

Oxford University Athletic Club

CLUB SAFETY POLICY

INTRODUCTION

1) Oxford University Athletic Club (including Oxford University Athletic Club and Oxford University Cross Country 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 the National Governing Body (NGB), England Athletics (EA) or it's successor, 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 behaviour of specific club members should be addressed through the club's code of conduct.

3) The club affiliates to the NGB for any / all sporting activity in which the club operates, 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 that the club affiliates to. Support and guidance are also available via the Sports Safety Officer.

b) The club is currently affiliated to England Athletics and will continue to be affiliated for the full academic year.

4) This policy is reviewed 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 and re submitted 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 when changes are required.

APPROVED CODE OF PRACTISE FOR OUAC MEMBERS, COACHES AND OFFICIALS

OUAC agrees that it is the responsibility of all Track and Field Referees, Coaches and Athletes to ensure that all training and competitions are conducted in a safe manner. OUAC will work with both the Facilities Manager and the Area Safety Officer (Sport) for the Department on facility and safety issues.

At Training and Competition, Club Members will be expected to:

- Warm up properly.
- Be familiar with, check and use all equipment safely.
- Inform the President of any relevant medical conditions.
- Inform the Coach at a training session or competition that they are feeling unwell.
- Abide by the instructions of the President and /or Captains and/or Coaches.
- Behave so as to not bring the name of OUAC into disrepute.

Oxford University Athletics Club will:

- Ensure that Club Members comply with the above requirements.
- Ensure that Club Coaches log their Qualifications and Insurance details with the Sports Federation on an annual basis.
- Fill out an event registration form when appropriate.
- Record injuries on the accident report form.
- Report facility defects to Oxford University Sports Department.
- Report accidents to the Sports Department.
- Complete a Trip Registration form for trips outside of Oxford and send it to the ASO.
- Ensure the Event/Activity organiser or nominated person for trips out of Oxford are clear about their responsibilities for the reporting of accidents and major injuries to the University Security Services and the Sports Department.

OVERVIEW OF ACTIVITIES

Weekly Activities

OUCCC

Day	Time	Location	Sessions Name and/or Description
Monday	17:00-19:00	Sir Roger Bannister Athletics Track, Cricket	Drills and mini session (<i>term-time only</i>)

		School	
Tuesday	07:15-08:15	Meet at Radcliffe Camera	Club Run (<i>term-time only</i>)
Tuesday	17:30-18:30	Meet at Radcliffe Camera	Club Run (<i>term-time only</i>)
Wednesday	13:00-15:00	Exeter-Hertford Playing Field, University Parks, Sir Roger Bannister Athletics Track, South Park	Session (<i>term-time only</i>)

Wednesday	18:00-20:30	Sir Roger Bannister Athletics Track	Session (<i>term-time only</i>)
Thursday	17:30-18:30	Meet at Radcliffe Camera	Club Run (<i>term-time only</i>)
Saturday	10:00-12:00	Exeter-Hertford Playing Field, University Parks, Sir Roger Bannister Athletics Track, South Park	Session (<i>term-time only</i>)
Sunday	10:00-12:00	Meet at Radcliffe Camera	Long Run (<i>term-time only</i>)

OUAC

Day	Time	Location	Sessions Name and/or Description
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Monday	16:00-19:00	Sir Roger Bannister Athletics Track and cricket school	Drills and various squad sessions (<i>term time only</i>)
Tuesday	16:00-20:00	Sir Roger Bannister Athletics Track	Sprints and hurdles technical sessions (<i>term time only</i>)
Wednesday	17:00-20:30	Sir Roger Bannister Athletics Track	Sessions for various squads (<i>term time only</i>)
Thursday	17:00-20:30	Sir Roger Bannister Athletics Track	Sessions for various squads (<i>term time only</i>)
Friday	16:30-18:30	Sir Roger Bannister Athletics Track	Development Squad session (<i>term time only</i>)
Saturday	10:00-12:30	Sir Roger Bannister Athletics Track	Sessions for various squads (<i>term time only</i>)
Sunday	10:00-14:00	Sir Roger Bannister Athletics Track	Sessions for various squads (<i>term time only</i>)

