8
Reporting Accidents, Incidents or Near Misses	9
Other Support in the University.....	9



SECTION 5) INSURANCE10

 Public Liability Insurance10

 Liabilities10

 Personal Accident Insurance.....10

 National Governing Bodies12

 Staff and Coaches.....12

 Further Advice.....12

SECTION 6) EQUIPMENT13

 Inventory13

 Maintaining Equipment.....13

SECTION 7) TRIPS AND TOURS14

SECTION 8) MONITORING AND FURTHER INFORMATION17

 Club Committees.....17

 The University17

 The Health and Safety Executive17

SECTION 9) SPORTS SERVICE CONTACT FOR SAFETY18

APPENDIX 1 – SAFETY POLICY TEMPLATE19

SECTION 1) INTRODUCTION

Introduction

The term 'health and safety' is a dominant and increasing presence in everyday life and is regularly cast in a negative light. What is often overlooked is that Health and Safety law is in place simply to reduce and, where possible, eradicate (risk of) injuries and deaths that would have been preventable with reasonable control measures in place. Organisations, including sports clubs, who adopt an appropriate focus on improving the management of safety will ultimately be better off for having done so.

The negativity around health and safety is most frequently derived from either a misuse or negative application of the principles of the laws – e.g. when an organisation uses the generic term “health and safety reasons” in order to avoid something that they did not want to do; and/or by its association with ‘litigation culture’. These issues can result in a feeling that managing safety is an onerous task that is ultimately all about covering yourself against loss.

The University Sports Service has developed this document – which takes information from a range of sources - with the aim of providing basic guidance to University sports clubs in order that they will be able to have reasonable health and safety provision, without it being – or feeling like – an onerous task that detracts from the ultimate goals of participating in and achieving in sport.

Key principles of safety management and duty of care in sports clubs

- There is an inherent risk of injury in almost every sport and as such, every sport seeks to address these risks by having set rules. The Health and Safety Executive (HSE) website states that:

Health and safety law does not cover safety matters arising out of the sport or activity itself e.g. damaging a wrist during a boxing match or being injured following a bad tackle during football training. Note that a duty of care under the common (civil) law may apply.

Competitors/players taking part in competitions and/or training are generally subject to non-statutory rules set down by sports' National Governing Bodies (NGBs). These rules will include topics like supervision (coaching staff to player ratios) and training, plus 'in play' emergency procedures and medical provision. Some of these rules and procedures may go beyond the requirements of workplace health and safety legislation.

(Source: <http://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm>)

- It is important to consider all the risks that may exist around the sport, not just in the participation in the sport itself.
- Due to the diverse nature of sports undertaken at the University, it is not possible to give a full account of all duties or responsibilities, and clubs must ensure that they adequately assess all health and safety issues relating to their specific sport and have suitable risk management procedures in place. Clubs should ensure that they seek further advice from the relevant National Governing Body (NGB).
- Clubs have a duty of care (a general legal duty to avoid carelessly causing injury to people) in situations such as:
 - Loaning equipment to others
 - Fundraising events
 - Hosting tournaments and competitions
 - Organising trips
 - Selling food at events

Key safety management documentation for Sports Club Registration

There are several core safety documents that clubs must have in order to maintain registration with the University Sports Service. Those documents are listed below and guidance on each can be found later in this document.

Safety specific documents:

1. An up-to-date and appropriate safety policy.
2. Role descriptions for committee members in safety related roles.
3. A risk assessment that covers all club activities.
4. All information related to insurance policies held by the club.

Other documents that have safety elements:

5. A full equipment inventory.
6. A club code of conduct.
7. Club membership forms – which include emergency contact information for members and confirmation that members have agreed to adhere by the code of conduct.

SECTION 2) MANAGEMENT OF HEALTH AND SAFETY

Safety Policy

A simple, concise documented health and safety policy is the foundation on which to develop appropriate and reasonable health and safety procedures and practices for your club. The policy details should highlight the club's commitment towards effective management of health and safety and provide clarity on specific procedures and areas of responsibility.

