

Club Sport Guide

Health & Safety

2019-20



strathunion.com/sports-union

General Statement

University of Strathclyde Sports Union is a democratic body elected by the student population at the University of Strathclyde.

It is the mission of the Sports Union to enhance the student experience and to this end the Sports Union supports an extremely diverse range of sport and wellbeing activities.

It is the policy of the Sports Union to provide and maintain, as far as is reasonably practicable, a safe and healthy environment for all student activities, and to provide information and training for this purpose.

Strathclyde Students' Association, Strathclyde Sports Union and individual Club Committees have a common law 'duty of care' to participants. If this is not implemented then the Students' Association, Sports Union or Club Captain/President can be regarded in law as negligent and subsequent legal action can be taken. This guidance document acts to ensure that this does not occur.

The intention of guidance from Strathclyde Sports Union is not to cause clubs to constrain their activities but to allow clubs to manage their affairs in such a way as to help minimise any possible liability in the unfortunate event of a member having an accident.

Definitions

For the purpose of this document, a student activity is defined as 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 under the name of the University of Strathclyde, University of Strathclyde Sports Union or University of Strathclyde Students' Association.
- Activities publicised at club meetings.
- Activities publicised on club websites, journals, leaflets and/or notice boards.
- Activities funded in any way by the University, Sports Union or the Club.
- Activities which require transport arranged through the Sports Union/Students' Association.

Membership

Any current student at University of Strathclyde with a current Sports Union Membership Card, life member of SU, graduate of the University of Strathclyde, or University of Strathclyde staff member may join clubs. Each member must pay the relevant annual subscription, provide duty of care information and abide by all SU policies and procedures.

- Only current students at University of Strathclyde are permitted to hold committee positions as advised in the relevant section in this document.
- All potential club members are entitled to one free session; after which they must join. This free session may not include any trip that involves going off campus, or taking part in any competitive activity unless given permission of the VPSW.
- Membership shall run from 1st September to 31st August each year.

Please refer to the University of Strathclyde Constitution and By-Laws for more information on membership.

Introduction

Health and Safety and the Assessment of Risk are an increasingly important aspect of everyday life. 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 take leading roles within sports clubs or have sport qualifications are deemed to have a greater responsibility to understand risk and, so far as is reasonably practically possible, ensure the safety of those in their charge.

There is a substantial body of health and safety legislation that applies to University Sport Clubs. It is essential that Clubs take a positive attitude to Health and Safety and that Club Officers build this attitude into the everyday life of the Club.

University clubs differ from other clubs in being transitional as students graduate and move on relatively frequently. University clubs may actively encourage students to participate, and it is important that the risks are made clear to all potential members. The committees of University clubs should consider new members when planning activities, possibly by considering a progressive approach. Committees and individuals should be objective, honest and realistic about their own level of experience; for example, the difference in experience between a fourth-year and first year student may, in reality, not be all that great.

Strathclyde Sports Union, in consultation with Strathclyde Sport, has developed this document for Sport Clubs. It aims to provide basic guidance to University Sports Clubs regarding Health and Safety provision. 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. 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 advice from the National Governing Body (NGB).

Every single club member has a responsibility for health and safety. Failure to implement codes of conduct, rules and regulations may be construed as negligence. Clubs may find themselves facing fines, or even university disciplinary procedures.

Duty of Care

Clubs have a general legal duty 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 events
- Hosting fixtures, tournaments and competitions, even friendlies
- Selling food at events
- Giving instruction/coaching

The Club

Clubs have the common-law duty of care that every member of society has to all other members of society, that is, the obligation to exercise a reasonable degree of prudence and caution while performing any acts that could foreseeably harm others. This responsibility is reciprocal, in that each person is responsible for him or herself, and should also ensure that his or her actions do not put others at risk. Duty of care is not diminished because of involvement in a hazardous activity, for example, mountaineering

The Club Committee

Club Committees should provide a safe environment for all club activities from normal training and match days to social events and trips. The Committee should ensure that they follow health and safety guidance, policies, procedures and codes of conduct and that this information is disseminated effectively to its members. They should also ensure that the risks associated with all Club activities have been considered, documented, reported and are reviewed regularly. The Committee should ensure that health and safety recommendations from the appropriate National Governing Body are acted upon. To this end, Strathclyde Sports Union provides funding support to all member clubs regarding affiliation costs.

