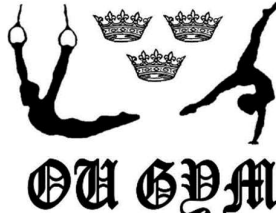


Risk Assessment	Date of Assessment: 26/03/2025	Additional Information check sheet/risk assessments required.	
Oxford University Gymnastics Club	Assessment carried out by: Han Wong, Club Safety Officer	Substances Hazardous to Health: N Manual Handling: See OUGym H&S Statement Display Screen Equipment: N New and Expectant Mothers: N Young Persons: Y	

Worst Case Outcome					Likelihood					Risk Rating (Outcome x Likelihood)		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	Likely	Unlikely	Remote	13-25	5-12	1-4

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Coaches, gymnasts, visitors, general public	Infectious diseases including COVID19	<ul style="list-style-type: none"> Anyone with any of the main symptoms of coronavirus (1. new, continuous cough, 2. high temperature, 3. loss of taste or smell) advised to get a test as soon as possible. People testing 	4	2	8	No

		<p>positive for coronavirus are required in law to self-isolate for 10 days</p> <ul style="list-style-type: none"> • If contacted with the knowledge that a member is isolating, the CSO officer should try to contact them. Potentially follow guidance on looking after their mental health from https://www.nhs.uk/every-mind-matters/coronavirus/ • Anyone arriving in the UK from overseas are advised to follow government tips on international travel Coronavirus (COVID-19): Test to Release for international travel • In the event of an outbreak, the CSO must inform the SSO and sessions should be cancelled for at least 72 hours • If Coronavirus case numbers begin to rise again, participants will be encouraged to social 				
--	--	--	--	--	--	--

		<p>distance and wear face masks on public transport</p> <ul style="list-style-type: none">• Spectators are no longer restricted, but may be advised to take a Covid test prior to their arrival https://www.british-gymnastics.org/news-and-events/news/latest-news/9676-covid-19-guidance-england-only#panel-a2• If Coronavirus case numbers rise, participants will be encouraged to use hand sanitizer before, during and after in-person sessions• If Coronavirus case numbers rise, increase ventilation throughout premises where possible• If Coronavirus case numbers rise, check high-contact surfaces are cleaned regularly• If Coronavirus case numbers rise, remind				
--	--	--	--	--	--	--

		<p>gymnasts of any opportunities to scan QR codes for the NHS app on the premises</p> <ul style="list-style-type: none"> ● If Coronavirus case numbers rise, remind gymnasts to limit physical contact 				
Coaches, gymnasts	Working at Height (inc. spotting at height)	<ul style="list-style-type: none"> ● Blocks and platforms available for coaches spotting gymnasts or adjusting apparatus ● Adequate matting to be used beneath equipment ● Never overreach when placing or removing items from storage ● Height of equipment should be adjusted where possible to suit the activity and ability of user ● Manual handling guidance, risk assessments and safe systems of work form part of OUGym Health & Safety Statement 	3	3	9	No

Coaches, gymnasts	Spotting/ Supporting gymnasts	<ul style="list-style-type: none"> • Blocks and platforms available for coaches spotting gymnasts • Coaches receive formal training through British Gymnastics for spotting/ supporting • Gymnasts may only support or spot each other with permission and direct supervision from an appropriately qualified coach • Techniques used must be safe and not hinder the movement of the gymnast • Do not assist from an unstable surface or with unsuitable footwear • Manual handling guidance, risk assessments and safe systems of work form part of OUGym Health & Safety Statement • Remove unnecessary bodily accessories such as jewellery 	2	4	8	No
----------------------	-------------------------------------	--	---	---	---	----

Coaches, gymnasts, volunteers	Storage	<ul style="list-style-type: none"> ● Care to be taken not to overload cupboards, cabinets or shelves ● Store areas to be kept clean, tidy and free from clutter ● Wear appropriate footwear in storage area ● Ensure lights are working and switched on to avoid collisions ● Manual handling guidance, risk assessments and safe systems of work form part of OUGym Health & Safety Statement ● Keep an eye on who enters the cupboards. Ensure supervision by someone who is familiar with the storage when in the main sports hall cupboard at Iffley Sports Centre - preferably a committee member or gymnastics coach ● Leave doors open whilst people are inside (Covid viral loading.etc) 	2	2	4	No
-------------------------------------	---------	---	---	---	---	----