A safety policy should contain:

1. The statement of general policy on safety management within your club.

This statement sets out your commitment to managing safety effectively and what you want to achieve with your safety management arrangements.

2. A section on safety management responsibilities with your club.

This section sets out who is responsible for specific actions related to safety management.

3. A section on safety arrangements within your clubs.

This section contains the detail of what you are going to do in practice to achieve the aim set out in the statement of general policy.

Sections 2 and 3 can be combined into a simple table, as in the template provided below.

Sports clubs should devise their own safety policy depending on the needs and general arrangements for management/operation of the club and its activities. Examples are often available from NGBs or other clubs. The club safety policy will be reviewed by the Sports Service, in consultation with the club, on an annual basis. The template in [Appendix 1](#) of this document may be adopted, with alterations as felt necessary by the club:

Responsibilities of Club Officers and Members

Each of us has a duty of care. We have a legal responsibility to be accountable for understanding the activities that we participate in and for taking appropriate precautions when such activities might put others and ourselves at risk of injury. Those who have qualifications or specialist knowledge and those who lead projects/teams or associations/departments are deemed to have a greater responsibility to understand risk and, as far as is practically possible, ensure the safety of those in their charge.

Every single club member has a responsibility for health and safety. Members should promote a safe atmosphere and intervene when they feel unsafe practice is present. Failure to implement codes of conduct, rules and regulations may be construed as negligence. Clubs may find themselves facing legal action, fines, and/or disciplinary procedures.

Certain positions within the club committee should have a designated responsibility for safety. The committee and club members should ensure that those holding such positions have the appropriate knowledge and experience to discharge their health and safety responsibilities. In taking up a position of a Club Officer an individual must understand that they are accepting responsibility, they must read the guidance and familiarise themselves with the duties and they must fulfil those duties to the best of their ability.

The President or equivalent should take the lead in promoting a positive safety culture. Club committees vary in their composition and many clubs already have specific Safety Officers, either as a specific role or as part of a larger role. The Club Registration criteria requires that every sports club has a designated individual with responsibility for safety and that documented role description is in place for the club Safety Officer and other roles (e.g. President, Equipment Officer) which have specific safety items as part of their key responsibilities. Clubs should make sure that the name of the Club Safety Officer is publicised to members.

When assigning responsibilities to a safety-related role, clubs should consider allocating the tasks that are laid out in the table below. Clubs should be aware the list is not exhaustive and should make changes, additions, and omissions from this template as necessary.

Safety Policy

- Ensuring that club safety documentation and procedures are compliant with University rules and NGB guidance.
- Liaising with the Sports Service Safety Officer.

Documentation

- Ensuring that the current club's safety policy and procedures are displayed on the club website.
- Ensuring that risk assessments are up to date and reviewed annually.
- Ensuring that the Code of Conduct is regularly reviewed and displayed on the club's website.
- Submitting accident reports to the University Sports Service and assisting in subsequent investigations.

Training

- Ensuring appropriate dissemination of safety information amongst all club members.
- Overseeing the promotion of appropriate training for club members at all levels, including First Aid training, with particular attention paid to novices and inexperienced participants.

Management of Activities

- Ensuring that coaches and group/session leaders have adequate knowledge or qualifications for the role that they undertake and that records of qualifications are held.

- Ensuring that coaches and group/session leaders are fully aware of the club's safety policy and procedures.

Equipment

- Overseeing the annual review and condition survey for all club equipment.
- Making appropriate arrangement for the safe and secure storage of equipment.
- Ensuring that the correct maintenance of club equipment is undertaken and recorded, using contractors where appropriate, in accordance with manufacturer's guidelines
- Maintaining records of safety checks, including electrical equipment.
- Ensuring the immediate removal of damaged and unsafe equipment.
- Ensuring that club equipment is suitable for the level of competition and compliant with NGB rules.
- Ensuring that equipment is not used unsupervised by those unskilled in its usage.
- Overseeing any loans or transfers of equipment to other parties where appropriate.
- Ensuring the appropriate provision of first aid equipment throughout the club.
- Advising the club committee on new equipment items required by the club.