Annual Events

OUCCC

Approximate Date (e.g., Week of Term)	Approximate Time	Location	Event Name and/or Description
Michaelmas, Week 2	09:00-13:00	South Park	Cuppers
Michaelmas, Week 5	09:00-17:00	Chiltern League	Varsity Selection Race
Michaelmas, Week 7	09:00-17:00	Shotover/St Neots	II-IV Varsity
Michaelmas, Week 8	08:00-00:00	Wimbledon Common	Blues Varsity
Hilary, Week 3	08:00-00:00	Various locations in the UK	BUCS Cross Country
Hilary, Week 8	09:00-17:00	Sir Roger Bannister Athletics Track + Oxford City Centre and Thames Towpath	Teddy Hall Relays
Trinity, Week 6	10:00-18:00	Oxford City Centre + Sir Roger Bannister Athletics Track	Bannister Miles

OUAC

Approximate Date (e.g., Week of Term)	Approximate Time	Location	Event Name and/or Description
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Michaelmas, Week 3	12:00-15:30	Sir Roger Bannister Athletics Track	Michaelmas Cuppers
Michaelmas, Week 5	09:00-17:00	Sir Roger Bannister Athletics Track/Wilberforce Road Athletics Track	Freshers Varsity Match
Hilary, Week 4	09:00-17:00	Varsity Field Events and Relays	Lee Valley Sports Centre
Hilary, Week 6	09:00-17:00	Various locations around UK, often Sheffield, English Institute of Sport	BUCS Indoors
Trinity, Week 1	09:00-16:00	Sir Roger Bannister Athletics Track	Cuppers
Trinity, Week 2	09:00-17:00	Sir Roger Bannister Athletics Track	BUCS outdoors

Trinity, Week 4	10:00-18:00	Sir Roger Bannister Athletics Track	Varsity
Trinity, Week 6	10:00-18:00	Oxford City Centre + Sir Roger Bannister Athletics Track	Bannister Miles

Annual Trips / Tours

OUCCC

Approximate Dates (e.g., Week of Term)	Location	Trip / Tour Name and/or Description
Michaelmas, Week -3/-4	National Park somewhere in the UK	Preseason Training Camp

OUAC

Approximate Dates (e.g., Week of Term)	Location	Trip / Tour Name and/or Description
Hilary, Weeks 9/10	Monte Gordo, Portugal	Training Camp

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. Upon any changes made to risk assessments, the previous version shall be retained for 12 months, 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.

a) 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., before the start of a new academic year).

b) 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.

c) 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.

b) 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.

c) 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 England Athletics 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 England Athletics 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

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.

b) 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.

c) 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.

d) 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.

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, in the general club risk assessment, 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).

a) 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

14) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, follow National Governing Body guidance and are risk assessed. Details of the policy can be found in the Club Safeguarding Policy.

a) Any concerns regarding safeguarding are to be addressed to the Lead Welfare Officer, Welfare Officers and club committee and the club ensures that every club member knows how to escalate concerns to the committee.

b) Any concerns brought to the Lead Welfare Officer, Welfare Officers or club 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.

c) In consultation with the University Designated Leads, communicated via the Sports Safeguarding Officer, concerns should be reported to the club's NGB.

d) Any risk assessments or concerns shared with the Sports Safeguarding Officer should be sent only via safety@sport.ox.ac.uk for confidentiality purposes.

Last updated: 25/10/2024

Oxford University Athletic Club

CLUB SAFETY POLICY APPENDICES

APPENDICES:

1) General / Overall / Regular Risk Assessment

Attached to this document.

2) Activity Specific Risk Assessment(s) – Events, Trips, Fixtures etc. Drafted separately if and when required and submitted to the Sports Safety Officer.

