



RISK ASSESSMENT FORM – OXFORD UNIVERSITY SPORT

(this is a template for OU Sports Club use only and their general activities. Amend as required.

Additional information/guidance may be required for some clubs. Email safety@sport.ox.ac.uk).

Separate Risk Assessments will be required for Events and Overseas/UK Trips and Tours (See <https://www.sport.ox.ac.uk/club-support>)

SPORTS CLUB	Oxford University Gliding Club		
NAME OF PERSON COMPLETING THIS RISK ASSESSMENT	 Elle Michelle Yang	DATE OF ASSESSMENT:	10/07/2024
NAME OF PERSON SIGNING THIS RISK ASSESSMENT (ONE FROM; CLUB PRESIDENT, SECRETARY OR CLUB H&S OFFICER)	 Claudio Vestini	SIGNING OFF DATE:	11/07/2024
DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT: Risk of generic activities for Gliding <i>This document is intended to complement the Oxford Gliding Club Operating Procedures Manual.</i> ACRONYMS: BGA = BRITISH GLIDING ASSOCIATION (sport national governing body, NGB) OGC = OXFORD GLIDING CLUB (host club at RAF Weston-on-the-Green airfield) OUGC = OXFORD UNIVERSITY GLIDING CLUB			

In line with University Policy statement (S5/08 - <http://www.admin.ox.ac.uk/safety/policy-statements/s5-08/>), identify all hazards associated with the activity, the individuals who might be harmed (both University and non-University personnel) and the known existing controls. Then assess the resulting risk in relation to the following system and identify what, if any, further actions are required.

RISK MATRIX	LIKELIHOOD
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		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero

Default MEDIUM/LOW, MEDIUM and HIGH RISK actions:

EMERGENCY ACTION IN CASE OF SERIOUS INJURY/ILLNESS/ACCIDENT:

1. Call 999 / 112, location of airfield is RAF Weston-on-the-Green Weston-on-the-Green, Bicester OX25 3TQ, initiate first aid
2. inform OGC Duty Instructor and Duty Pilot
3. Ensure the airfield main gate is manned, especially if emergency services are requested to arrive at the airfield. Gate code 19180. Barrier code 0010
4. Call Oxford Uni Sports Safety Officer on 07780 693388.
5. Contact OGC Chief Flying Instructor Neil Swinton 07717 645729 and/ or OGC Chairman Martin Brown 07702 747985
6. If necessary (AIR ACCIDENT), contact Department of Transport, Air Accident Investigation Branch (AAIB) phone 01252 512299
7. If necessary (AIR ACCIDENT), contact BGA Accident Investigators phone 0116 2892956

IF IN DOUBT: Follow the Oxford Gliding Club's 'Emergency Procedures' Procedure, a copy of which is kept on the Launch Point Bus and in the Office. This lists all appropriate agencies together with telephone numbers.

IF IN OXFORD: call Oxford Uni Security Services 24hr emergency line 01865 289999

Written Report Required – Oxford Uni Sport

All first aid incidents or other H&S matters including near misses to be reported by a club member via <https://oxforduni-remoteforms.info-exchange.com/Incident>

Written Report Required – Oxford Gliding Club

All incidents including close calls involving equipment damage or people, or any cause for concern, should have a safety report submitted via <https://www.oxfordgliding.com/safety-reporting-system> Note that a member login is required