Club Member

Club members must take reasonable care to avoid acts or omissions, that can be reasonably foreseen and which would be likely to injure their neighbour. The term 'neighbour' in this context includes other Club members and those with whom they may come into contact with as a result of membership of the Club. This might include facility staff, coaches, umpires, opposition teams and individual competitors and the general public.

Coaches

Coaches play a crucial role in the development of any sport and in the lives of the athletes they coach. Good coaches ensure that individuals in sport have positive experiences and are therefore more likely to continue in their sport and achieve their potential. Anyone involved in the coaching or training of club members has a responsibility to ensure that safe and proper practice is followed. Clubs must ensure that anyone given responsibility for coaching or leading sessions is suitable for this role. At Strathclyde Sports Union we insist that any person undertaking 'coaching or instruction' activities (paid or volunteer) must have a minimum UKCC or equivalent qualification. Strathclyde Sports Union also has code of conduct that they expect their coaches to adhere to (copy of which can be during the Coach Registration process). Strathclyde Sports Union will ask coaches to supply photocopies of all relevant qualifications, NGB Membership, insurance details and first aid certificates. They should also be required to provide personal contact details on an annual basis.

Activity Leader Responsibilities

Due to the nature of university sport it is not always possible to have a qualified coach present for all club training and matches. In such circumstances a captain or other suitably experienced person should be appointed as activity leader to oversee the management of activities, including Health and Safety. It is essential that those appointed to such a role have several years' continuous experience of playing the sport. An activity leader must accept the responsibility of leading others. They take responsibility to ensure that players/participants are not exposed to a foreseeable risk. Activity leaders take responsibility for:

- Familiarising themselves with the Risk Assessment of the activity to be undertaken and ensuring all advised safety precautions are in place.
- Visually inspecting the facility or equipment to be used prior to commencing the activity to ensure it is safe.
- Ensuring all those in the group are aware of the risks associated with the activity and take due care when participating.
- Encouraging all participants to respect the Club's Code of Conduct
- Providing as high a standard of leadership and instruction as is reasonably practicable at all times.
- Ensuring that participants use all relevant safety equipment.
- Instigating Strathclyde Sports Union Emergency Procedures if necessary.

Health & Safety Responsibilities

Each club will annually elect a committee consisting of a Club Captain/President, Secretary and Treasurer in accordance with the University of Strathclyde Sports Union Constitution and By-Laws. Other positions may be held at the discretion of the club committee.

Elections will be held during the club AGM, for positions beginning on July 1st of that year. All current student members who are not in their final year of study are eligible to stand for election as Club President/Captain, Secretary and Treasurer.

The committees' health and safety functions are to:

- Make decisions on behalf of its membership.
- Be responsible for all items of kit and equipment belonging to the club.
- Be responsible for the Duty of Care of their members during club activities, excluding social events, and/or as advised by the relevant sport National Governing Body.
- Ensure that the club is conducted in accordance with Strathclyde Sports Union and Club Constitution and Policies.
- Liaise on a regular basis with the Sports Union Executive Committee and staff.
- Keep all membership communications up to date.
- Make novice members aware of the risks involved and take reasonable steps to ensure that parties have the skills and knowledge to manage these risk

At the end of each year committees MUST pass on all appropriate information to the incoming committee members.

