

# RGU SPORTS CLUBS HEALTH & SAFETY POLICY



## 1.0 GENERAL STATEMENT

Running a club safely is vital to protect students and the public involved in student sporting activity at Robert Gordon University, both from personal injury and legal proceedings. This policy reflects RGU Sports Clubs ambition to provide and maintain, as far as reasonably practicable, a safe and healthy environment for all student sporting activities, and to provide information and training for this purpose.

RGU Sports Clubs, as part of RGU Union have a common law 'duty of care' to participants undertaking sporting activity under the auspices of the Robert Gordon University. Employers' duties provided by the Health and Safety at Work etc. Act 1974 also apply.

As a member of an RGU Sports Club you should be aware of the **Robert Gordon University's Policy Statement for Health and Safety** and abide by **RGU UNION's Health and Safety Policy**.

## 2.0 RESPONSIBILITIES

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

- RGU SPORT
- Robert Gordon University

### 2.1 RGU UNION

RGU Union and the President of Sport and Physical Activity, with support from staff from RGU SPORT, are responsible for:

- The organisation of a Health and 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.
- Ensuring safety regulations imposed by the relevant sport National Governing Bodies (NGB's) are adhered to adequately.
- 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 Sport 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 their club constitution and RGU Sports Club policies.
- Liaising on a regular basis with the President of Sport and Physical Activity.
- Conducting an annual risk assessment.
- Ensuring novice members are 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.

### 3.0 RISK ASSESSMENTS

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

The Sport Club's Committee are responsible for ensuring the completion and communication of appropriate risk assessments. Risk assessments should be reviewed annually by the Sport Club's committee.

Failure to complete any of the above will result in suspension of all club activities.

#### 3.1 TRIP PREPARATION

Additional Risk Assessment protocols must be followed for Sport Club excursions by completing a **trip preparation form**, under the below circumstances:

- Overnight within the UK (for non-BUCS or SSS activity)
- Abroad
- High risk clubs' excursions

Please note any club tours will be deemed as an unofficial trip, as seen in the travel policy.

### 4.0 HIGH RISK CLUBS

Sports Clubs which take part in higher risk activity, may be required to complete more in depth trip preparation forms and or sport specific first aid qualifications.

The following clubs are currently classified as high risk:

- Cheerleading (stunt only)
- Equestrian
- Mountain Biking
- Rifle
- Rowing
- Rugby
- Shelterstone
- Snowsports
- Trampoline

## 5.0 INSURANCE

RGU Union is responsible for providing personal accident insurance to all paid members taking part in regular Sports Club activity within Scotland and the UK.

In accordance with the Financial Conduct Authority Regulations all paid members will be provided with a policy summary, in the form of an Insurance Product information Document. This document will be made available to all members on the All Club Microsoft Teams Channel, at the start of each academic year.

Should a student be taking part in RGU Sports Club activity without a paid membership, they will not be insured.

## 6.0 ACCIDENTS & INCIDENTS

### 6.1 FIRST AID PROVISION

#### 6.1.1 Training and Playing at RGU SPORT

For clubs who train and/or play home fixtures in RGU SPORT, will have access to trained first aiders and first aid supplies through RGU SPORT. Should an accident occur a member/coach should contact reception as soon as possible. Reception can be contacted from any internal phone using 3666.

RGU SPORT staff will attend the incident and treat the causality in accordance with their training.

#### 6.1.2 External Training and Home Fixture Venues

Prior to booking external venues the President of Sport and Physical Activity will confirm whether first aid will be provided as part of the hire agreement. Where first aid is provided, should an accident occur, members should get help from the first aider on site, by contacting their reception desk, as highlighted in the health & safety section of the RGU Sport's Clubs e-module.

Where first aid is not provided by the facility operator, a minimum of the captain and vice-captain for each team will receive sports first aid training, each year.

High risk clubs may receive bespoke first aid training, if appropriate. This is the case for Equestrian, Mountain Biking, Rugby and Shelterstone.

Trained first aiders within RGU Sports Clubs will be provided with a first aid box, which they should take to all training and fixtures. It will be the individual's responsibility to ensure the first aid box is replenished following an accident. Stock items will be available in G2 store.

### 6.1.3 Away Fixtures

Clubs who compete in weekly BUCS fixtures, will have a minimum of a captain and vice-captain for each team sports first aid trained, as a precautionary measure for away fixtures.

High risk clubs may receive bespoke first aid training, if appropriate. This is the case for Equestrian, Mountain Biking, Rugby and Shelterstone.

Trained first aiders within RGU Sports Clubs will be provided with a first aid box, which they should take to all training and fixtures. It will be the individual's responsibility to ensure the first aid box is replenished following an accident. Stock items will be available in G2 store.

## 6.2 REPORTING

### 6.2.1 Training and Playing in RGU SPORT

RGU SPORT staff will complete an accident form and upload it to awaken following their standard accident protocol.

Accidents will be followed up by RGU SPORT colleagues, within 24 hours of the accident.

### 6.2.2 Training and Playing at External Venues (Inc. Away Fixtures)

After administering first aid, the trained First Aider in the club who treated the casualty should complete an **RGU Sports Clubs Accident Form**.

Accidents will be followed up by the President of Sport and Physical Activity and/or RGU SPORT colleagues, within 24 hours of the accident.

### 6.2.3 Scottish Student Sport (SSS) and British University and College Sport (BUCS) Competition

First aid will be provided by competition organisers and/or the host facility or all BUCS and SSS events.

## 6.3 RETURN TO PLAY

All club committee members will be educated on the **"If In Doubt, Sit Them Out"** **Scottish Sports Concussion Guidance: Grassroots Sport and General Public**, in the health & safety section of the RGU Sport's Clubs e-module.

All members will have access to educational resources, in the all club information section of the RGU Union website.

Members will be responsible for their own ongoing concussion management. Members should be symptom free and have returned to their studies, prior to returning to any RGU Sports Club Activity.

## 6.4 INCIDENT

Should an incident occur during any RGU Sports Club Activity, the President of Sport and Physical Activity should be notified within 24 hours of the incident either by email or telephone. If after an incident you are concerned for member safety please contact the President of Sport and Physical Activity Immediately, once safe to do so.

## 7.0 EQUIPMENT

All RGU Sports Clubs must maintain an up-to-date kit and equipment inventory. New equipment purchased during the year should be added and any equipment considered obsolete, removed by the Club Committee.

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

### 7.1 STORAGE

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

### 7.2 USING EQUIPMENT

Guidelines for safe use of sports kit and equipment should be clearly evidenced in the club's risk assessment.

### 7.3 CHECKING EQUIPMENT

Equipment and kit should be checked thoroughly by users before use to ensure that it is in good working condition and that it is still suitable for use. Guidance on how to conduct thorough equipment checks can be found in the health & safety section of the RGU Sport's Clubs e-module.

Should you come across damaged kit or equipment, this must be marked out of action and reported to the President of Sport and Physical Activity using the **RGU Sports Clubs Damaged Kit and Equipment Form**.

## 8.0 Safeguarding and Protection of Vulnerable Groups

All RGU Sports Clubs must abide by the RGU Sports Clubs Safeguarding Policy.

## 9.0 Resources

RGU Sports Clubs have made available the following resources for further information on Health & Safety for student sports clubs:

- Health & safety section of the RGU Sport's Clubs e-module.
- RGU Sports Clubs Transport Policy
- RGU Sports Clubs Safeguarding Policy
- **RGU Sports Clubs Trip Preparation Form**
- **RGU Sports Clubs Accident Form**
- **RGU Sports Clubs Damaged Kit and Equipment Form**