Travelling/Tours

- Providing a safe means of transport and following hirers' regulations/ policies.
- Ensuring records of club members on tours/ overnight trips are registered with a Senior Member of the club, a committee member not involved in the trip, or with the Sports Service.
- Ensuring that all safety matters are considered when arranging tours, from the suitability of the opposition to the appropriate level of insurance.
- Please note that there will be new guidance and policy for trips and tours available in 2020/21.

Monitoring Health and Safety

- Ensuring that safety procedures are implemented, reviewed annually, and amended where necessary.
- Following disciplinary procedures for club members disregarding safety policy.
- Monitoring coach and group leader compliance with safety policies.
- Assisting the Sports Service and University Safety Office with periodic audits and inspections.

SECTION 3) RISK ASSESSMENT AND CODE OF CONDUCT

Risk assessments are one of the key methods by which clubs manage health and safety. In the context of University sport, it is important to assess the risks that may exist around the sport, not just in the participation in the sport itself e.g. travel to and from training and competition.

Risk assessments should be documented for all regular and 'one-off' activities. It is very important to ensure that non-sporting risks associated with the activities of the club are assessed, not just the sport itself. Non-sporting risks can include transport, travel, food provision, social activities.

The aims and process for completing a risk assessment are summarised in the following diagram. A University [risk assessment](#) is available on the Sport Club Moodle site but it is not a requirement that this template be used, and most NGBs now have detailed generic/template risk assessments that can be easily adapted to suit club activities. It is important that reasonable risk and associated control measures are documented.



What should be included in a Risk Assessment

Clubs must ensure that **all of their activities are risk assessed, not just the sporting elements of their activities**. Many hazards exist away from the sport itself, including travel to and from activities, social events, non-sport specific training. The Sports Service has developed a [template of hazards](#) and possible control measures for the potential non-sporting elements of the club activities, which can be found on Moodle.

Clubs should generally expect to have more than one risk assessment. The main risk assessment will cover all the general club activities and then there will be additional assessments for specific events and activities. For example, an event like a Varsity match will require a risk assessment specifically to cover all elements the event. In general terms, anything that has an exceptional element above general club activities will reinsure its own risk assessment.

Outside Venues/Dynamic Risk Assessment

It is not always possible to perform risk assessments in advance, particularly when the activity and the necessary hazard recognition and control measures is affected by things such as weather conditions. However, it is just as important to identify the risks before beginning an activity. Before an event or a match, it is crucial that a competent person makes a thorough assessment of the scene to ensure that it is suitable and safe for use by the Club. For several sports, this will be the responsibility of a match official or individuals/organisations managing the event, but where this is not the case then it should be conducted by qualified coach, or suitably experienced session leader. In such circumstances, a dynamic risk assessment form should be completed. This [form](#) is available on Moodle for clubs to adapt to the circumstances.

If the venue is considered unsuitable then the activity should not commence until it has been made safe, or an alternative venue has been found, even if this means postponing the event. Never jeopardise the safety of club/team members.

Code of Conduct

Having completed a thorough risk assessment of the clubs activities, you should have identified the main risks to club members, it is then important to have an established a list of guidelines for members during activities and determine how this will be disseminated. Clubs should obtain best practice guidelines from their NGB before establishing their own guidelines.

Clubs should provide all new members with a copy of their Code of Conduct with an acknowledgement that they have signed, read, and understood it – electronically or in paper form.

The Code(s) of Conduct must be displayed on the club's website. If a club does not have a website, then arrangements can be made with the Sports Service by contacting the Club Safety Officer.

What should be included in a Code of Conduct

A Code of Conduct offers practical information of what the club provides to its members and what is expected of club members. It should be reviewed annually. A [template Code of Conduct](#) is available from the Sports Service. However, clubs should also refer to their NGB Code of Conduct and templates as these will provide more sports specific guidance.