Coaches, gymnasts, volunteers	Manual Handling	<ul style="list-style-type: none"> ● Manual Handling Safety Statement (inc. Manual Handling Risk Assessments) ● Safe Systems of Work to be followed for setting up and packing away equipment ● Ensure that the correct lifting technique is always followed ● Never attempt to lift anything which is beyond your capability ● Wear appropriate footwear to move bulky or heavy equipment, or when in storage area ● Supervision from coaches and committee members ● Check equipment before use, including transport trolleys & wheels 	3	2	6	No
Coaches, gymnasts, visitors	Slips, trips and falls	<ul style="list-style-type: none"> ● Personal possessions to be kept tidy away from gymnastics area (bags, bottles, footwear.etc) ● Rectify or report any tripping hazards ● No trailing cables 	3	3	9	No

		<ul style="list-style-type: none"> • Always wear appropriate shoes for the task • All spillages to be cleared immediately • Transport trolleys, wheels and other mobile equipment such as sliders to be stored away from the gymnastics area when not in use • optional: (depending on the level of experience of the attending gymnasts) padding to cover lower end of meta 				
Coaches, gymnasts, volunteers, visitors	Training and Competitions	<ul style="list-style-type: none"> • Spectators to be seated away from gymnastics activities in designated areas • Training/ competition only allowed if a qualified coach (min. level 2) and first aider (FAW/EFAW) are present • Participants must follow instructions and advice given by coaches • Coaches must consider the safety of participants 	4	2	8	No

		<p>before the development of performance</p> <ul style="list-style-type: none">• Participants must warm up thoroughly• Gymnasts must not participate if they have an injury that will hinder their ability to do so• Always inform a coach at the beginning of the session of any existing injuries• If injured during the session, inform a coach immediately• Participants must not attempt skills or exercises that are beyond their capability. Consult a coach if unsure• Gymnasts, coaches and club officials must hold the correct level of insurance with British Gymnastics• Event organisers should carefully consider the position of judges in the gymnastics area				
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • Use apparatus and equipment for its intended purpose only • Be aware of other activities and persons in the gymnastics area 				
Coaches, gymnasts	Attire	<ul style="list-style-type: none"> • Participants must wear suitable clothing for the activity, e.g. no hoods or zips on apparatus • Participants and coaches must adhere to the 'British Gymnastics Policy on Body Piercing and Adornments' • Long hair should be tied back • Ensure fingernails are a suitable length • Gymnasts must remove socks and shoes during gymnastics activities that require the use of feet, unless there is a valid medical reason not to. In this case, socks with grips are advised • Consult a coach if using hand guards or gloves and loops for the first time 	2	2	4	No

		<ul style="list-style-type: none"> ● Use hand guards on the intended apparatus only 				
Coaches, gymnasts, volunteers	Apparatus and equipment	<ul style="list-style-type: none"> ● Safe systems of work should be followed to ensure apparatus is set up correctly ● Gymnasts and volunteers should consult coaches if unsure how to adjust apparatus ● Any apparatus faults or failures must be reported immediately to the coach at the session and the CSO. For equipment not owned by the club, reports must be forwarded to the owner by the CSO ● Ensure equipment is stored correctly and in dry conditions ● Use apparatus and equipment for its intended purpose only ● Ensure adequate matting is used beneath and around apparatus ● Remove mats from pitted areas before leaving the gymnasium 	4	3	12	

		<ul style="list-style-type: none"> Do not attempt to rectify any issues with the equipment or apparatus unless authorised to do so Faulty equipment must not be used 				
Coaches, gymnasts, visitors, facility managers	Premises	<ul style="list-style-type: none"> Committee members to ensure all comply with risk assessments and emergency action plans issued by facility managers Report any issues with premises to the Club Safety Officer. The Club Safety Officer must forward reports to the relevant persons (SSO, facility manager, club committee.etc) Do not attempt to rectify any issues with the premises unless trained and authorised to do so, or if there is an immediate or significant safety risk. Rectifying issues must not put oneself or others at risk. Coaches and 	5	2	10	No

		committee members must use their discretion.				
Coaches, gymnasts, visitors, facility managers	Fire Safety	<ul style="list-style-type: none"> • Club Committee to give a safety briefing for new members at the beginning of the first sessions in Michaelmas term at each facility used • All coaches and committee members to be familiar with emergency evacuation procedures • Combustible material must be kept to a minimum and away from sources of ignition • Any signs of overheating equipment must be reported immediately • Shut down non-essential electrical appliances at night before leaving premises • Smoking is only permitted in designated areas. • Fire exits and escape routes are to be kept clear at all times 	5	2	10	No

