



# CLUB SAFETY MODULE





# This Module

## We will cover:

- Your duty of care as a sports club leader
- Club governance and documentation
- Risk assessments
- National governing bodies – how can they support you?
- Emergency procedures and accident reporting
- Insurance - what you're covered for
- Trips & Tours
- First aid, concussion awareness and communicable diseases





# Introduction

Here at the Sports Union, we consider the Club Captain, Secretary, Treasurer and Wellbeing roles to be the 'Leadership Group' of the Sports Club – often you'll hear us refer to the group as the CSTW.

The CSTW health and safety functions are to:

- Make decisions on behalf of the club membership
- Be responsible for all items of kit and equipment belonging to the club
- Ensure that the club is conducted in accordance with USSU, Club and NGB policies and procedures (e.g. Risk Assessment, Tours Policy etc.)
- Make members aware of the risk involved and take reasonable and practical steps to ensure that participants have the skills and knowledge to manage these risks





# Define 'student activity'...

Student activity is any organised activity that involves a collective group of student club members who are participating in the following:

- Any club activity which is being conducted in the name of the University of Strathclyde, Sports Union or Students' Association
- Activities publicised at club meetings
- Activity publicised on club websites, leaflets or social media pages
- Activities funded in any way by the University, Sports Union and/or Club Accounts
- Activities which require transport arranged through the Sports Union







# Duty of Care

Clubs have a general duty of care to avoid carelessly causing injury. A duty of care can arise in many ways, some of which may not always be immediately obvious, such as:

- Loaning equipment to others
- Fundraising at events
- Hosting fixtures, tournaments and competitions – even friendlies
- Selling food at events (e.g. Bake Sale)
- Giving instruction/coaching
- Safeguarding U18s

The Club Committee should provide a safe environment for all club activities, from normal training and match days to social events and trips. The CSTW must ensure:

- Health & Safety guidance, policies and procedures are followed and that this information is disseminated to all active members
- All risks associated with club activities have been considered, documented and reviewed regularly
- Health & Safety recommendations from the National Governing Body are acted upon
- Ensuring the updated Disclosure Scotland Act is met





# Safeguarding

In addition to general duty of care, club committees also have a role to play in safeguarding members. At Strath Union, we recognise that a broad cross section of people engage with our service for a variety of reasons. Amongst the cohort of people found at Strath Union there will be adults, young people, and adults at risk. Although certain individuals may be more vulnerable than others it is appreciated that anyone can become vulnerable during their time at University.

Key policies the Union holds to address matters of safeguarding and vulnerability are as follows, and all of which can be found on the Union website [here](#):

- Equal Opportunities
- Disciplinary Procedure
- Code of Conduct
- Complaints Procedure

The Disclosure (Scotland) Act 2020 had recent changes to the way organisations and community groups engage with individuals who are considered unsuitable for work with children and/or protected adults. Some roles and activity within student sport require PVG Scheme Membership whilst others will not. Any clubs working with U18s on a regular basis should get in touch with the Sports Union to establish any requirement for PVG Scheme Membership.



# Responsibilities



Safeguarding your members is the responsibility of the full club committee. Similar to the purpose of club wellbeing being prioritised through a dedicated role holder, we recommend clubs consider having a safety officer who has a designated responsibility for the promotion of safety and can take extra responsibility in managing this. Particularly for sports that are high risk, and regularly engage in high risk activities e.g. mountaineering, canoe, sailing, etc.

The role holder should have appropriate knowledge and experience to discharge their Health & Safety responsibilities. In absence of a Club Safety Officer, the Club Captain will assume relevant duties with the ability to delegate to the wider club committee where appropriate.

The Club Safety Officer should take the lead in promoting a positive safety culture and ensuring relevant documentation is reviewed and updated annually:

- Health & Safety Policy
- Risk Assessment
- Code of Conduct
- National Governing Body Affiliation
- Training requirements (e.g. First Aid, MIDAS etc.)
- Trips & Tours Policy





# Risk Assessments

A club Risk Assessment (RA) should be carried out annually as part of the club reaffiliation process by the CSTW in consultation with Coaches and Activity Leaders prior to activity recommencing at the start of each academic year.

The RA should include your standard annual activity such as training sessions and matches/trips (depending on your club). For any one-off activity, a separate risk assessment is required (e.g. trips/tours/events) which is covered later in this module.

Risk assessments are in place to identify any hazards; the likelihood of injury arising; quantifies the severity of consequences; and takes into account control measures to risk rate each activity. It is an essential requirement to support our insurance cover, and will be scrutinised in the event of an accident occurring to establish any fault that could have been mitigated.