SECTION 4) ACCIDENT AND INCIDENT MANAGEMENT AND REPORTING

Accident and Emergency Procedures

Despite taking all possible precautions, accidents and injuries will still happen, either as part of the sport or the arrangements around it (e.g. traffic accidents). It is important to have provision and guidance for how the club and its members should respond when an accident occurs.

All clubs should also have their own emergency procedures, specific to the nature of the club and addressing all activities and locations used. Most University or public sports facilities will have emergency procedures for their sites, which may be adopted by a club for some of its activities. When booking facilities, sports clubs should ask for copies of the emergency procedures so that the club can adopt them - clubs will almost always be asked for their safety documentation when booking facilities and should also ask for the safety documentation from the facility including relevant risk assessments, First Aid provision and emergency procedures.

When setting emergency procedures, clubs should consider:

- How it will ensure that club members are safe and necessary communications are undertaken.
- Information on how to summon:
 - A qualified club First Aider
 - The duty facility First Aider when on private/public facilities
 - A University First Aider when on University premises
- When and how to call the emergency services if necessary.
- How to evacuate the building that you are using.
- How the injured parties will be looked after in the immediate aftermath of the incident, as well witnesses who may need support – particularly if the incident is a serious one.

First Aid Provision

Each sports club should have the appropriate level of First Aid cover for their activities. For sports clubs with multiple teams, it is strongly advised that each team has at least one qualified First Aider, who should then attend every match. Remember that First Aid cover may be provided by the facility at which the training or competition is being held.

It is the duty of the club committee to ensure that the teams/club have the appropriate level of First Aid cover for matches, training sessions and trips to deal with the nature of injuries that might occur in their sport. The NGB of your sport should be able to give you specific recommendations for First Aid provision for your sport.

University Sports Clubs should have their own ISO Approved First Aid kits that are available at training and match days and appropriate for the activities that are being undertaken. It is

essential that First Aid supplies are replaced when used and that somebody within the club is assigned responsibility for this task.

The Sports Service will provide annual First Aid and Emergency Aid courses for club members; which will be communicated each academic year.

Reporting Accidents, Incidents or Near Misses

All accidents and incidents which are not immediately documented by a member of the Sports Service (e.g. by a first aider at the University Sports Centre), where an accident resulted in injury or incident had the potential to cause injury or ill health during:

- An organised sports club match;
- Training;
- Event or endorsed activity; or
- Travelling to or from the aforementioned activities

Must be reported to the Sports Service Safety Officer. The form to complete the initial report can be found at www.sport.cam.ac.uk/injury-and-incident-reporting.

The report should be sent as soon as possible after the incident/accident has taken place.

When completing the report, please include as much information as possible. Consider methods of recording details of accidents/incidents e.g. taking names of witnesses, photographs and details of circumstances to aid you and others in investigation should this be necessary.

Having submitted a report you should expect the Safety Officer to contact you for further information as they will need to make a judgement on whether further actions are necessary, such as a full investigation and/or new control measures to prevent recurrence.

Other Support in the University

Cambridge University has a First Aid Society, which is a student group in St. John's Ambulance. They provide First Aid cover at community and sports events as well as train members of the University in First Aid. They are also committed to developing our member's skills as professional trainers and first aiders representing the largest first aid organisation in the country. Further information is available at: <https://www.cufas.co.uk/>

SECTION 5) INSURANCE

Public Liability Insurance

The University's public liability insurance extends to registered sports clubs. To obtain a letter confirming public liability insurance to external providers of sports facilities etc., please contact the Insurance Office (<https://www.insurance.admin.cam.ac.uk/>) with information about the activity. Clubs should be prepared to provide evidence of appropriate risk management and will be directed to relevant University risk managers and the Sports Service for assistance.

Liabilities

Registered sports clubs must ensure that adequate insurance is in place to cover their activities and to reduce the exposure of officers and members. The University's insurance is limited and does not provide comprehensive cover against all the liabilities and risks to which a club might be exposed (the limitations on cover arise necessarily because registered sports clubs, often as unincorporated members' associations, are not directly operated by the University).

