

Risk Assessment for OUMPA 2006-07

The risk assessment is designed to highlight risks that are likely to occur during training and on trips organised by the Oxford University Modern Pentathlon Association ("OUMPA", "MPA" or "the club"), and to identify appropriate courses of action.

Sporting events visited by OUMPA will occur all around the UK. Training occurs with OUCCC and OUFC. When this occurs, the risk assessments and codes of conduct will be followed for those clubs.

At training and events, Club Members are expected to:

- Warm-up appropriately.
- Be familiar with equipment.
- Carry necessary equipment and clothing.
- Inform the President, Captain, or activity leader of any relevant medical conditions - this information will be kept strictly confidential.
- Behave responsibly.

The Club will:

- Ensure that individuals comply with the above requirements.
- Fill out an event registration form when appropriate.
- Record injuries on the accident report form.
- Provide means for Members to train sufficiently to reduce the probability of injury whilst competing.

The general Emergency Procedure at Iffley Road is as follows:

If an emergency incident occurs at Iffley Road sports centre, phone through to reception, so that the Sports centre and University safety staff can coordinate emergency response. If incident occurs off site, or sports centre is not contactable, phone 999 and request appropriate assistance. It is important that University/Sport safety staff are made aware of the incident to coordinate press reports, and distribution of information.

Procedure for shooting and fencing at Iffley road.

The Sports Department receive from the OUMPA committee a list of key holders for the academic year. This list should be updated when the committees for the respective clubs change over and the information passed to the Facilities Manager and copied to the Area Safety Officer (Sport). The list of club members should be kept to a minimum and should comprise of those who are registered club members and competent shooters and or fencers.

On each visit to the Department to obtain keys for the gun or epee cabinet, the registered users are required to bring in their University Card and report to the reception desk to obtain the keys. If you do not supply your card no key is to be issued.

If club members leave or breach their code of conduct and are removed from the club then the Facilities Manager/Area Safety Officer (sport) should be notified as soon as is possible and they will not be allowed further access to club equipment.

Risk assessments for each of the five sports: riding, fencing, pistol shooting, swimming and running follow:

Fencing

Hazard	Control Measures in Place	Risk Factor	Further Control Measures
Broken Blades	<ul style="list-style-type: none"> • Training - obey the referee, proper technique and observation of rules and etiquette. • Full safety equipment to be worn at all times when engaged in or demonstrating fencing. 	LOW - but incidents can be severe, potentially fatal.	<ul style="list-style-type: none"> • All equipment owned by the club conforms to latest MPAGB / FIE standards. • Regular inspection of blades and disposal of those with weakened "soft" points anywhere along their length. • New blades to be maraging steel.
Disposal of Broken Blades	Blades handed to ASO for disposal.	MEDIUM	Potential for broken sharp broken surface to cause harm to those unawares.
Slipping, falling, collision with opponent or obstacle	<ul style="list-style-type: none"> • Pistes laid down as far away from obstacles as possible. • Recommend to fencers that their footwear be of reasonable grip. • Observation of rules regarding the "fleche" – must pass the opponent adjacent to their non-sword arm. 	LOW incidence, but rarely serious	<ul style="list-style-type: none"> • Checking of piste surface at training and events. • Ensuring no equipment impinges upon adjacent piste area. • Asking all spectators to stand at the end of pistes when insufficient room to stand at side.
Referees and bystanders caught up in on-piste action	Referees and bystanders keep a safe distance.	MEDIUM - and potentially severe eg. Eye injuries	<ul style="list-style-type: none"> • Where not able to put a safe distance between themselves and fencers, referees wear full protective equipment (including masks). • Spectators move to end of piste.
General sports injuries, "pulled" and torn muscles, ligaments, and tendons	Warm up and stretch prior to each training session (performed individually).	LOW risk incidence, though very likely	Warm up as a group would ensure thoroughness.
Risk to fencers and general public transporting kit on bicycle or foot	<ul style="list-style-type: none"> • Recommend that where possible fencers should travel accompanied. • Also that any blades are covered in the appropriate way 	LOW	<ul style="list-style-type: none"> • Bags can be provided for transportation to competitions. • Cars are preferable form of transport
Breaking lights in low ceilinged venues	Limit fencing here where possible, remind fencers of the risk	LOW – unlikely to happen and when it does injury unlikely to be sustained as fencing equipment is fairly protective	To make fencers aware where this is a danger.
Medical conditions	Coaches check participating fencers are fit before commencing session	VARIABLE	See introductory notes.

