



**UNIVERSITY OF STRATHCLYDE SPORTS UNION**

**HEALTH & SAFETY POLICY**

**Updated by:** USSU Sports Executive Committee  
**Date:** September 2019

## **1. General Statement**

Running a club safely is vital to protect students and the public implicated in student sport activity at the University of Strathclyde from personal injury and legal proceedings.

The Sports Union, in partnership with Sports Clubs, the Students Association and Strathclyde Sport have a common law 'duty of care' to participants undertaking sporting activity under the auspices of the University of Strathclyde. If this is not implemented, then all or some of the noted parties can be regarded in law as negligent and subsequent legal action can be taken. This Policy acts to ensure that this does not occur.

The intention is not to cause Sports 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 student having an accident.

The following USSU Health & Safety Policy is endorsed by the USSU Executive Committee to provide and maintain, as far as is reasonably practicable, a safe and healthy environment for all student sport activities, and to provide information and training for this purpose.

## **2. Responsibilities**

The Sports Union staff team will be responsible for liaising with all partners associated to the Sports Union for the development of adequate Health & Safety provision. Partners include:

- University of Strathclyde Sports Clubs
- Strathclyde Sport
- Strathclyde Students' Union

### **2.1 Sports Union**

The Sports Union is responsible for:

- The organisation of a Health & Safety briefing session as part of the club committee induction process.
- The organisation of extra training for high risk clubs to ensure activities and events are planned safely and successfully.
- Following up of Accident/Incident Report forms and ensuring they are forwarded to appropriate partners.
- Ensuring Safety Regulations of affiliated Sports Clubs are adequate and up-to-date.
- Distributing and making available refills for First Aid Kits.

The Sports Club committee is responsible for:

- Making decisions on behalf of its membership.
- All items of kit and equipment belonging to the Sports Club.

- The Duty of Care of their members during Sports Club activities, excluding social events, and/or as advised by the relevant sport National Governing Body.
- Ensuring that the Sports Club is conducted in accordance with Strathclyde Sports Union and Club Constitution & Policies.
- Liaising on a regular basis with the Sports Union Executive Committee and staff.
- Keeping all membership communications up to date.
- Ensuring novice members aware of the risks involved and take reasonable steps to ensure that parties have the skills and knowledge to manage these risks.
- Handing over important safety information to incoming committee members.

### **3. National Governing Body Affiliation**

All Sports Clubs must be affiliated to their appropriate National Governing Bodies (NGB). This should be done on an annual basis by the Club Committee.

### **4. Risk Assessments**

All Sports Club activities, including training, fixtures, competitions and trips are expected to be appropriately risk assessment by the club committee in consultation with relevant partners.

It is not always possible to control external facilities or venues and perform risk assessments in advance. However, it is important to identify the risks of an external facility or venue before beginning activity. It is therefore crucial that a competent person makes a thorough dynamic risk assessment of the scene to ensure that it is suitable and safe for use by the club. This person might be a qualified coach, official or suitably trained and experience member.

The Club Captain/President shall be appointed the club Health & Safety Officer is responsible for ensuring the completion and communication of appropriate risk assessments. Risk assessments should be review annually by the Club Captain, Treasurer and Secretary.

Failure to complete any of the above will result in suspension of all club activities and referral to the USSU Disciplinary Committee for further action.

#### **4.1 Trip Registration**

Additional Risk Assessment protocol must be following for Sports Club excursions under the below circumstances:

- Overnight within the UK
- Abroad
- Club's categories High Risk for same day trips

All Sports Club trips or tours should be registered with the Sports Union by the Club Captain/President or Activity Leader using the advised online webform.

## **5. High Risk Clubs**

The following Sports Clubs are currently classified as high risk by the USSU Executive Committee:

- Archery
- Boat
- Canoe
- Cheerleading (stunt only)
- Fencing
- Mountaineering
- Mountain Bike
- Snowsports
- Surf
- Target Shooting
- Trampoline

## **6. Insurance**

USSU is responsible for providing based insurance for taking part in regular Sports Club activity within Scotland the UK.

However, due to the inherent risk of taking part in sport, the Sports Union urge all members to take out their own personal injury policy. This should be treated as a back-up; therefore, we recommend members take out their own policy or check if they are on their family's group policy

## **7. First Aid**

All Sports Clubs must have a First Aider present at competitions, fixtures, training and trips. The Sports Union will fund up to 100% of costs associated with First Aid training and qualifications.

The Sports Union is responsible for making available First Aid kits for each sports club. It is the responsibility of each Team Captain or Activity Leader to ensure First Aid kits are collected prior to all competitions, fixtures, trips and training. The Sports Union will, when requested, ensure the club first aid kits are filled.

## **8. Coaching**

All Sport Coaches working with University of Strathclyde Sports Clubs must register annually with the Sports Union, and provide evidence of relevant qualifications, insurance and safeguarding checks prior to commencing any coaching activity.

Furthermore, all sport coaches must agree to and abide by the USSU Coach Code of Conduct upon registration.

The Sport Programme Coordinator is responsible for authorising or rejecting any sport coach working with a University of Strathclyde sports club in line with the USSU Coaching Guidelines. Coach ID Cards will be distributed to authorised coaches.

## **9. Equipment**

All Sports 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.

All Sports Clubs should ensure that equipment is stored, managed and maintained in a safe manner.

### **9.1 Storage**

Sports 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.

### **9.3 Using Equipment**

Guidelines for using sport equipment should be clearly evidenced in the Club Risk Assessment.

### **9.2 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.

## **10. Accident Reporting**

Club Captains must ensure that if an accident does occur, at any venue, an Accident/Incident Report form is completed and returned to the Sports Union Office within 24 hours of the accident/incident.

## **11. Protection of Vulnerable Groups (PVG Form)**

If a Sports Club has any members less than 18 years of age then it is the Club Captain's responsibility to inform the Sports Union Coordinator to ensure appropriate safeguarding checks and operational procedures are adhered to, in line with national guidelines.

Further advice to be provided by the Sports Union Coordinator.

## **12. Vehicle Hires**

For all vehicle hire bookings, Club Committees and authorised Drivers must adhere and comply with the USSU Transport Policy and Driver Terms & Conditions.

Further information can be found in the USSU Transport Policy or obtained from the Sports Union Coordinator.

## **13. Emergency Procedures**

USSU is responsible for communicating Emergency Procedures for student groups to follow in the event of a serious accident or major incident.

A copy of the USSU Emergency Procedures can be found on the Sports Union website and Club Management Portal.

## **14. Resources**

The Sports Union has made available the following resources for further information on Health & Safety for student Sports Clubs:

- Health & Safety Guidance
- Club Safety Briefing
- Emergency Procedures
- Transport & Student Drivers Terms & Conditions