For details of the University's insurance provision please consult the Insurance Office (<https://www.insurance.admin.cam.ac.uk/>), which includes this (as published in the Reporter) together with other guidance on exclusions and policy excesses.

Personal Accident Insurance

All members of registered sports clubs are covered by personal accident insurance that has been procured by the Sports Service. This insurance can provide financial support for medical treatment for an injury sustained whilst engaged in the club's sporting activities. Clubs must ensure that they provide names of all their members to the Sports Service, to ensure that they are eligible and included in the insurance cover. Further details, including information on how to make a claim, can be obtained by emailing registration@sport.cam.ac.uk.

	What it covers	Does the Club have cover through the University?	Notes
Public Liability Insurance	Protects the University and the club if either the University or club is sued by a third party for personal injury or property damage.	Yes	University cover is provided only if the club has met the criteria to be registered with the University and followed its health and safety policy and procedures. University insurance does not cover employer liability or commercial ventures in University sports clubs.
Personal/Sports Injury/medical Insurance	Protects the individual in the event of an accident or incident while playing the sport and may provide medical cover to treat any injuries.	Yes	Details of coverage and eligibility are available from Sports Clubs Support Team. Clubs must make clear to its members exact details of the cover provided. Sports Specific cover is also available from several potential suppliers.
Vehicle Insurance	Protects the individual or organisation in the event of a vehicle accident, covering vehicle repairs and potentially legal costs.	No	
Travel Insurance	Protects the club and members against issues arising from or during travel while representing the club.	No	Sports Specific cover is available from several potential suppliers. Clubs should obtain sufficient cover whenever they go on tours and expeditions.
Asset Insurance	Protects the club against damage to or loss of equipment/assets/	Yes/No	Club property stored on University premises with the permission of the Head of the institution concerned may in some circumstances be covered under the University's property policy. Exclusions and excesses will apply (please note this does not extend to College premises). Transit insurance for equipment, and insurance for the equipment off-site, will not normally be covered by the University's insurance unless the department concerned has made special arrangements with the Insurance Division of the Finance Division.

National Governing Bodies

As an affiliated member of an NGB, clubs and their members could be provided with various levels of insurance. It is essential that clubs determine the level that their NGB covers their activities at.

Staff and Coaches

Clubs need to ensure that any coach, physio, First Aider, or medic is suitably qualified and insured for the work that they do with the club. Qualified coaches who work within clubs have their own professional indemnity insurance. Most NGBs provide this when coaches affiliate but clubs should not assume this to be the case. Please note, for clubs that employ their own staff, it is the club's responsibility to ensure their own employer liability insurance is in place as the University insurance does not cover employer liability or commercial ventures in University sports clubs.

Further Advice

If you have any questions regarding insurance, you should contact the Sports Service Safety Officer.

SECTION 6) EQUIPMENT

Inventory

Clubs must maintain an up-to-date equipment inventory, which should be reviewed annually and should include details of condition of the equipment and replacement costs, as well as records of maintenance and repairs.

Maintaining Equipment

The club should ensure that club equipment is stored, managed, and maintained in a safe manner. It is imperative that any 'dangerous' equipment is quarantined to ensure it is not used until the problem is rectified or the equipment is properly disposed of.