Injury sustained during training	<ul style="list-style-type: none"> • Activity leaders issue clear instructions. If an injury occurs, procedures outlined in the code of conduct (section 8) are followed. • Phone in cricket schools is used to alert reception to situation 	MEDIUM, and potentially severe	
Risk of weapons being used other than for the purpose of fencing, club kit being taken from the cupboard for this purpose	<p>Security measures include:</p> <ul style="list-style-type: none"> • Sign on cupboard detailing process for borrowing kit, • Termly sword inventory by the Armourer, • Keys to the fencing cupboards are stored behind the main reception desk with only a limited number of people having access. 	LOW - if this does occur though serious injury could result	

Riding			
Hazard	Control Measures in Place	Risk Factor	Further Control Measures
Trodden On	<ul style="list-style-type: none"> • Inexperienced or nervous riders advised not to handle horses, • Sensible footwear must be worn at all times around horses*. 	MEDIUM	Broken bones in toes or feet
Bitten	<ul style="list-style-type: none"> • Teach correct procedures for handling horses • Warning notices of horses prone to biting* 	LOW	Broken or damaged fingers. Infection.
Leading and Handling	<ul style="list-style-type: none"> • Inexperienced or nervous riders advised not to handle horses, • Advised on safest methods for leading*. 	LOW	Dangers from ropes wrapped around hands
Kicked	<ul style="list-style-type: none"> • Inexperienced or nervous riders advised not to handle horses, • Warning notices of horses prone to kicking*, • Approach horse from front. 	MEDIUM	
Poor Instruction	<ul style="list-style-type: none"> • The club only uses establishments that are approved by a relevant authority such as the BHS or the ABRs. • Teaching staff are either appropriately qualified, in accordance with the authority with which the riding club is recognised, or they have a sufficient level of experience equivalent to such qualifications. 	LOW	
Falling Off	<ul style="list-style-type: none"> • Riders to be supervised at all times BHS safety standard • Hats to be worn at all times when mounted, • Footwear with a heel to be worn at all times, • Back protectors to be worn when jumping, • Riders encouraged to speak out if they feel unsure, • Check for correctly fitted tack, • Riders to take advice about horse, • Riders advised on correct way to fall off so as to minimise danger e.g. from trampling. 	MEDIUM	<ul style="list-style-type: none"> • Safety equipment reduces risk, • Most riding is done in indoor arenas with soft floor-material, • Medics/First-aiders are to be on hand for national-level and varsity competitions.

Notes for Riding

An asterisk (*) indicates advice to be taken from horse-owner/instructor on horses habits and temperament.

OUMPA does not accompany members to riding lessons. Club members arrange their own lessons and once there, they are in the hands of the riding school staff. Therefore any lessons taken are at the member's own risk. Competitions are the responsibility of the organising committee and riding centre in use.

We will advise our members on what clothing to wear for safety, and that riding is a high-risk sport.

Shooting

Pellet Wound	<ul style="list-style-type: none"> • Follow procedures for Range Officer (RO) as laid down in the Code of Practice, • Only Committee Members/Club Coach to take RO duties on Club training sessions, • Guests and probationary members must be supervised closely by full members 	LOW	Pellets are only able to break skin at close range, but see below about eye injury.
Pellet in eye	<ul style="list-style-type: none"> • Distance to be maintained from targets. Ricochets to be minimised, see below, • Eye protection to be worn if necessary. 	LOW	Air pistols have low velocity.
Lead poisoning.	<ul style="list-style-type: none"> • No food/drink to be consumed on range, • Make members aware that they should wash their hands thoroughly after shooting, • Use lead vacuum to remove spent pellets after each session. 	LOW	Unlikely to be significant hazard since long-term exposure required
Misuse of guns	<ul style="list-style-type: none"> • Guns not to be removed from range except for competitions, • Guns to be transported to competition or other range in boot of gun, • Guns to only be unboxed on a proper range under the control of a range officer. 	LOW	
Ricochet	<ul style="list-style-type: none"> • Training and supervision of guest/probationary members to ensure correct aim, • Ensure no metal objects are left forward of the firing point e.g. cricket stumps. 	LOW	Not likely to be a significant problem with air guns: range design and minimal muzzle velocity should limit this.
Explosion of compressed air cylinder.	<ul style="list-style-type: none"> • Appropriate training given, • Secure air cylinder when traveling, • Ensure that any cylinder used is hydraulically tested according to the schedule attached to it, • Pistol air cylinders to be serviced every 3 years, and documented on log sheet. 	MEDIUM	
Inappropriate transport of air pistols	<ul style="list-style-type: none"> • All air pistols to be transported in protective cases, bags or boxes, • All air pistols to be stored securely in vehicles. 	LOW	

