

Oxford University Dancesport Club

Club Safety Policy

Version 1.0

Adopted 11/06/2023

Introduction

- 1) Oxford University Dancesport Club (hereafter “the Club”) is totally committed to the safety of its members.
- 2) The Club’s activities will at all times operate in accordance with this document, the Club’s risk assessment(s), the [University Regulations for the Activities and Conduct of Student Members](#) and the guidelines of the Inter Varsity Dance Association.
- 3) This Policy relates to the physical safety of Club activities and to the safety of Club members within those Club activities. Any issues relating to the behavior of specific Club members should be addressed through the Club's Code of Conduct.
- 4) As per the Club’s constitution, the Club is required to be affiliated to the Inter Varsity Dance Association (hereafter “IVDA”) for all dancesport activity that the Club operates. The IVDA is the governing body for student dancesport in the United Kingdom.
 - 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 IVDA. Support and guidance are also available via the Sports Safety Officer.
 - b) The Club is currently affiliated to the IVDA and will continue to be affiliated for the full academic year.
- 5) This policy is updated 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’s handover process, and is subsequently updated immediately, and re-submitted (via safety@sport.ox.ac.uk) should any changes be required. This is a live policy relating to all Club activities and is updated frequently.
- 6) The latest version of this document, once adopted by the Committee, along with all other Club documentation, is available to the Club's members via the Club's website (www.oudancesport.co.uk).
- 7) The document is updated by the Club’s Committee whenever changes are required.

Overview of Activities

Weekly Activities

Session Name and/or Description	When	Day	Time	Venue / Location	First aid provision required
Club classes	Term time	Most days	Evenings	Various	No
Team & Pre-Team training	Term time	Most days	Evenings / Saturday mornings	Various including Iffley Road	No
Team & Pre-Team practice	Term time	Most days	Evenings	Various including Iffley Road	No
Competitions	Term time	Weekends	All day	2-3 times in Michaelmas and Hilary terms; 1-2 times in Trinity term Various according to the host of the competition	Yes

Private lessons	Year round	Most days	Any time	Usually at the dance studio at Kirby House in Headington	No
Individual practice	Year round	Most days	Any time	Usually at the dance studio at Kirby House in Headington	No
Demonstrations	Year round	Various	Various	Various	Yes

Annual Events

Approximate Date (e.g. Week of Term)	Approximate Time	Location	Event Name and/or Description	First aid provision required
Michaelmas Term 5 th week	Afternoon	Kirby House	Shoe sale	No
Trinity Term 2 nd week	All day	Iffley Road	Varsity Match (alternating years)	Yes
Trinity Term 4 th week	Afternoon	Iffley Road	Cuppers	Yes
Trinity Term 4 th week	7pm - midnight	Usually at Wolfson College	Club Ball	Yes

Risk Assessments

- 8) 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. The Club also maintains records of any changes made to those risk assessments (including the dates any changes were made) to be referred to as and when required. The Club notes that support with conducting risk assessments can be requested through the Sports Safety Officer, who will also review the Club's risk assessment periodically and provide feedback.
- a) Risk assessments for regular Club activities are included as an appendix to this Policy, which will be updated when changes are required. Such risk assessments are reviewed at least once every 12 months (e.g. during the handover process or 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 to be submitted via the trip and tour registration process to be approved by the Sports Safety Officer. All details are to be 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.
- 9) For risk assessment purposes, Club activities includes any activity organised by the Club, its committee or members of its committee for the benefit of the Club's members as well as any activities that use the Club's resources or name. Activities or events organised between members of the Club are not included, providing:
- a) the Club and/or its committee are not involved in organising the activities; and
 - b) the Club does not provide its resources or its 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 IVDA and the Sports Safety Officer. If following re-assessment, the activity cannot go ahead safely, then the Club will cancel the planned activity.

Accidents, Emergencies and Near Misses

- 11)
- 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 and ill-health.
 - 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 the Club committee are actively encouraged to report near misses without fear of blame, to ensure safety is improved for any future or repeat issues.
- 12) 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.
- 13) All reported accidents, incidents and near-misses will be reviewed by the Sports Safety Officer.

Insurance

- 14) 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.
- 15) The Club maintains public liability insurance, which is provided by Hiscox and a copy of this insurance can be provided to members or third parties when needed.
- 16) The Club has personal accident insurance, which is provided by Hiscox 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 the Club’s specific cover, but details of this policy will be communicated directly to members once they are registered by the Club.
- 17) The Club ensures that all its coaches have appropriate professional liability cover in place and maintains up to date records of such insurance details.