Consideration should be given to the following areas: -

- Clubs should ensure that equipment is stored in the appropriate conditions to reduce wear and tear. Care guidelines for equipment should be made available to those responsible for storing equipment.
- Inform members that equipment should always be checked thoroughly before use to ensure that it is in good condition and that it is still suitable for use, giving guidelines as to what they should look for. In some cases, a pre-use documented check may be considered best practice under NGB regulations/guidance.
- It is advised that a documented check is carried out on a quarterly basis by the equipment officer.
- Where equipment is loaned out, either to members or external individuals or bodies, ensure that clear, documented agreements are in place that cover any reimbursement and liability for any potential damage to the equipment
- Ensure that damaged and unusable equipment is dealt with promptly, removed from use and marked/tagged so that it cannot be used.
- Any legal requirements for safety checks, planned preventative maintenance and servicing are adhered to and responsibility is designated as per the guidance in [Section 2](#).
- When equipment reaches the end of its usable life then it must be disposed of quickly, and it is important to ensure that the equipment is destroyed in a way that ensures another party cannot find it and subsequently used, as this may lead to an accident or incident for which the club may be found negligent and responsible. The club must keep a record of how equipment was destroyed, or when and to whom equipment was passed to. Good practice would be to designate a quarantine area in your storage area for damaged equipment.
- Items of equipment that are still suitable for use, but the club no longer has a use for, cannot simply be passed on to other groups for use. The club that passes on the equipment will be held liable if the equipment is subsequently found to be unsuitable and/or an accident occurs. Equipment can only be passed on if it can be proved to still be suitable and safe to use. Several cases of records of use may be required. In many cases, it is advisable to destroy equipment rather than pass it on or sell it.

SECTION 7) TRIPS AND TOURS

The Sports Service has developed Travel@Sport, a complete set of guidance and oversight process for all CU sports clubs' travel activities, which will be available in 2020/21. This section is a brief overview of items that should be considered.

Trips, training camps, tours, and frequent travel to training are a key part of the student sporting experience at Cambridge. Many clubs travel regularly within the UK to train and compete, and many head abroad for training camps, competitions, and tours.

While these activities can enrich a club's programme, it is important that significant care is taken in the organisation and management of such activities. This is particularly important in relation to student safety, financial management, and any contractual arrangements that clubs may consider entering into as part of the process.

As per the Travel@Sport document, sports clubs are required to adhere to an application process prior to all travel. The key to ensuring that permission is granted and undertaking a successful, safe tour or trip is to **plan early**.

Below is a list of considerations when organising trips and tours.

Leader/Activity Leaders	It is essential that any person organising a tour, trip or activity within a tour/trip have the necessary knowledge, experience, and qualifications, where appropriate, to do so.
Security of the Region	Is the destination you intend to travel to safe? The Foreign and Commonwealth Office Web Site http://www.fco.gov.uk/ provides up to date information on the safety of particular regions, as well as giving general advice about travelling abroad.
Country Specific Considerations	Are there any special requirements/considerations when travelling to the area such as visas, laws, environmental considerations e.g. temperature, the transport of large items of kit, recommended immunisations etc.
Insurance	Is all appropriate travel insurance for the touring party in place? Considerations should be given as to how the club might cover medical expenses if incurred.
Risk Assessment and Guidance Notes	Risk assessments for all activities should be undertaken and all possible control measures put in place by the club. Guidance notes should be given to participants particularly for medium to high-risk activities and/or when novices are involved.
Contingency Plans	Contingency plans for reasonably foreseeable emergencies should be made, bearing in mind the likely hazards of the environment and type of activity undertaken.

Number of beginners/novices	The ratio of novices to those more experienced will vary depending on the type of activity, level of difficulty, experience of the leader. The club must ensure that this ratio is appropriate for the trip in question.
Itinerary	Addresses and contact details of all accommodation booked should be recorded along with details of the competitions that the club will be competing in. In case of bad weather, contingency plans should be in place.
Playing Program/Competition Organisers	Is the appropriate number of fixtures arranged? Clubs should ensure that participants are given adequate recovery time between games. Who are the bodies responsible for organising competitions and what safety management practices and requirements do they have in place?
Travel	Plan how the party will move between the relevant locations and who will be driving vehicles. If using private vehicles, please list registration numbers for vehicles, and give an indication of who is travelling with whom (if known).
First Aiders, First Aid Kits and Reporting Accidents	Ensure appropriate First Aid provision on the tour. However, this may vary depending on the nature of the trip and whether the party will split into smaller groups. Clubs should ensure that the appropriate First Aid equipment is available for the nature of the activity. Clubs should ensure they have an appropriate accident reporting procedure in place.
Club Equipment	This needs to be in proper working order and should be frequently checked throughout the tour
Medical	Clubs should check whether there are any medical recommendations, such as immunisations, for their proposed destination. It may also be necessary to complete medical questionnaires to ensure that individuals are fit to participate and you will need to ensure that each participants registration details are checked for pre-existing health conditions. The University Occupational Health Service can advise the tour leader on potential medical requirements associated with foreign destinations.
Social	Whilst tours can have large social elements to them, Clubs should ensure students are advised: - <ul style="list-style-type: none"> • Where parties can safely go and when • The club Code of Conduct should be in place, but you should also consider any specific issues - remember, behaviour tolerated in this country may result in more serious penalties, such as a prison sentence, in other countries.