		<ul style="list-style-type: none"> • Never remove or tamper with fire fighting appliances • Fire doors must never be propped open unless there is a strict procedure in place to close them in the event of an emergency • The Club Safety Officer must arrange Personal Emergency Evacuation Plans (PEEP) where necessary and ensure the relevant persons are made aware of the procedures. 				
Drivers, passengers, general public	Travel	<ul style="list-style-type: none"> • Committee to check the insurance drivers. • Drivers to comply with current Road Safety Laws • Drivers must have a full driving licence • Hire vehicles drivers must have passed the University accredited driving course • Trip registration forms to be sent to the Sports Federation no later than 5pm on the Thursday before the fixture. Sports 	5	2	10	No

		<p>fed will forward the form to security services.</p> <ul style="list-style-type: none">● In the event of a major accident security services must be contacted 01865 289999● The registration form for trips abroad must be sent a minimum of 1 month prior to the trip departing.● Club Committee to supply Sports Safety Officer with travel insurance details and trip Risk Assessment.● Never pick up hitch-hikers● Always wear a seatbelt● Drivers to carry out safety checks on owned vehicles prior to use● Take your mobile phone with you when you travel so that you can summon assistance if required. Do not use it whilst the engine is running.● Never attempt to change a tyre where you are putting yourself at risk from other traffic				
--	--	---	--	--	--	--

		<ul style="list-style-type: none"> Try to travel in groups of at least two - particularly at night 				
Coaches, gymnasts, visitors	Drugs and alcohol	<ul style="list-style-type: none"> The Consumption of alcohol and non-prescribed drugs is prohibited during club activities Where necessary, consult a medical professional on the effect of prescribed medication on participation and follow all advice given Report any cases of drug or alcohol abuse directly to the Sports Safety Officer 	2	2	4	No
Coaches, gymnasts, visitors	Electrical Safety	<ul style="list-style-type: none"> Always check electrical equipment prior to use Report any defects and stop using immediately Never tamper with equipment unless authorised to do so Never overload wall sockets with further outlet points Avoid trailing cables Avoid extension blocks 	5	2	10	No

		<ul style="list-style-type: none"> • No chaining of extension leads • Protective guards and safety devices must be used where provided • Spillages should be mopped up immediately • Electrical equipment should be PAT tested annually by a competent person 				
Committee members, volunteers	Violence/ theft of club property/ funds	<ul style="list-style-type: none"> • Minimal funds should be kept by persons where possible • Avoid putting yourself in a situation where your personal safety is at risk • If you do feel threatened, seek assistance if you are in a position to do so • Never meet aggression with aggression and stay calm • Make sure you have an escape route and never turn your back on a person threatening you 	4	2	8	No

		<ul style="list-style-type: none"> • Get away as fast as you can to a location where you know other people will be • In the event of a hold up, do as you are told if anybody's safety is at risk. • If something is stolen, never give chase. Phone the police and make notes on the person's description. • If you are attacked protect yourself · Shout and scream • Always report incidents to the Sports Safety Officer and Club Safety Officer • Report also to the facility provider if the incident did not occur on university premises. • Make a statement of the facts and try to remember as much as you can about the other person, this may well help to protect the safety of others 				
Young persons, new	Young persons, new and	<ul style="list-style-type: none"> • Risk assessments must be made by the Club Safety 	0	0	0	No

and expectant mothers, children	expectant mothers, children	<p>Officer when made aware of these groups of people being present during club activities. At present this is not required</p> <ul style="list-style-type: none"> Under 18s may not be members of the club. 				
---------------------------------	-----------------------------	--	--	--	--	--

Further Control Measures	Further Control Measures Follow up		
	Allocated to (name)	Target date	Date completed
(1)			
(2)			
Notes:			
Risk Assessment Reviews			
Suggested Review Date:		One years time 26/03/2026	

Risk Assessment Reviewed by (name):	Han Wong, Club Safety Officer	Risk Assessment Reviewed by (name):	
Date:	26/03/2025	Date:	
Comments:	No major changes	Comments:	
Next Suggested Review Date:	One years time 26/03/2026	Next Suggested Review Date:	