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 Athletic Club and Oxford University Cross Country Club		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	Jemima Ridley	DATE OF ASSESSMENT:	27/10/2025
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY	Jemima Ridley	SIGNING OFF DATE:	27/10/2025

OR CLUB H&S OFFICER)			
DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Risk of generic activities This Risk Assessment uses the UK Athletics 'template' provided in 2004 and it is reviewed each year by OUAC. OUAC wish to clarify that OUAC qualified Coaches and President are responsible for ensuring that all OUAC athletes abide by 'good practice' and follow the instructions of the coach in all disciplines. In competition OUAC abide by the guidelines laid down by UK athletics and the officials for the event. In order to discharge the 'duty of care' to provide a safe environment for track and field events it is necessary to identify hazards, access the associated risks, then take action to eliminate the hazard or failing this, take action to either eliminate the risks or reduce them, to an acceptable level. Risks are assessed in terms of LOW (no or minimal risk of injury), Medium (some risk of injury) or High (high risk of injury).			

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)
Location Specific <i>choose areas relevant to your activity from (a) indoor, (b) outdoor, (c) mountain/hill/cave.</i>				
Indoor hazards minor / major injury caused by: ● Lack of lighting ● Temperature on to ventilation ● Inappropriate space ● Slip, trip falls (add in any specific advice) ● Fire (add in any specific advice) ● Damaged surface	Participants, spectators, coach/instructor, officials	Check playing surface and surrounding areas by coach / leader before activity commences. Check any other equipment (mats, posts, etc.) Check lighting conditions are appropriate for activity. Ensure those not involved in activity are outside of playing area.	Medium	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.

● Unsafe equipment (add in any specific advice) ● Electrical				Use What3Words App for precise location (see website here). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident
Outdoor hazards (astroturf, track, field, road) – minor / major injury caused by: ● Slips, trips, falls ● Unsafe equipment / playing area ● Other users ● Weather extremities ● Uneven surfaces ● Injuries	Participants, spectators, coach/instructor, officials	Any new participants have made coach / activity leader aware of any injuries. Check playing surface and surrounding areas by coach / session leader(s) before activity commences. Check any other equipment (e.g. posts, etc.) Check lighting conditions are appropriate for activity. Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount)	Medium	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). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident

