

UNIVERSITY of OXFORD SPORTS DEPARTMENT**OXFORD UNIVERSITY Kendo****DATE: - May - 18****RISK ASSESSMENT**

Who might be harmed	HAZARD	Risk	Control Measure in place	Further Risk reduction required Y / N
Participants	Training / Competition	Sprains, Stains Breaks, minor injury's	Participants encouraged to disclose any injury's or medical conditions before activity starts Training and games to be structured in conjunction with NGB guidelines and best practise. Participants encouraged to warm up and cool down and to wear appropriate clothing. First Aid kit and First Aider available at reception at Iffley Road Sports Centre All injury's to be reported to Sports Safety officer by the Club Committee.	N
		Snapping of the Achilles' tendon	Ensure that participants are conversant with appropriate style of attacking movements Include stretching exercises for the tendons of both legs in warm-up periods	N
Participants	Floor surface e.g. splinters, holes, uneven surface, obstacles	Minor injuries, cuts and abrasions	Visually inspect floor before each practice to identify hazards	N
Participants	Splintered shinai	Minor injuries	Correct maintenance of shinai taught to all participants Participants to inspect his/her shinai periodically during practice	N

Participants	Equipment failure	Minor / major injuries	<p>Club Committee to ensure necessary equipment checks and servicing has been completed and documented.</p> <p>Participants to be trained how to set up and store and transport equipment.</p> <p>Equipment to be stored in an appropriate manner.</p>	Y
Participants	Slips, trips , falls	Minor injury	Club Committee to ensure that the facilities are clean and fit for purpose. Faults to be reported to the Sports manager at Reception	N
Participants	Fire	Burns / fatality	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.	N
Participants Public	Travel	Major incident / accident , Fatality	<p>Club Committee to check the insurance of car drivers. Drivers to comply with current Road Safety Laws and have a full driving licence.</p> <p>Hire vehicles drivers MUST have passed the University accredited driving course. Drivers must be 21 or over. Trip resignation forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services.</p> <p>The registration form for trips aboard MUST be sent a minimum of 1 month prior to the trip departing. Club Committee to supply Safety officer with travel insurance details and trip Risk Assessment.</p> <p>In the event of a major accident security services must be contacted 01865 289999</p>	N

Participants	Drugs and Alcohol	Minor / Major injury	The Consumption of alcohol and non prescribed drugs is prohibited	N
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RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
Copies of Insurance to be given to Sports Safety Officer	Oct 2018	Club Committee	

Club President: Kathy Wu

Date: May 2018

Club Secretary: Ryan Ellison

Date: May 2018

Health and Safety Officer: John Jonsson

Date: May 2018

RISK ASSESSMENT REVIEW

Date	Comments	Actions	Completed

Club President: Kathy Wu

Date: May 2018

Club Secretary: Ryan Ellison

Date: May 2018

Health and Safety Officer: John Jonsson

Date: May 2018