Health & Safety Responsibilities

Party	Responsibilities
Individual Participants	<ul style="list-style-type: none"> • To take reasonable care for the health and safety of themselves and others involved in student activities • To follow the Students' Association & Sports Union systems and procedures for the management of health and safety

	<ul style="list-style-type: none"> • To follow the relevant sport National Governing Body guidelines for the management of health and safety procedures • To follow the reasonable instructions of activity leaders, captains, chairpersons and qualified coaches • To wear suitable clothing and footwear for the activity
Activity Leaders, Captains/Presidents & Coaches	<ul style="list-style-type: none"> • To implement the relevant sport National Governing Body guidelines for the management of health and safety • To implement the Students' Association & Sports Union systems and procedures for the management of health and safety
Strathclyde Sports Union/Students Association	<ul style="list-style-type: none"> • To develop and monitor systems and procedures for the management of health and safety in student activities • To devise and implement the policy as it relates to sports clubs. • To provide adequate insurance for authorised activities • To monitor and review the development and implementation of the policy and to make recommendations to the Board of Trustees about the improvement of the policy
University of Strathclyde	<ul style="list-style-type: none"> • Ensure that any facilities and equipment managed by the University which are used in the course of student activities meet the minimum safety standards for their intended purpose

Club Safety Management

The club committee are responsible for the Health and Safety of their participants during their activity so far as practically and reasonably possible, unless in areas formally stated otherwise by the relevant sport National Governing Body.

Clubs are advised to elect a Club Safety Officer who has a designed responsibility for safety within the sport club. The club committee should ensure that those holding such positions have the appropriate knowledge and experience to discharge their health and safety responsibilities.

The Club Safety Officer should take the lead in promoting a positive safety culture, including the following responsibilities;

*In the absence of a Club Safety Officer on the Club Committee, the Club Captain/President shall assume relevant duties.

Area	Responsibilities
Safety Policy	<ul style="list-style-type: none"> • Club procedures are compliant with Strathclyde Sports Union policy • Development of Club Safety Policy • Adherence to rules laid down by the NGB to ensure safe practice
Documentation	<ul style="list-style-type: none"> • Current Club's Safety Policy and Procedures are distributed to members • Risk assessment are updated regularly • New equipment assessed as purchased • Submitting Accident Report Forms according to Strathclyde Sports Union policy
Training	<ul style="list-style-type: none"> • The promotion of appropriate training for Club members at all levels, including first aid training, with particular attention paid to novices and inexperienced participants • The dissemination of safety information • Identifying key individuals to attend training
Management of Activities	<ul style="list-style-type: none"> • Coaches are qualified to UKCC or equivalent level • Session Leaders have adequate knowledge or qualifications for the role that they undertake • Coaches and Session Leaders are fully aware of the Club's Risk Assessment and Procedures.
Equipment	<ul style="list-style-type: none"> • The production of an annual inventory of Club equipment • The appropriate and safe storage of equipment • Maintaining records of equipment safety checks • The immediate removal of damaged and unsafe equipment • Equipment is not used unsupervised by those unskilled in its usage • Loaned equipment is returned in safe working order • The provision of the appropriate level of first aid equipment • Advise the Club Committee on new equipment items
Travelling / Tours	<ul style="list-style-type: none"> • Ensuring members use safe means of transport following Strathclyde Sports Union regulations/ policies • Requests for Trips and Tours are made to Strathclyde Sports Union are arranged in accordance with Trip Registration policy (see relevant section) • Ensuring that all safety matters are considered when arranging tours, from the suitability of the opposition to the appropriate level of insurance

Monitoring Health & Safety	<ul style="list-style-type: none"> • Ensure that Safety Procedures are implemented, reviewed annually and amended where necessary • Disciplinary procedures for Club members disregarding safety policy are implemented • Inspection of Equipment, maintenance logs, safety record and Accident Report Forms
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Risk Assessment

Individuals who stand for committee positions assume responsibility for the Health and Safety of their participants during their activity so far as practically and reasonably possible, unless formally stated otherwise by the relevant sport National Governing Body. Therefore, all participants must be made aware of the health and safety implications prior to partaking in an activity to protect both the individual members and the activity leader.

A club risk assessment will be carried out by the Club Captain/President, Activity Leader(s) and any other relevant office bearers prior to student activity taking place at the beginning of each academic term, regardless of the location and number of participants.