		or abandon if conditions etc become unsafe during activity.		
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		Ensure those not involved in activity are outside of playing area.		
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Mountain/Hill/Cave based activities – minor / major injury, fatality, hypothermia caused by: ● Slips, trips, falls (incl from height) ● River crossings ● Remote locations (protocols in place for calling 999 etc.) ● Communication (bad weather / underground) ● Falling debris ● Terrain type ● Shelter ● Camping ● Separation of members /party getting lost. ● Weather extremities	Participants, spectators, coach/instructor, officials	Plans trips in advance, using appropriate equipment/data available, for terrain type, heights/depths possible shelter/camping points including for emergency access. In advance, make participants aware of ALL equipment and clothing that will be required. Check all other equipment and clothing are in working order before leaving for/starting activity and ensure they are appropriate for weather (and water) conditions on the day(s) of activity. Check lighting conditions are appropriate for activity. Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (remember safety is paramount) or abandon if conditions etc become unsafe during activity.	Medium	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) & the nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident
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		Ensure everyone on the activity are clear on the emergency procedures and protocols. Have appropriate safety equipment to hand (and where appropriate back up). Ensure mobile phones are charged for potential emergency purposes. Avoid inappropriate behaviour at height/depth Abide by national and local regulations governing sport / council area in the UK of activity.		
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Training /Competition Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.	Coaches, Experienced activity leaders, Participants,	Training and games to be structured in conjunction with NGB guidelines and best practice. Training intensity should be adapted for level of participant. Increased attention to beginners. Sessions are led by a qualified coach or appropriately 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)	Medium	Action to take ASAP 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. 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
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Running alone (getting lost/injury, etc.) Running in the dark Insufficient warm-up		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. Encourage all members to undertake a thorough warm-up, consisting of at least 10mins of light jogging followed by 10mins of exercises. It should be emphasised that this warm-up is an integral part of the training session. Members should be encouraged to stop running immediately if they feel unwell or unusually exhausted, particularly if not accustomed to vigorous exercise. Runners encouraged to run with other club members on organised runs. Remind runners of the risks of running alone more		
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		often. Runners encouraged to wear light coloured or reflective clothing, or to avoid running in the dark.		
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		Runners encouraged to take head torches if running off road in the dark. Remind runners of the risks of running in the dark more often. Dynamic risk assessments may be required for unforeseen circumstances or situations. A decision will be made by committee members present on whether the club training or event will take place. For example, adverse icy conditions on the track may cause the decision to cancel, or simply change to a safer road-run. The Committee will as much as possible advise of conditions before a session, including whether spikes are necessary.		
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Slips, Trips and Falls Potential of minor to major injury. Examples of slip hazards; Following cleaning of floor, Changing/Shower areas Spilt drinks	Participants, spectators, coach/instructor, officials	Club Committee to ensure, in so far as is possible, that the facility is clean and fit for purpose, bearing in mind the inherent risks of off-road running. Club runs are organised bearing in mind the conditions. Educate members on how best to run on uneven ground, kit	Medium	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
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Wet grass Mud Ice Slopes Examples of trip/fall hazards: Trailing cable(s) Potholes, uneven surfaces Mats Equipment (e.g. players bags, sports equipment) Poor lighting Stairs / steps		selection, shoe selection, and how to best deal with injuries. 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 safe (Encourage a 'see it, report it, sort it' mentality). Drinks to be consumed and stored well from playing/activity area. Cables to be placed (tied) away from activity area / walkways, otherwise use signage and high viz tape. No running in changing/shower areas Warning notices where applicable and appropriate (especially if at a club owned/run property)	289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident
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		Use handrails if provided on stairs/steps.		
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Manual Handling Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues. Visibility may be compromised if carrying excess load. Avoid propping open fire doors	Players, spectators, coach/instructor, officials	Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps Make the load smaller or easier to carry. Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips, and falls. Look to avoid twisting, lifting from floor to above shoulders and/or carrying over excessive distances where possible. Seek assistance from others in the event of needing to open doors. (Propping open fire exit doors may increase risk of damage to property and injury to persons in the event of a fire, especially if the prop is left in place e.g. forgetfulness).	Medium	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) & the nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident
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Fire/Smoke Inhalation May lead to minor/major injury or fatality	Participants, spectators, coach/instructor, officials	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.	Low	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
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		Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.		then ASAP call Security Services on 01865 289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here) & the nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF) . Accidents to be reported to https://oxforduni-remoteforms.infoexchange.com/Incident
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Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.	Club Committee Club Members	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 copy with Sports Fed (see website for details / deadlines). Club equipment of value to be secured. Inform Sports Fed if any items are stolen. All club equipment should be visually checked regularly. Where more detailed checks are required	Low	
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Personal Equipment	Club Members	ensure records are maintained and updated (e.g. annual inspection). 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. Owners of personal equipment should be reminded they are responsible for the maintenance, safety, and security of their own equipment.		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).
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Food & Drink Provision by Club If providing food/drink, be aware of the following which may lead to illness or even a fatality: Food Allergies / Intolerances Food Poisoning	Anyone	Ensure those who suffer from allergies/intolerances are aware of allergens in food/drink. Use University (onsite) providers/caterers if possible. Any food/drink prepared at 'home' and brought for others to consume, ensure allergen foods are declared.	Low	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. In event of any serious injury/incident:
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Using a BBQ on University premises (Iffley Road, Parks, Marston) Serving alcohol (may require facility permission and possibly license). Also refer to Social Activities.	Club members Alumni Spectators Club members Alumni Spectators	Surface and Personal hygiene and handling to be maintained for any food/drink irrespective of provider / where purchased. Avoid sharing utensils when consuming food. Use appropriate storage (e.g. Tupperware, labels). Avoid bringing high risk food (e.g. nuts) if possible. Seek permission from University first (unless in public areas) Do not use disposable BBQs in very dry conditions. Cook food thoroughly Alcohol may not be allowed at certain premises (e.g. Iffley Road). Seek permission and where applicable, temporary license (these fall under a separate RA).	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) & the nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.infoexchange.com/Incident
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Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing	All Club Members Coaches	Overtraining /Dehydration Stress Bullying Follow NGB Welfare guidance	Low	Signpost where appropriate by Club committee / welfare officer. Examples: Sports Fed and /or their Welfare Officers (can be done in confidence).
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Weight Management (where appropriate)		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.		Other College/University support. National Governing Body Designated Welfare Lead
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Exhaustion /Dehydration (also link to Welfare) Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment	Participants	Players to bring water/appropriate fluid to sessions. Water fountains are available at Iffley Road. Check availability at other facilities. Breaks given for rehydration in training and competition. Have medical support in place. Refer to Welfare where appropriate. Members encouraged to warm up thoroughly in cold weather and to wear clothing appropriate to the conditions as well as stay hydrated in hot weather. Sun protection is advisable. Educate members about the risks of hot and cold weather and how they can reduce the risks and deal with	Medium	In event of any serious 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). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF).
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		injuries/dehydration etc if necessary.		
Safeguarding (relates to any activity involving under 18s and/or vulnerable adults) (also link to Welfare) Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues Unsupervised activities (including providing advice)	Participants Coaches Club	Club committee / coaches responsible for ensuring they are aware if any OU students are under 18s. 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. Coach/Instructor/Leader MUST have done NGB Safeguarding training and if necessary be DBS checked. 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.	Medium	In the event of any concerns or incidents follow the NGB and University reporting procedures. For further advice: 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. Liaise with Sports Safety Officer on above, training, DBS checks and other matters relating to safeguarding.