HAZARD (Cause and consequences)	AFFECTED GROUPS (e.g. players, coaches,	EXISTING CONTROL MEASURES IN PLACE (below is guidance only – change/adapt as appropriate)	RISK (Club to insert. See risk	SUGGESTED FURTHER ACTION(S) (this section needs to be completed where risk is determined to
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	spectators, officials)		matrix above)	be medium/low , medium or high . Where risk is determined to be low , effectively zero , this is optional)
Outdoor hazards (Weston-on-the-Green Airfield) – minor / major injury caused by: <ul style="list-style-type: none"> • Unsafe equipment / airfield area • Other users • Weather extremities • Uneven surfaces • Injuries • Collisions with moving vehicles • Contact with propellers or machinery • Collision with gliders 	Everyone	<p>Any new participants have made coach / activity leader aware of any injuries or medical conditions.</p> <p>Check runway surface and surrounding areas by coach / session leader(s) before activity commences.</p> <p>Check any other equipment, Daily Inspection of Aircraft, Vehicles, Winch, Cables etc.</p> <p>Check weather conditions are appropriate for activity.</p> <p>Check for any adverse weather in advance and have alternate plans in place if necessary. If weather is extreme do not start activity (because you feel you must – remember safety is paramount) or abandon if conditions etc become unsafe during activity.</p> <p>Ensure those not involved in activity are outside of playing area.</p> <p>Safety briefing given about hazards on airfield, instructions on how to move on airfield</p>	D1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p>
Slips, trips, falls (Weston-on-the-Green Airfield) – minor injury Examples of slip hazards <ul style="list-style-type: none"> • Following cleaning of floor, • Wet grass 	Everyone	<p>Instructors in charge needs to check airfield is fit for purpose prior to start of activity and monitor throughout.</p> <p>Report any trip or slip hazards, including poor lighting, to facility staff and warn activity participants until hazard is removed or made safe (Encourage a ‘see it, report it, sort it’ mentality).</p> <p>Everyone encouraged to shout ‘stop’ if something unusual seen</p>	B2	<p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p>

<ul style="list-style-type: none"> • Mud • Ice <p>Examples of trip/fall hazards:</p> <ul style="list-style-type: none"> • Trailing winch cable(s) or strops • Potholes, uneven surfaces • Equipment • Poor lighting (hangar) • Stairs / steps 		<p>Drinks, food to be consumed and stored well from launching activity area.</p> <p>No running in hangar areas</p> <p>No running at launch point</p> <p>Warning notices where applicable and appropriate</p> <p>Use handrails if provided on stairs/steps.</p>		
<p>Driving club vehicles (rovers, tractors, buggies) (at Weston-on-the-Green Airfield) – minor / major injury</p>	<p>Club members driving or being passengers</p>	<p>Full driving Licence to be held if driving a car on the airfield including club Rovers, and also for tractors.</p> <p>Buggies may be driven by those with a full driving license or those given permission to do so by Duty Instructor.</p> <p>All to have received briefing on driving on the airfield and radio use.</p> <p>Drivers to keep full lookout at all times.</p> <p>Attention must be given when crossing aircraft approach path.</p> <p>Winch cables must never be driven across, unless expressly given immediate permission to do so by winch driver and duty pilot over radio.</p>	<p>D1</p>	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p>
<p>Driving private vehicles (at Weston-on-the-Green</p>	<p>Club members driving or</p>	<p>Full driving Licence to be held if driving a car on the airfield.</p> <p>Must be driven on perimeter track ONLY.</p>	<p>D1</p>	<p>EMERGENCY ACTION as per front section of report</p>

Airfield) – minor / major injury	being passengers	<p>Must be parked clear of approaching aircraft.</p> <p>Attention must be given when crossing aircraft approach path. Winch cables must never be driven across.</p> <p>Keys to be left in the ignition when parked ‘airside’</p> <p>Drivers aware insurance almost certainly will not cover them on the airfield.</p>		<p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p>
Moving cables and launching gliders (Weston-on-the-Green Airfield) – minor / major injury	Everyone	<p>Instructors in charge needs to check airfield is fit for purpose prior to start of activity and monitor throughout.</p> <p>Procedure for laying out winch cables in place.</p> <p>safety briefing given to all new persons at the airfield.</p> <p>All participants aware of emergency stop signal buttons on the bus & lightbox. Anyone may stop a launch at anytime if they notice something unsafe.</p> <p>Participants are not to assist with launching gliders in any way on their first day at the airfield. Subsequently they may only participate once briefed to do so by the duty instructor.</p> <p>Those not involved in launching activities to stand well clear and within safe zone of launchpoint bus.</p>	D1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p>
Training /Competition Poorly planned and managed activity including poor coaching practice may contribute to unsafe practices	Instructors, club members	<p>Training and games to be structured in conjunction with BGA guidelines and best practice.</p> <p>Training intensity should be adapted for level of participant. Increased attention to beginners.</p> <p>Sessions are led by a qualified gliding instructor</p> <p>Committee to ensure the instructor is approved by OGC</p>	D1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p>