Further and additional assessments should be carried out prior to irregular activity due to the fluctuating conditions and standard of the facilities used.

The Students' Association defines a suitable and sufficient risk assessment for student activities as one that correctly and accurately identifies a hazard; determines the likelihood of injury or harm arising; quantifies the severity of the consequences and the numbers of people who would be affected; takes into account any existing control measures; provides sufficient information to enable activity leaders to decide upon appropriate control measures; and identifies any specific legal duty or requirement relating to the hazard.

It is the responsibility of the Activity Leader(s) to 'risk manage' and enforce any control measures identified as part of the risk assessment process, and make Strathclyde Sports Union aware of more serious risks as soon as practicably possible.

Strathclyde and Centre for Sport & Recreation will provide adequate information, and advice to ensure that those conducting risk assessments can do so competently.

Outside Venues

It is not always possible to control external facilities and perform risk assessments in advance. However, it is just as important to identify the risks of an external facility 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. This person might be a qualified official or referee, qualified coach, or suitably trained member of your Club/team. USSU can provide Hazard Awareness Training for Sport Clubs in order to ensure members are suitably trained to assess hazards. 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.

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. Strathclyde Sports Union host First Aid courses during the academic year for club members. It is the duty of the Club Committee to ensure that the clubs and their teams 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.

Guidelines

- Every club and team must have at least one qualified First Aider. Funding is available from the SU to support costs associated with training.
- Every team captain/president will collect and sign out a fully stocked first aid kit from the SU office prior to training and fixtures. This first aid kit must be available at all club/activity sessions.
- It is this Club Captain/President's responsibility to ensure that the first aid kit is fully stocked at all times. They will also be held financially responsible for the kits return at the end of the year.

Accident & Emergency Procedures

In the event of an emergency during a student activity, the Sports Union Emergency Procedures must be followed. These procedures identified below should be followed in the event of a serious accident or major incident involving Sports Union members whilst on a club activity/trip, Out with normal SU office hours.

- If your club has a minor accident, non-life threatening injury to a member or has incurred damage to a hired vehicle/piece of club equipment – all which do not involve contacting the Emergency Services, please complete an Accident Report Form and return to the Sports Union office as soon as possible (e-mail abby.irvine@strath.ac.uk). You are not required to use the Emergency Procedures in such instances as these.
 - Definition: A serious accident or major incident is one which results in people being killed, detained in hospital, arrested or rescued.
- In the event of a serious accident or major incident involving sports union members during a trip or fixture please follow the emergency procedure:
 - FIRST, notify the emergency services of any incident which has occurred and requires their assistance.
 - As soon as possible after this, telephone the SU Out-Of-Office Mobile
 - Give details of the incident, the person(s) involved, and any emergency services involved, along with your own name and the club activity which members have attended.
 - Please also telephone the University of Strathclyde Security Services department 0141 548 3333 providing them with the same details as identified above.
 - The USSA Chief Executive, Vice President Sports & Wellbeing and the USSA President will also be informed of any such incidents.

- The University of Strathclyde Security Services will take any action deemed necessary, which may include informing the University Press Officer.
- It may be deemed necessary to inform relatives of those not seriously injured that they are safe and have not incurred any serious injury due to the incident/accident which has happened.
- No communication with the press will be made during the course of the incident, except through University Press Office. Please DO NOT make any attempt to speak to any media, please call University Security Services if you have any concerns with this.

Child Protection

In the event that you have club members who are under the age of 18, please inform Strathclyde Sports Union staff who will help the club implement the University's Child Safeguarding Guidelines and Code of Practice. This provides guidance for University Staff and Student Representatives involved on campus working with pupils under the age of 18.