Management of Injuries /Illness (incl first aid)	All	Inform duty facility staff in event of participant(s) suffering injury or	Medium	In event of any serious injury/incident:
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Injuries/illness incurred during activity or outside of activity. Return to Activity from injury or illness		illness during activity. First aider will assess and respond accordingly. 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). Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions. 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.		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). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident Club to adhere to NGB and University (Sports Dept & Central) H&S Policies and record keeping. Inform SSO of any club member interested in gaining first aid qualification.
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Concussion Headshots Recognition, Management, Return to Activity.	Participants	Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! If in doubt, they must sit out.	Low	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
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Failure to recognise, treat and manage concussion may result in severe injury / fatality. Note - Some symptoms of concussion. Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues		Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College. Monitor condition before allowing return to activity (in line with NGB guidelines). Participant to stop immediately if he/she feels unwell on return to activity.		289999 or Sports Safety Officer on 07780 693388. Use What3Words App for precise location (see website here). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF) . Accidents to be reported to https://oxforduni-remoteforms.in fo exchange.com/Incident If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
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Travel To / from venues away from Iffley Road.		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.	Medium	In event of any serious injury/incident: 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). The nearest defibrillator
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Private Vehicle	Drivers, Passengers	Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.		can be found via the defibfinder website : British Heart Foundation (BHF) .
Hired Vehicle (through Sports Fed)		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.		Accidents to be reported to https://oxforduni-remoteforms.in fo exchange.com/Incident
All drivers		Adhere to road and traffic laws and regulations. Responsible for safety of themselves and all others in vehicle.		Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business. 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)
Passengers		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. Avoid distractions particularly from others in vehicle.		Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles). 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.