It is not always possible to control external facilities from the University and perform risk assessment in advance, however it is important to identify risks of the environment before beginning activity:

- A competent person (such as qualified Coach, Official or experienced Activity Leader) should make a thorough assessment of the scene to ensure it is suitable and safe for use by activity participants
- USSU recommends CSTW's request a copy of the external facility Public Liability insurance certificate and Venue Risk Assessment (especially if using amateur sports grounds).





# National Governing Bodies

National Governing Bodies of sport are a network of independent organisations that govern their sports through the common consent of their sport. Most – but not all – sports have a recognised NGB by sportscotland, for example:

- Scottish Rugby Union
- Mountaineering Scotland
- Scottish Disability Sport

We recommend clubs reach out to their governing bodies to establish any requirement to affiliate, and to understand what support if any they can provide - e.g. training courses, funding, and general sport specific queries.

NGBs are in place to regulate, develop and promote sport across the country, and provide affiliated clubs with sport specific Health & Safety guidance.

- In many cases, NGBs also provide sport specific insurance that can be acquired during the affiliation process
- USSU recommends, where possible and relevant, Sports Clubs affiliate to the appropriate NGB for this reason
- CSTW can apply for funding support to affiliate – 100% of club affiliation and up to £15pp for individual affiliation





# Trips, Tours & Holidays

The Sports Union has updated the Trips & Tours Policy this summer (2025) to improve standards and safeguarding by providing clubs with a more detailed guide. The policy provides a definition of what constitutes as a trip or tour, and gives guidance on how to plan and prepare for trips or tours. It's important to understand that anything that does not meet the guidelines of a trip or tour cannot be associated with the Sports Union/Club.

For any trips/tours planned for your club, you must notify the Sports Union by registering the trip/tour details via the MS Form submission on our [website](#). Trips require 2 weeks (10 working days) notice, and tours require 4 weeks (20 working days) notice. The registration includes a checklist of all things clubs need to consider and prepare prior to the trip/tour going ahead. The registration process is to allow the Sports Union staff to review your trip/tour and approve it before clubs go ahead with booking and planning.

The Trip Registration form and checklist invites Activity Leaders to consider all planning and risk requirements for the trip:

- Who will be the responsible Activity Leader(s)?
- Are there any country specific considerations to account for? (e.g. Visas)
- What insurance requirements should participants be aware of? (e.g. Winter Sports)
- Other – Itinerary, First Aid, Equipment, Transport etc.



# Club Events

The running of Club Events will be dependent on SGB and Sports Union approval. If events are able to go ahead, CSTW's (or Event Organisers) must register one-off club events with the Sports Union via our [website](#) to ensure appropriate support and insurance cover is in place. Examples of events are as follows:

- Sailing Wrath O Strath
- Canoe Freestyle Competition
- Cheerleading Showcase
- Rowing Barony Cup

Event Organisers will be asked to provide documentation on risk management therefore we request 4 weeks notice of the event should be given

- Risk Assessment
- Third Party venues – Risk Assessment and Public Liability
- Other as requested





# First Aid

All Sports Clubs should have the appropriate level of First Aid cover for their activities.

- Every team must have at least one qualified First Aid person at club activities
- Club Committees can sign out a fully stocked First Aid kit from the Sports Union office prior to training and fixtures – this should be returned and replenished

The Sports Union provides opportunities for Sports Clubs to gain First Aid qualifications, usually at the start of the academic year. This year we are running x2 courses which will upskill 24 club committee members. The course is 75% funded by the Sports Union, with the remaining 25% coming from club budgets.

Any further H&S requirements assigned by your SGB should be discussed with the Sports Union.







# Concussion Awareness

Training and education around understanding concussion and spotting the signs is very important. We have recently added a [concussion toolkit to our website](#) to provide all of the information you need to know as guided by sportscotland.

The guidance is intended to provide information on how to recognise sports concussion and how this should be managed from the time of injury through to safe return to play. We have provided some resources to help players, coaches and officials recognise and know what to do when there is a suspected concussion. For more in depth advice and guidance, you can also access information through the [SportScotland concussion guidance](#).

The Sports Union also provides annual training and education for clubs to attend to upskill your knowledge and understanding of concussion. This training and education is open to all members, not just committees, as it is important for all involved in club activity to spot the signs and have an understanding of their part in helping manage concussions. More information on the training will be sent to clubs at the time, but clubs can expect a session to be ran in October at the start of the season.