Trip Registration

- SU clubs should complete a Trip Registration form. This form is for **all** club trips:
 - Overnight within the UK
 - Abroad
 - Clubs categorised 'High Risk' by the Sports Union Executive must also complete this form for same day trips.
- This form must be completed at least 2 days before departure for UK travel and at least 4 weeks before departure abroad.
- Before submitting, clubs should read and understand Sports Union Club Leadership Guidelines, in absence of sport specific National Governing Body guidance
- The form will ask the activity leader to complete the following information; name of club, activity leader, and date of trip, exact location and contact details of destination, full names of attendees, mode of transport, first aider and driver highlighted
- If two teams from one club travel off campus, two separate Trip Registration Forms must be submitted.
- An email copy will be retained by the SU. The other copy will be kept by the Activity Organiser.
- For any trip involving outdoor pursuits, the Trip Organiser must ensure that their copy is left at the base of the activity (i.e. campsite, parked minibus/car), in case of emergency.
- Any changes must be re-submitted on the Trip Registration Form.
- If the trip registration forms needs amending when the trip has left campus, the group must phone through the changes to the SU office.

Organising a Trip or Tour

For all Trips and Activity outside normal club activity, the club should complete the relevant Trip Registration form. Club committees and Trip Organisers should consider:

- ✓ 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 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.

- ✓ 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. Who the party will be playing, when and where? In case of bad weather, contingency plans should be in place

- ✓ Playing Programme

Is the appropriate number of fixtures arranged? Clubs should ensure that participants are given adequate recovery time between games.

- ✓ First Aiders, First Aid Kits and Reporting Accidents

Clubs should ensure that First Aiders and the appropriate First Aid equipment is available for the activity. Any accidents should be reported on return using the University Incident reporting procedures.

- ✓ Club Equipment

This needs to be in proper working order and should be frequently checked throughout the trip/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. The University Occupational Health Service can advise the tour leader on potential medical requirements associated with foreign destinations.

✓ Travel

Plan how the party will move between the relevant locations and who will be driving the vehicles. If using private vehicles, please list registration numbers for the cars, and give an indication of who is travelling with whom. There are a number of generic areas that Clubs should consider when planning a trip, we have identified some common areas that should be considered, however this is by no means a definitive list and Clubs should ensure that all safety issues relevant to the activity are addressed.

Transport

All vehicle hires and student driver applications should comply with the terms and conditions outset in the USSU Transport Policy. The policy is reviewed and updated annually to reflect any changes in transport legislation and insurance requirements. For more information on the latest policy visit www.strathunion.com/sports-union.

Insurance

Guidance on Insurance

The Sports Union urge all members to take out their own personal injury policy. For a relatively small annual fee, students can take out your own personal injury and accident insurance that will cover should the worst happen.

Should students not have personal cover the Sports Union has a basic Personal Injury policy for clubs participating under the auspice of Sports Union activity. This should be treated as a back-up as the benefits are not a significant amount, therefore we recommend members take out their own policy or check if they are on their family's group policy.

Strathclyde Sports Union insurance does not cover:

- Hire vehicles (other than those hired via Strathclyde Sports Union)
- Use of own vehicles
- Travel insurance, nor Winter Sports insurance
- Private medical insurance
- Life insurance
- Personal possessions of club members

Clubs should contact the SU office for a copy of our current policies which are (reviewed and) renewed annually. To initiate a claim, the individual should email the Sports Union at the earliest opportunity.

Travel Insurance

When travelling abroad, participants should purchase travel insurance relevant to the nature of activity, covering medical expenses, personal possessions, cancellation costs etc.

National Governing Bodies

As an affiliated member of a National Governing Body, clubs could be provided with insurance for sports related activities. This might include training, competitions and may include meetings and social events as well as other Club activities. It is essential that Clubs determine what level their National Governing Body covers their activities.

Coaches

It is strongly recommended that coaches have their own Professional Indemnity Insurance. Some National Governing Bodies provide this when Coaches affiliate but Clubs should not assume this to be the case

Independent coaches, referees and other consultants engaged by clubs are not covered by Strathclyde Sports Unions' liability insurances. Clubs should ensure that such advisers have their own Public Liability and Professional Indemnity insurance.