		Use assistance of others when reversing, parking, or manoeuvring in tight spaces.		
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		No alcohol when driving on club business Should be made aware distractions/anti-social behaviour are likely to affect driver.		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. Club to adhere to NGB and OUS H&S Policies and record keeping.
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Travel (Incidents) incl accidents, breakdown.	Drivers Passengers	Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place. Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible). Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life	Medium	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). The nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF). Accidents to be reported to https://oxforduni-remoteforms.ifoexchange.com/Incident For hired vehicles, inform Sports Fed asap so hire company can be told Drivers/clubs may be liable for costs in the event of damage not reported to
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		threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999. Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.		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)
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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. Personal Safety (maybe comprised in the event of an individual drinking to excess)	All attending club social events	Follow NGB and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place. No alcohol prior to and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess. Drivers should not drink any alcohol and see non-alcohol alternatives. Non-prescribed drugs allowed at any time. Advice for all is to use well lit and well used areas at night-time. Be aware of surroundings. Avoid flaunting items of value (e.g. watches, large amounts of cash, phones) Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.	Medium/low	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. If necessary, seek medical advice on 111 (NHS)
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Covid-19 Minimise spread of virus	Coaches Participants	Avoid contact with others if you might be infectious	low	Monitor current university guidance which can be found via this link https://www.ox.ac.uk/coronavirus
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		Respect other people's space Keep up to date with COVID vaccinations Respect those who choose to wear a face covering Cover coughs and sneezes and wash hands regularly.		
Standard competition and training hazards as detailed by England Athletics	Athletes, Officials, Sports Staff and Spectators	● Following England Athletics competition rules and guidance ● Qualified officials present ● All equipment meets required standard ● Safety rules to be enforced on day by helpers Set spectator and competition areas	Medium	Sports staff to be briefed in how to set up competition equipment by those familiar with athletics competition guidance

Injury to spectators	Spectators due to collisions with those competing or by competition equipment. Spectators encroaching into competition areas (track and field events) poses a particular risk	• Have set spectator zones • Encourage spectators to remain in stands for watching track events • For field events ensure spectators are aware of where they can stand safely • Ensure spectators are aware not to walk on track/across infield for throws • Ask spectators to remain in position during races/attempts	Medium	• Use cones/tape/fencing to separate spectator zones from competition areas • Have helpers on day direct spectators
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		and only move around venue between races • Make sure bags are not left unattended blocking passageways – designated areas (e.g. cricket schools) for athletes and officials to leave bags		
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<u>General track usage</u> <u>(100, 200, 400, 800, 1500, 5000, 3000SC)</u> Loose track surface & loose curbs.	Athletes and coaches	Ensure athletes wear adequate footwear and curb railings are fixed correctly in place. • Ensure athletes are aware of deposits of loose tartan from the track that may lead to slips and trips	Medium	• Event organiser to keep an eye out for any significant wear and tear on the track or anything that is broken and could be dangerous.
Starting Blocks	Athletes and coaches	If used ensure starting blocks are firmly secured onto the track or other area. Ensure adequate maintenance and regular inspection, with blocks inspected by a coach/athlete before use.	Medium	• Faulty or broken starting blocks to be replaced and reported to the Facilities Manager
Weather Conditions	Athletes and coaches	President and Coaches decide if the track is safe to use for training. Coaches and Athletes wear the correct clothes and take on fluids etc. as required. Athletes should be aware of the symptoms of excessive cold or heat. Athletes should	Medium	• In the event of serious weather conditions, the coach should cancel or reschedule a training session.

		wear the		
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		correct footwear e.g. spikes/ trail shoes to sessions (dependent on weather) to minimize risk of falling.		
Athlete Injuries	Athletes competing in events	• Request competitors arrive in plenty of time to warm up • Ensure all competition equipment is in good working order and set up safely • Officials discretion as to whether an event is safe to run with given equipment • Ensure athletes leave competition area (e.g. track)		• Encourage good warm up practice on day of event • Encourage athletes to layer up between rounds/warm up and competition