Novice and Inexperienced members	<ul style="list-style-type: none"> • Mandatory safety briefing to all new members and novices, • All members to sign safety declaration and complete membership form before they shoot any firearms. 	MEDIUM	Hence briefing and supervision very important
Minor incidents e.g. dropping things on feet, shutting fingers in doors etc.	First aid procedures at range to be understood and followed.	LOW	
Road traffic accident when traveling with gun.	<ul style="list-style-type: none"> • Difficult to avoid, and unlikely, • Take mobile phones when traveling in order to summon assistance, • Book minibuses from reputable companies, with seat belts, • Ensure all drivers are minibus qualified, • Guns to be secured and cylinders to be unscrewed whilst transporting them. 	MEDIUM	

Swimming

Hazard	Control Measures in Place	Risk Factor	Further Control Measures
Poolside	<ul style="list-style-type: none"> • Low number of swimmers (<30), • Safety rules established and adhered to, • Orderly behaviour required, • Lifeguard to be present at all times on the poolside, • Emergency procedures established and known, so an ambulance or other help can be summoned without delay, • In the case of emergency, all swimmers should leave the Pool and follow lifeguards instructions, • Loose jewelry must not be worn in the water under any circumstances, • Pulse watches are however allowed in training, • It is the responsibility of the swimmers only to ensure that such items are not worn in the pool. 	LOW	<ul style="list-style-type: none"> • In using the Rosenblatt Pool in Iffley Sports Centre, the operating procedures followed by OUSC are the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), • If anything within the fabric of the Pool is faulty then this should be flagged up with the Facilities Manager or appropriate manager of the pool.
Other physiological conditions	<ul style="list-style-type: none"> • Swimmers to be vigilant of themselves and each other, • Encourage a supportive environment where people are not pushed overly hard, • Encourage warm up and stretching, • No swimmer should enter the water or attempt to train if they feel unwell in any way. It is the responsibility of the swimmers to ensure that they inform the team captains or the coach if they feel in any way unwell. 	LOW	Unlikely due to competence/ability of swimmers.
Slips, trips and falls	<ul style="list-style-type: none"> • All swimmers warned to take care at water edges when entering and leaving water, • No running allowed on poolside, • Orderly behaviour essential on side of pool. 	LOW	<ul style="list-style-type: none"> • Water can make sides of pool slippery, • All swimmers warned to take care when entering and leaving water.
Diving	<ul style="list-style-type: none"> • Swimmers must be of appropriate standard to dive into shallow end at competitions, • Training is to be given to those not competent, by a swimming coach, • Local regulations about diving are to be followed. 	MEDIUM	Members are to be reminded that diving into shallow water can cause severe injury.