		<p>Any activity leaders should have considerable experience of activity and be aware of safe practices. Club committee responsible to ensure these are adhered to.</p> <p>Participants should disclose if they have any injuries/illness in advance (e.g. when signing up to club) and update any changes.</p> <p>Dynamic risk assessments may be required for unforeseen circumstances or situations.</p>		<p>Written Report Required – Oxford Gliding Club</p>
<p>Pre-existing Injury / Illness (general) Participants should disclose injuries or illness. Failure may contribute to risk of worsening condition of injury/illness.</p>	Club members	<p>Upon joining the club, participants are required to disclose any conditions that affect their suitability to fly</p> <p>If members are to fly solo they must complete the relevant BGA medical self-declaration, Or provide a Class 2 or LAPL medical</p>	B1	
<p>Injury or illness incurred during activity (general) Management of Injuries /Illness (incl first aid)</p> <p>Return to Activity from injury or illness</p>	Everyone	<p>Inform duty facility staff in event of participant(s) suffering injury or illness during activity. First aider will assess and respond accordingly.</p> <p>If participants feel sick during flight with instructor, they are to communicate this to their instructor immediately so that flying can be adapted, with an early landing if necessary.</p> <p>Pilots should not fly again for at least an hour after feeling or becoming airsick in order to adequately recover.</p> <p>Taking anti motion sickness medications is not advised while flying with an instructor, and is forbidden while flying solo, as these medications have side effects including drowsiness.</p>	C1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p> <p>Club to adhere to BGA and University (Sports Dept & Central) H&S Policies and record keeping.</p>

		<p>Obtain any medical conditions from all new participants and existing members to let coach/leader know of any new injuries/medical conditions.</p> <p>Participants encouraged to wear appropriate clothing including sunglasses, sunhat and sunscreen.</p> <p>During cold weather, participants to dress for the conditions.</p> <p>Coach/leader is to liaise with any participant returning from injury to ensure it is not aggravated by returning to early, Incorrect training or overtraining.</p> <p>If members are to fly solo they must complete the relevant BGA medical self-declaration or provide a Class 2 or LAPL medical</p>		<p>Inform SSO of any club member interested in gaining first aid qualification.</p>
<p>Manual Handling</p> <p>Incorrect technique, carrying a load that may be too heavy and/or awkward may contribute to skeletal and muscle issues.</p> <p>Visibility may be compromised if carrying excess load.</p>	Everyone	<p>Use any handling aids (e.g. sack truck) where possible including lifts or ramps instead of stairs/steps</p> <p>Never rig or derig gliders at too strong winds outside</p> <p>Make the load smaller or easier to carry.</p> <p>Seek assistance from other(s) to assist with carrying/moving load to mitigate slips, trips and falls, or damage, especially while (de)rigging or (un)loading trailers.</p> <p>Look to avoid twisting, lifting from floor to above shoulders and/or carrying over excessive distances where possible.</p>	C3	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club Including in case of glider / equipment damage alone</p>
<p>Ground handling gliders – minor injury risk</p>	Everyone	<p>Instruction, supervision and safety briefing given.</p> <p>Emphasis on culture of ask, not assume.</p> <p>Do not distract those involved in ground handling.</p>	B2	<p>Written Report Required – Oxford University Sport</p>

				<p>Written Report Required – Oxford Gliding Club Including in case of glider / equipment damage alone</p>
<p>Fire/Smoke Inhalation May lead to minor/major injury or fatality</p>	Everyone	<p>If a fire or smoke is discovered, press nearest fire alarm point and evacuate. All should acquaint themselves to nearest fire exits and assembly point. Follow instructions from facility/accommodation and/or EMS personnel particularly if evacuating.</p> <p>Club Committee to ensure a safety brief at the beginning of sessions includes what to do in the event of a fire, location of nearest exits, fire assembly points.</p> <p>NO SMOKING ALLOWED AT THE AIRFIELD</p> <p>Avoid propping open fire doors</p>	D1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p>
<p>Equipment Poorly maintained equipment may lead to injury whether facility, club or personal owned.</p>	<p>Club Committee</p> <p>Club Members</p>	<p>Adhere to BGA and/or statutory guidance for purchasing and maintenance. Keep and maintain records of equipment, particularly noting any expiry dates / deadlines.</p> <p>Club committee to be aware of club property. Record and maintain via an inventory. Share copy with Sports Fed (see website for details / deadlines).</p> <p>Club equipment of value to be secured. Inform Sports Fed if any items are stolen.</p> <p>All club equipment should be visually checked regularly. Where more detailed checks are required ensure records are maintained and updated (e.g. annual inspection).</p>	D1	<p>Inform Sports Safety Officer where club may require assistance in disposing of things that fall under statutory legislation (or for those based at Iffley Road, inform General Manager).</p>