Complaints

Where possible complaints should be dealt with informally. The complainant should inform the activity leader or club captain/president of the nature of their complaint and ask for the issue to be investigated and resolved. This may be done verbally or in writing. The Activity Leader should keep a record of the complaint and how it was resolved, and also notify the Sports President of the complaint.

If the complainant is dissatisfied with the response they receive from the activity leader or club captain/president, or if the complaint directly concerns the activity leader, or if the complaint is about a very serious matter such as an intolerable or substantial risk of harm, they should make their complaint directly to the Sports President. This should be done in writing, but may also be done in person. The following protocol will be followed:

- The Sports President will acknowledge receipt of the complaint in writing within 3 working days.
- The Sports President will investigate the complaint and make a response to the complainant within a further 7 working days.
- If the complaint is in relation to the Students' Association staff, the complainant should indicate their dissatisfaction directly to the VPSW.
- If the complainant is dissatisfied with the response they receive from the VPSW they should indicate their dissatisfaction in writing to the Students' Association President who will follow the Union Complaints procedures.

Sports Coaching

All coaches or instructors working with a Sports Club/activity on a regular, casual or one-off basis are required to complete the Coach Registration Form annually.

Coaches renewing their application are also required to complete an application form. All coaches must read and understand the USSU Club Coach Guidelines and Coach Agreement before submitting. Please note:

- Coaches must submit evidence of coaching qualifications, personal indemnity insurance and relevant disclosure checks.
- Individuals receiving payment from sports coaching through USSU clubs should be registered self-employed. In order to comply with HMRC regulations, it has been recommended that the SU obtains the Unique Taxpayer Reference (UTR) number of all its self-employed suppliers.

Disputes

It is recognised that from time to time, there may be differences of opinion between the coach or leader and club (membership and/or committee) and it is hoped that these can be amicably resolved. However, it is important to be aware of the following procedures:

- In the event of the club being dissatisfied with the performance or conduct of a Coach, the matter will be raised by the Sports President with the club and coach concerned.
- If the Coach is dissatisfied with the performance or conduct of the SU Club, the matter should be discussed between the Coach and the Sports President.
- If there is a persistent breach of any part of the agreement between the coach and the SU Club, the SU will notify the Coach in writing, who will attempt to resolve the issue to the satisfaction of all parties.
- If the issue cannot be resolved, the agreement may be terminated by either the University of Strathclyde Sports Union or the Coach by giving four weeks' notice in writing to the other party.

Equipment

Inventory

All Clubs must maintain an up-to-date Equipment Log. New equipment purchased during the year should be added and any equipment considered obsolete be removed from the inventory by the club committee

Maintaining Equipment

The Club should ensure that equipment is stored, managed and maintained in a safe manner. Consideration should be given to the following areas:

Storage

Clubs should ensure that Equipment is stored in the appropriate conditions to reduce wear and tear. Care guidelines for equipment should be available to those responsible for storing equipment.

Checking Equipment

Equipment should always be checked thoroughly by users before use to ensure that it is in good condition and that it is still suitable for use.

Providing Clear Guidance for Loan Schemes

Clubs cannot loan equipment to non-club members. If equipment is to be loaned to members, the club must provide clear written loan guidelines and equipment care requirements and this must be shared with and agreed by Strathclyde Sports Union.

Damaged Equipment Procedure

E.g. If a piece of equipment is damaged it is separated from all other equipment, and marked or tagged so that it cannot be used.

Regular Maintenance of Equipment

Clubs must audit equipment annually and bring to their attention any equipment which is faulty or damaged in between audits.

Unwanted 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. If you have unwanted equipment, please let Sports Union staff know and they will make good use of it.

Resources

The following resources are available online from www.strathunion.com/sports-union.

- Risk Assessment
- Trip Registration
- Coach Registration
- Equipment Audit Form
- Emergency Procedures
- Accident & Incident Reporting Form
- Qualified First Aiders
- Transport Checklist
- Committee Checklist
- Swim Test

For further information on this document or general club sport health & safety queries, please contact the Sports Union on strathunion.vpsport@strath.ac.uk.