	<ul style="list-style-type: none"> • A minimum number of people in a group where appropriate. In unfamiliar locations it is strongly advised that individuals not be left alone, particularly at night.
Participants informed of Kit / Trip Requirements	Everyone going on the trip should be informed of what they need to arrange before travelling, what to take with them, health and safety procedures and information, full itinerary, and code of conduct in a written format.
Conduct and participants	<p>It must be made clear to all who travel that there is an expectation that participants will conduct themselves appropriately and that failure to do so risks damaging the reputation of the club, the University, and the sport.</p> <p>Trips and tours conducted under the University's name should be for members of the University only. If some participants are not University members (e.g. club coach), this should be reported to the Sports Service who can offer advice on how this can be managed.</p>

SECTION 8) MONITORING AND FURTHER INFORMATION

Each year during the committee handover period, clubs should conduct a review and audit of its safety management processes and documentation. This will provide a starting point for assessing the management of health and safety within the club and provide direction for making improvements in each year. Part of the process should be ensuring that any changes in NGB rules and guidance are considered and safety management process altered accordingly.

Club Committees

Committees should monitor club practices to ensure that their health and safety procedures are being adhered to. Any inspection should be documented and kept in line with club documentation.

The University

The University Safety Office will undertake random health and safety inspections and audits to check whether clubs are following their safety procedures. Clubs will be contacted with advance details of any inspections and audits. Following an audit the Club and Sports Service will be provided with a report with recommendations for improvement. The improvements should be completed within the specified times frames.

The Health and Safety Executive

The Health and Safety Executive may audit the University at any time. They may also follow up reported accidents and incidents by inspecting safety documentation, equipment, instruction levels etc.

SECTION 9) SPORTS SERVICE CONTACT FOR SAFETY



Simon Cornish
Safety and Compliance Officer
safety@sport.cam.ac.uk

APPENDIX 1 – SAFETY POLICY TEMPLATE

Statement of General Policy:

[Insert Club Name] is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

Safety Responsibilities and Arrangements:

Responsibility	Officer Responsible	Specific Safety Arrangements
General oversight of club safety management	[insert appropriate officer]	<p>Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.</p> <p>Create a safe environment by putting health and safety measures in place as identified by the assessment.</p> <p>Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).</p>
Clear communication with club members on safety matters	[insert appropriate officer]	<p>Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.</p> <p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p>
Effective continuous management of safety arrangements	[insert appropriate officer]	<p>Appoint a competent club member to assist with health and safety responsibilities.</p>

		Review safety procedures, arrangements and information at committee meetings.
Provide appropriate mitigation control measures for injuries	[insert appropriate officer]	Provide access to adequate first aid facilities, telephone and qualified first aider at all times. Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.
Uphold a culture that supports the safety policy	All club members	Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do. Co-operate with the club on health and safety issues. Correctly use all equipment provided by the club. Not interfere with or misuse anything provided for your health, safety or welfare.
Ensure that Equipment is safe	[insert appropriate officer]	Maintain equipment inventory. Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly. Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.

It may be that several sections of the above table may be covered by one person, but the roles should be shared out as much as is practicable and effective within the club committee, to avoid a single point of failure and overloading individuals and to ensure appropriate input from individuals.

The template above is modified from the Health and Safety Executive and Sport England Guidance on developing a safety policy document. Clubs who use this template should make changes, additions and omissions from this template as necessary and in accordance with the clubs own circumstances and arrangements.