		<p>Club gliders always maintained and signed off for ARC and Annual by certified inspectors</p> <p>No equipment is to be used without a daily inspection.</p> <p>Any equipment found to be in an unsafe condition to be removed until it can be repaired or renewed to required standard. If disposal is required, this should be done in a safe and where possible environmentally friendly manner (e.g. recycling). Any legal statutory requirements should be met.</p>		
Personal Equipment Theft, damage	Club members	Owners of personal equipment should be reminded they are responsible for the maintenance, safety and security of their own equipment.	A1	
Parachute deployment failure – severe injury risk	Club Members Coaches	<p>Emergency parachutes are to be re-packed every year,</p> <p>Parachutes are to be checked at daily inspection,</p> <p>Club members given a briefing given on use of parachute before first flight</p>	D1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>Written Report Required – Oxford Gliding Club</p> <p>BGA Guidelines</p>
Welfare (also see Exhaustion/Dehydration and Safeguarding) Mental Health Wellbeing	Club Members Coaches	<p>Overtraining /Dehydration</p> <p>Stress</p> <p>Bullying</p> <p>Follow NGB Welfare guidance</p> <p>Encourage considerate and friendly environment</p>	B3	Signpost where appropriate by Club committee / welfare officer. Examples: Captain to be contacted

Weight Management (where appropriate)		<p>Instructors to pay attention to students' needs, limits, possible fear and nervousness around flying</p> <p>Club/coach should not put pressure on any individual(s) to lose or gain weight especially if there is a need to make a specific weight. Gliding does have weight limits for safety reasons alone. The weight limit for flying dual is 100kg (individual gliders have placarded weight limits).</p>		<p>Sports Fed and /or their Welfare Officers (can be done in confidence).</p> <p>Other College/University support.</p> <p>BGA guidance</p>
<p>Exhaustion /Dehydration (also link to Welfare)</p> <p>Possible causes: Dehydration Overtraining Lack of sleep University life – over commitment</p>	Everyone	<p>Participants to bring water/appropriate fluid to sessions.</p> <p>Participants to bring food for the day</p> <p>Breaks given for rehydration in training and competition.</p> <p>Have medical support in place.</p> <p>Refer to Welfare where appropriate.</p>	A1	
<p>Safeguarding (relates to any activity involving under 18s and/or vulnerable adults)</p> <p>(also link to Welfare)</p> <p>Any signs of unexplained physical injury/illness Signs of mental abuse Self-harming Unexplained weight loss/gain issues</p>	Everyone	<p>OUGC does not accept members younger than 18, however its host club OGC does accept members younger than 18. Accordingly, OUGC must follow OGC safeguarding guidelines.</p>	A1	N/A

Unsupervised activities (including providing advice)				
Concussion Recognition, Management, Return to Activity. Failure to recognise, treat and manage concussion may result in severe injury / fatality. Note - Some symptoms of concussion; Headache Dizziness Feeling sick or vomiting Memory Loss Unusual Behaviour Vision Issues	Everyone	Seek immediate first aid in event of concussion or even suspected concussion or if in doubt! Liaise with first aider and have someone stay with injured party (incl if transferred to hospital). Signpost to relevant parties ASAP such as SSO, College. Monitor condition before allowing return to activity (in line with BGA guidelines including validity of medical check) Participant to stop immediately if he/she feels unwell on return to activity.	C1	EMERGENCY ACTION as per front section of report Written Report Required – Oxford University Sport If concussion diagnosed, club to follow NGB guidance on management and return to activity for concussion. Seek guidance also from Sports Fed and/or their Welfare Officers (including signposting).
Travel To / from venues away from Iffley Road. Private Vehicle Hired Vehicle (through Sports Fed) All drivers Passengers	Drivers, Passengers	Check in advance; Location and parking arrangements. Time and distance (allow extra time). Potential hazards (roadworks etc.) and have other route in case. Weather conditions for to and from venue. Driver responsible for ensuring vehicle is roadworthy, Insurance MOT and tax in place. Driver must have full driving licence.	C1	EMERGENCY ACTION as per front section of report Written Report Required – Oxford University Sport Club to adhere to BGA and OUS H&S