Collisions with other persons and Hurdles	Athletes and coaches	Athletes and coaches to observe local lane discipline. New athletes should be informed on track etiquette to avoid potential collisions. Hurdles should be used in the correct direction and in the appropriate manner. In competitions, the placement of hurdles should be checked before the race. Where competition hurdles are used the mechanisms for fixing the hurdles (a) at the required	Medium	In event of any serious collision: 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) & the nearest defibrillator can be found via the defibfinder website : British Heart Foundation (BHF).
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		height (b) positioning the counterbalance weight. Equipment should be fit for the purpose Damaged hurdles should be replaced and reported to the Facilities Manager. ● When removing the hurdles from the hurdle cover, at least 2 members of staff should at all times remove the trolley from the container. OUAC to return hurdles to cover after use.		Accidents to be reported to https://oxforduni-remoteforms.infoexchange.com/Incident
<u>Steeplechase</u> Water Jump	Athletes and coaches	Cover should be always in use when the water jump is not in use. Steeplechase and water jump to be used in daylight only. Water Jump to be cleaned of algae & filled with water pre competition.	Medium	

Barriers	Athletes and coaches	Check barrier top rail for secure fixings and those surfaces are not damaged so as to cause injury and check uprights of barrier in floor bases for secure fixing. Minimum of two persons required to move the portable units.	Medium	
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		Barriers to be set to correct height, as would be used in competition, for men and women.		
<u>High Jump</u> Track (Run up)	Athletes and coaches	Ensure athletes wear adequate footwear. If kerbing is removed then it should be stored in a safe place and replaced after training.	Medium	
Event	Athletes and coaches	Ensure athletes undertake adequate warm up. Ensure athletes jump in turn. Ensure that athlete does not wear jewellery or other objects which might cause injury.	Medium	

High Jump Cover	Athletes and coaches	Four members of staff/athletes required to move the metal cover on and off at all times.	Medium	
Safety Matting, beds and stands.	Athletes and coaches	Ensure additional matting is provided at the sides and the back of the main High Jump bed. The high jump beds should be free of holes, covered by a cover, and all buckles should be secure. The stands and bar should be in good order as required by the official.	Medium	

<u>Long/Triple Jump</u> Runway	Athletes and coaches	Examine the runway to ensure no worn or damaged areas and the runway is not slippery. If you find a fault report to the Facilities Manager.	Medium	
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Take off boards and blanking boards.	Athletes and coaches	Ensure that take-off board, no jump indicator insert board, and no jump indicator insert blanking boards are made of wood or wood composite, soft enough so as to absorb the impact of spikes. Ensure that insert boards and blanking boards are capable of being adjusted so as to be stable and level with runway. Ensure that plasticine insert boards and plasticine insert blanking boards fit adequately without being too difficult to remove. Ensuring that board lifting implements are available and suitable for the purpose of lifting the boards.	Medium	
Landing area	Athletes and coaches	Check that landing area is free of dangerous extraneous material and dug over	Medium	

		Edge of sand pits are of plastic nosing and conform to UK athletics guidelines. Ensure that rakes and brushes used for levelling and cleaning are kept away from landing area and that prongs of rakes face the ground.		
<u>Javelin</u> Runway	Athletes and coaches	Examine surface to ensure no worn or damaged or slippery surfaces. Report faults to the Facilities Manager.	Medium	
Sector	Athletes and coaches	The central throwing area, or other designated throwing area, must be 'roped' off in accordance with current UKA rules.	Medium	
Implements	Athletes and coaches	Implements must be checked before commencement of any throwing to ensure they are serviceable, particularly the	Medium	

		grip and profile.		
<u>Shot</u> <u>Put</u> Circle	Athletes and coaches	Ensure that drainage holes are kept clear, that the circle is free of dirt, grit and any standing water, that the metal	Medium	

		rim has no protrusion or shards of metal and that stop board is not damaged and/or infirm and unstable. All defects are to be reported to the Facilities Manager.		
Sector	Athletes and coaches	Fill in holes in shot area after each training session. Rake ash/shale surface after each training session. The safety sector or central throwing area must be roped off in accordance with UKA rules.	Medium	
Implements	Athletes and coaches	All implements used for training must be checked	Medium	

		before use.		
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