Coaching

- 18) Any dancesport coaching that takes place within Club activities are led by professional coaches 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 dancesport.

- 19) All Club coaches 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](#).
- 20) The Club acknowledges that any 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 on the part of the coach, and as such will ensure that all coaches are registered appropriately.

Events

- 21) All events organised by the Club are planned, organised and risk assessed in a thorough manner.
- 22) "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, and can include both sporting and non-sporting activities. Further details can be found via the [Events](#) page of the Sports Federation Hub.
- 23) "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 Club's name. Social activities or events organised between members of the Club are not included, providing that the Club and/or its committee are not involved in organising the activities and the Club does not provide its resources or its name in the organising of the activities.
- 24) All Club events are submitted via the Event Registration Process, for approval 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](#).
- 25) The Club acknowledges that any failure to register any event within the above deadline may mean that said event cannot be approved and therefore cannot take place.
- 26) Club social events and activities are also appropriately planned, organised and risk assessed, 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).

Trips and Tours

- 27) All trips and tours organised by the Club are planned, organised and risk assessed in a thorough manner.
- 28) "Trips and tours" are defined as any Club activity that requires an overnight stay or any activity outside of Oxford for any sport that is currently deemed by the Sports Federation as "higher risk". Further details can be found via the Trips and Tours page on the Sports Federation Hub.
- 29) 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](#).
- 30) 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.
- 31) The Club, the individuals and any Club property travelling on any overseas trip should not be uninsured during any part of the trip, as comprehensive travel insurance is a requirement for all participants travelling.

32) 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

33) Club activities that bring (or may bring) members into contact with children under 18, or anyone defined as a vulnerable adult, are separately risk assessed and approved by the Sports Safeguarding Officer.

34) Any concerns regarding safeguarding are to be addressed to the Club committee and the Club ensures that every Club member knows how to escalate concerns to the committee.

35) Any concerns brought to the 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. Concerns should not be reported to the IVDA until the University Designated Leads have provided feedback to the Sports Safeguarding Officer.

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

Appendix

Risk Assessment

Training, classes, private lessons and practices

Hazard	Risk Factor	Control Measures in Place	Further Control Measures to Consider
Standing on another person's foot	High	Heel protectors are required to be worn. Participants are made aware of this risk. Training facilities have first aid kits on hand	
Twisting one's ankle	Medium	Advise participants to wear correctly fitting shoes	The Club runs a shoe sale each year where members can try on and purchase shoes that are checked by the manufacturer for the quality of their fit.
Collision with another couple	High	Participants are taught how to avoid other couples and to stop dancing if there is danger of a collision.	
Lack of fluid / Dehydration	Low	Participants are encouraged to drink plenty of water and will be made aware of where to get water.	
Lack of food	Low	Participants are advised to eat before training to maintain energy levels.	
Carrying the stereo system	Low	The stereo is carried in two parts by different people. Kirby House has an installed stereo.	
Moving furniture e.g. tables	Low	Furniture is always moved by more than one person.	
Slippery floors	Low	Participants are advised to brush their shoes before starting practice. If the floor is dangerously slippery, the session will stop.	Report the floor to the relevant authority if it is considered dangerous.
Pulling muscles due	Low	Controlled warm-up sessions are run at the beginning of any session expected to exceed two hours.	Reminders to warm up and stretch before any session.

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Competitions & travel

Hazard	Risk Factor	Control Measures in Place	Further Control Measures to Consider
<i>As per above section plus</i>			
Pulling muscles due to poor warm-up	Low	Dancers are reminded to warm up and stretch before any competition.	
Allergy to cosmetics	Low	Dancers are responsible for their own cosmetics.	
Jewellery causing abrasion	Low	Dancers are advised to wear jewellery that will remain securely attached.	
Coach Crash	Low	Professional coach company hired with their own insurance. Compliance with all requirements listed earlier in this document.	

Demonstrations

Hazard	Risk Factor	Control Measures in Place	Further Control Measures to Consider
<i>As per above section plus</i>			
Tripping over trailing wires	Medium	Ensure no wires are encroaching on the dance space. Advise event organisers of our requirements.	Tape down any wires that might move during the performance.
Making contact with the audience	Low	Audiences are required not to enter the dance space. Dancers are emphasised the importance of floor craft and of an awareness of their surroundings.	