Equipment	<ul style="list-style-type: none"> • All signs and instructions at pool to be followed, • Any lack of understanding to be clarified with pool staff. 	LOW	Injury from poolside equipment unlikely.
Injury of new club members	<ul style="list-style-type: none"> • Ensure that the attention of every swimmer has been drawn to the Code of Conduct and Risk Assessment forms of OUMPA, • Assessment of swimmers ability to be made by Coach or Captain. 	MEDIUM	Swimmers experience to be assessed.
Injury at competitions	<ul style="list-style-type: none"> • Appoint an event organiser for the team prior to the competition, • Ensure that the "trip and registration form" is completed and emailed to the ASO, see notes, • Ensure that competitors are insured through MPAGB, • See all other relevant sections of this form as regards the general risks of being on poolside, regulations regarding diving, and also the safety procedures to be followed in the case of an emergency. 	LOW - Unlikely due to level of experience of swimmers and event planning in advance.	<ul style="list-style-type: none"> • The Sports Department staff are responsible for setting up competitions in the Rossenblat pool, • Ultimately the pool manager or competition organisers have the ultimate "say" on any safety issues.
Poor Coaching or Instruction	Only contract with a fully insured and qualified coach who follows NGB guidelines.	LOW - Unlikely due to contracting with a fully qualified coach only.	Ensure that the club coach checks the well being of all swimmers before they enter the water at any team training session or competition.
Cuppers	<ul style="list-style-type: none"> • Ensure that the event is planned carefully in advance, and that enough OUMPA members will be in attendance on the day to ensure the smooth running of the event, • The cupper's organiser must ensure that the attention of every competing swimmer is drawn to the safety information requirements as provided in this form by means of a safety briefing prior to the event itself. 	MEDIUM - Small risk due to the possible inexperience of some competing college's swimmers.	See above points as regards <i>diving</i> and the need of a <i>lifeguard</i> on poolside at all times.

Running			
Hazard	Control Measures in Place	Risk Factor	Further Control Measures
Running Alone	Runners encouraged to run with other club members on organised runs.	MEDIUM	<ul style="list-style-type: none"> Remind runners of the risks of running alone, Arrange runs using the email list.
Running in the dark	Runners encouraged to wear light coloured or reflective clothing, or to avoid running in the dark.	LOW	<ul style="list-style-type: none"> Remind runners of the risks of running in the dark, Arrange runs during the day or at a lit track.
Cold / hot weather	<ul style="list-style-type: none"> Members encouraged to warm up thoroughly in cold weather and to wear clothing appropriate to the conditions as well as stay hydrated in hot weather, Sun-protection is advisable. 	MEDIUM	Educate members about the risks of hot and cold weather and how they can reduce the risks and deal with injuries / dehydration etc if necessary
Uneven ground	Club runs are organised bearing in mind the conditions.	LOW	Educate members on how best to run on uneven ground, kit selection and how to best deal with injuries
Asthma	Members required to let committee members know if they are asthmatic, and should carry an inhaler.	MEDIUM	See notes about medical conditions above.
Enrolling new members with little or no experience of running/ training competitively.	Ensuring committee members advise new members of how to train safely.	LOW	Encourage committee members to take a more proactive role in advising new members.
Injury through insufficient warm-up.	Encourage all members to undertake a thorough warm-up, consisting of at least 10mins of light jogging followed by 10mins of stretching.	MEDIUM	<ul style="list-style-type: none"> It should be emphasised that this warm-up is an integral part of the training session, Members should be encouraged to stop running immediately if they feel unwell or unusually exhausted, particularly if not accustomed to vigorous exercise.
Inadequate equipment / kit	All equipment needed should be provided by club members, who should have the opportunity to ask the advice of committee members regarding suitability of kit.	LOW	<ul style="list-style-type: none"> All committee members should inform any club member who they believe to be using inappropriate or potentially hazardous kit, Footwear is the only real issue when running in good conditions.
Lighting, ground and weather conditions	<ul style="list-style-type: none"> A decision will be made by committee members present on whether the club training or event will take place, For example, adverse icy conditions on the track may cause the decision to cancel, or simply change to a safer road-run. 	LOW	The committee, especially those leading the session, should encourage participants to dress appropriately, with high visibility clothing when dark.

Vehicles	Vehicles are sometimes present in University Parks. Committee members should always be aware of the possible risk, and be ready to alert and divert the running group. If necessary, a complete change of route may be made during the "rep" sessions.	LOW	<ul style="list-style-type: none"> • The time at which the University Park sessions take place usually pre-empts any maintenance work being carried out with vehicles, • 1pm is a particularly quiet time (most people are at lunch) and ensures the highest level of visibility for the day.
Individual Medical conditions	<ul style="list-style-type: none"> • Members of the club with medical conditions that may put them at risk whilst running are aware that their participation is at their own risk, • Any developed conditions <i>since</i> joining must also be reported. 	MEDIUM	<ul style="list-style-type: none"> • The club in no way endorses participation in running against medical advice, • It is the sole responsibility of the participant to notify the club of any possible problems, as well as to assess his or her own ability to compete or train, • An environment is to be maintained where members do not feel any pressure to train through an injury.