		<p>Hired vehicle (through SportsFed): Drivers must be on authorised list of drivers registered on scheme and have passed any checks/training course in place.</p> <p>Check hired vehicle for damage on pick up and drop off. Take relevant photo evidence of any and pass to Sports Fed ASAP.</p> <p>Adhere to road and traffic laws and regulations.</p> <p>Responsible for safety of themselves and all others in vehicle.</p> <p>Take regular rest breaks. Do not drive over 2 hours in any one stint. Stop ASAP for a break if feeling tired at any time.</p> <p>Avoid distractions particularly from others in vehicle.</p> <p>Use assistance of others when reversing, parking or manoeuvring in tight spaces.</p> <p>No alcohol when driving on club business</p> <p>Passengers should be made aware distractions/anti-social behaviour are likely to affect driver.</p>	<p>Policies and record keeping.</p> <p>Drivers of private vehicles are advised to check with their Insurer they are insured to drive on 'sports club' business.</p> <p>Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)</p> <p>Drivers are liable for any speeding and/or parking offence reported to them or to Sports Fed (for hired vehicles).</p> <p>For hired transport, look to have a minimum of 2 drivers if this is possible (in</p>
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				<p>case of tiredness, injury) particularly if the drive will be in excess of 2 hours one way.</p> <p>Minibus/MPV drivers, when reversing or in tight manoeuvring spots MUST use a banksman (someone to be outside the vehicle) and help guide the driver). Agree on signals.</p>
<p>Travel To / from venues away from Iffley Road. Cyclists – major/minor injury</p>	Cyclists	<p>Cyclists recommended to cycle on back roads as much as possible, wear high vis clothing items and a helmet. Use of bike lights strongly recommended and must be used if riding at dawn/dusk/night. Cycle with other people if possible and carry a mobile phone.</p>	C1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p>
<p>Travel (Incidents) incl accidents, breakdown.</p>	<p>Drivers Passengers</p>	<p>Ensure vehicle and occupants are not in danger from other road users. All to leave vehicle and move to safe place.</p> <p>Use breakdown service. Details can be found in hired vehicles. Any private vehicle used must have breakdown cover (driver responsible).</p> <p>Major incidents (i.e. involves any emergency service and/or anyone goes to hospital. Call 999/112 in the event of life-threatening incident or 111 for non-urgent cases. ASAP call Security Services on 01865 289999.</p>	C1	<p>EMERGENCY ACTION as per front section of report</p> <p>Written Report Required – Oxford University Sport</p> <p>For hired vehicles, inform Sports Fed</p>

		<p>Minor incidents - Inform Sports Fed and hire company ASAP. Take photos for evidence purposes.</p>		<p>asap so hire company can be told</p> <p>Drivers/clubs may be liable for costs in the event of damage not reported to Sports Fed/Insurance Office or in the event of a delay in informing Sports Fed/Insurance Office. Provide supporting evidence as required (e.g. photos, witness statement)</p>
<p>Social Activities including alcohol, non-prescribed drugs and behaviour</p> <p>Physical injury or illness Damage to property, equipment and reputation of sports club and/or University.</p> <p>Personal Safety (maybe comprised in the event of an individual drinking to excess)</p>	<p>All attending club social events</p>	<p>Follow BGA and OU (incl OUSF) Code of Conducts/Practice with disciplinary procedures in place.</p> <p>No alcohol prior to (within 8 hours of) and during activity. Alcohol should be consumed to moderate levels at any other time and not to excess.</p> <p>It is forbidden to enter a glider intoxicated or under influence of non-prescribed drugs.</p> <p>Drivers should not drink any alcohol and see non-alcohol alternatives.</p> <p>Advice for all is to use well lit and well used areas at night-time. Be aware of surroundings.</p> <p>Avoid flaunting items of value (e.g. watches, large amounts of cash, phones)</p>	<p>C1</p>	<p>Club committee should remind members of Potential reputational risk to the sports club, host club, Sports Department and University in the event of adverse behaviour of an individual(s).</p> <p>If necessary, seek medical advice on 111 (NHS)</p>

		Ensure anyone who has drunk to excess is accompanied to their home/college and is observed thereafter.		
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