# Communicable Diseases

Communicable diseases can be transferred from one individual to another through contaminated air and/or fluids.

This does NOT solely refer to COVID-19. To minimise risk:

Cuts and abrasions should be treated immediately and the injured person should not be allowed to return to the activity until all contaminated clothing and equipment is replaced

Participants should maintain strict personal hygiene at all times

Members who do not feel well should not participate in any club activities

Any member with prior evidence of communicable disease should obtain advice and clearance from a Doctor prior to participation

Members should avoid the sharing of water bottles and other equipment that can be contaminated by saliva

Spitting and urinating are strictly forbidden in playing areas





# Emergency Procedures

In the event of a serious accident or major incident during a student activity, the USSU Emergency Procedures (EP) should be followed. Definition:

*A serious accident or major incident is one in which results in people being killed, detained in hospital, arrested or rescued*

EP is endorsed by the University and Students' Association – connects Activity Leaders to staff out-of-hours, including Security Services

1

First, notify  
emergency  
services

2

Contact Security  
Services who will  
take any action  
deemed necessary

3

Immediately after this,  
follow the SU  
emergency procedures  
by calling the 'out of  
hours' phone to make a  
report

4

No contact with the  
Media – all  
communication should  
be through the  
University Press Office



A background image showing several volleyball players in red and black uniforms jumping over a net. The title 'Accident/Incident Reporting' is overlaid in large white text.

# Accident/Incident Reporting

It's important to understand what constitutes as an accident or incident.

- An INCIDENT is a 'near miss' that may require further action to be taken (e.g. faulty equipment, a slip etc.).
- An ACCIDENT is anything that results in damage or medical treatment beyond minor first aid (e.g. concussion, broken bone, broken club equipment, damaged vehicle etc).

All accidents and/or incidents that occur within club activity, must be reported to the Sports Union within 24 hours.

The Accident/Incident Report Form can be submitted via MS forms and can be accessed on our [Committees Resource Page](#) on our website.

The purpose of reporting the accident/incident is make the Sports Union and any other relevant stakeholders aware, to enable us to consider any need for an investigation, act upon any outstanding actions to resolve the accident/incident, and provide appropriate resource to clubs and members including those that may have been injured as a result. Information is held on file to monitor incident/accident rates and address any risks exposed within club activity.



# Insurance

All registered and risk assessed Sports Club activities fall under Strath Union insurance policies, brokered by Howdens:

- Personal Accident
- Public Liability
- Smallcraft
- Vehicle

USSU insurance does not cover:

- Any Covid related incidents
- Use of own vehicles or hired out with the Sports Union
- Travel insurance
- Private medical insurance
- Life insurance
- Personal possessions of club members
- A paid coach's insurance – this can be acquired from NGB





# Equipment & Storage

Several UoS Sports Clubs have access to University storage facilities -

- Strathclyde Sport (internal)
- Strathclyde Sport (external storage containers)
- Stepps Playing Fields

CSTW's have primary access to club storage – any misuse will be reported to the University and could lead to disciplinary action

Clubs should undertake an annual audit of club equipment – including electrical assets – and assess if fit for purpose.

- Equipment Audit form returned as part of the annual club affiliation process
- Faulty equipment should be removed immediately from club operations
- Personal equipment is the responsibility of the owner, however duty of care should be considered when loaning to other students







# Expectations

We understand that committee members and volunteers change every year and levels of experience can vary from person to person.

The Sports Union is here to help you deliver a great student experience for your members, but to achieve success, it's important that you and fellow committee members proactively engage with the office.



# Resources

This module covers a lot of areas to consider as safety leads within your club committee, however the real training is gained from experience doing the job. The following resource will help you get started:

- Committee Resources: Includes Accident/Incident Report Form, Trips/Tours Registration Form, Event Registration Form, Club Handbook, etc.
- Club Reaffiliation Documentation: Includes risk assessment and equipment inventory. Clubs should have these files from the latest reaffiliation, but if you can't find it, please contact [strathunion.sport@strath.ac.uk](mailto:strathunion.sport@strath.ac.uk) to ask for a copy.
- Policies & Procedures: Includes Health & Safety Policy, Trips & Tours Policy, Accident & Emergency Procedures, Code of Conduct etc.
- Concussion Toolkit: Includes concussion facts, how to spot symptoms, and how to manage concussions







# Office Contacts

If you have any questions regarding Club Sport Safety please do not hesitate to contact a member of staff or the Sports Executive:



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