



Team Northumbria Health and Safety Guidance for Sport Clubs (2016/17)

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1. INTRODUCTION

Health and Safety and the Assessment of Risk are an increasingly important aspect of everyday life. We have a duty of care and legal responsibility to be accountable for understanding the activities that we participate in and for taking appropriate precautions when such activities might put others and ourselves at risk of injury. Those who take leading roles within sports clubs or have sport qualifications are deemed to have a greater responsibility to understand risk and, as far as is practically possible, ensure the safety of those in their charge.

There is a substantial body of health and safety legislation that applies to University Sport Clubs. It is essential that Clubs take a positive attitude to Health and Safety and that Club Officers build this attitude into the everyday life of the Club.

Team Northumbria, in consultation with the University Health, Safety and Environment Office, has developed this document for Sport Clubs. It aims to provide basic guidance to University Sports Clubs regarding Health and Safety provision. Due to the diverse nature of sports undertaken at the University it is not possible to give a full account of all duties or responsibilities. Clubs **must** ensure that they adequately assess all health and safety issues relating to their specific sport and have suitable risk management procedures in place. A Club Safety Action Plan will be completed by Team Northumbria on an annual basis to assess the standard of a club's safety procedures. Clubs should ensure that they seek further advice from the National Governing Body (NGB).

Every single club member has a responsibility for health and safety. Failure to implement codes of conduct, rules and regulations may be construed as negligence. Clubs may find themselves facing fines, or even university disciplinary procedures.

The information provided in this document is correct at the time of print.

Safety Policies

All University Sports Clubs should be familiar with the University's Safety Policy http://www.northumbria.ac.uk/sd/central/campus/hse/healthandsafety/hs_pol

Katy Storie

(Team Northumbria High Performance Sport Manager)

2. BEING A TEAM NORTHUMBRIA CLUB

Team Northumbria Sports Clubs work closely with Team Northumbria staff to ensure members get a positive and safe experience of sport. Team Northumbria will create Student Athlete Agreements, Communication Guidelines and provide Health and Safety advice and training.

National Governing Body Affiliations

Team Northumbria affiliates all sports clubs to their respective NGB where appropriate. Affiliation may carry the benefits of public liability insurance cover, guidance on health and safety procedures, advice on suitable equipment and rule changes, and access to officials, coaching resources and training.

BEING A TEAM NORTHUMBRIA ATHLETE

On selection to a Team Northumbria squad, Athletes join an elite group of students and as such are expected to meet a high level of performance and standards. Team Northumbria Athletes will be responsible for conducting themselves in a manner above and beyond other students. Team Northumbria Athletes have a duty to represent themselves, their team and the University in the best manner possible. On joining a Team Northumbria club, the Athlete agrees to abide by the commitments set out in Appendix 2.

3. UNIVERSITY SPORTS CLUBS – DUTY OF CARE

Clubs have a general legal duty to avoid carelessly causing injury. A duty of care can arise in many ways, some of which may not always be immediately obvious, such as:

- Hosting fixtures, tournaments and competitions, even friendlies
- Giving instruction/coaching
- Loaning equipment to others
- Fundraising events
- Selling food at events

Club Volunteers

Club Volunteers (formerly 'Club Committee') should provide a safe environment for all club activities from normal training and match days to social events and trips. Club Volunteers should ensure that they follow Team Northumbria health and safety policy, procedures and codes of conduct and that this information is disseminated effectively to its members. They should also ensure that the risks associated with all Club activities have been considered, documented, reported and are reviewed annually. Club Volunteers should ensure that health and safety recommendations from the appropriate National Governing Body are acted upon.

Club Member

Club members must take reasonable care to avoid acts or omissions, that can be reasonably foreseen and which would be likely to injure their neighbour. The term 'neighbour' in this context includes other Club members and those with whom they may come into contact with as a result of membership of the Club. This might include facility staff, coaches, umpires, opposition teams and individual competitors and the general public.

Coaches

Coaches play a crucial role in the development of any sport and in the lives of the athletes they coach. Good coaches ensure that individuals in sport have positive experiences and are therefore more likely to continue in their sport and achieve their potential. Anyone involved in the coaching or training of club members has a responsibility to ensure that safe and proper practice is followed. Clubs must ensure that anyone given responsibility for coaching or leading sessions is suitable for this role. At Team Northumbria we insist that any coach (paid or volunteer) has a minimum UKCC level 2 or equivalent qualification (unless specified within the sport risk assessment as agreed by Team Northumbria). Team Northumbria also has code of conduct that they expect their coaches to adhere to copy of which can be accessed upon request to The High Performance Sport Manager (also Appendix 1)

Team Northumbria will ask coaches to supply photocopies of all relevant qualifications, NGB Membership, insurance details and first aid certificates. They will also be required to provide personal contact details on an annual basis.

Activity Leader Responsibilities

Due to the nature of University Sport it is not always possible to have a qualified coach present for all club training and matches. In such circumstances a captain or other suitably experienced person should be appointed as activity leader to oversee the management of activities, including Health and Safety. It is essential that those appointed to such a role have at least five years continuous experience of playing the sport and **must have attended hazard awareness training**. *NB In the event that an under 18 is present only a level 2 qualified coach may lead the session.*

An activity leader must accept the responsibility of leading others. They take responsibility to ensure that players/participants are not exposed to a foreseeable risk. Activity leaders take responsibility for:

- Familiarising themselves with the Risk Assessment of the activity to be undertaken and ensuring all advised safety precautions are in place
- Visually inspecting the facility or equipment to be used prior to commencing the activity to ensure it is safe
- Ensuring all those in the group are aware of the risks associated with the activity and take due care when participating
- Encouraging all participants to respect the Club's Code of Conduct
- Providing as high a standard of leadership and instruction as is reasonably practicable at all times
- Ensuring that participants use all relevant safety equipment
- Instigating the University's Emergency and Incident reporting procedures if necessary

4. CLUB OFFICERS - SAFETY MANAGEMENT

The Club Safety Officer has a designated responsibility for safety within the Sport Club. The Club Committee should ensure that those holding such positions have the appropriate knowledge and experience to discharge their health and safety responsibilities. **In taking up a position of a Club Safety Officer an individual must understand that they are accepting responsibility and they must fulfil those duties to the best of their ability without negligence.** The President or equivalent should take the lead in promoting a positive safety culture.

Club Safety Officers, have these specific responsibilities;

Safety Policy

- Club procedures are compliant with University Policy
- Development of Club Safety Policy with Team Northumbria staff
- Adherence to rules laid down by the NGB to ensure safe practice

Documentation

- Current Club's Safety Policy and Procedures are distributed to members
- Risk assessment are updated regularly with Team Northumbria staff
- New equipment assessed as purchased
- Submitting Accident Report Forms according to University policy

Training

- The promotion of appropriate training for Club members at all levels, including first aid training, with particular attention paid to novices and inexperienced participants
- The dissemination of safety information
- Identifying key individuals to attend training

Management of Activities

- Coaches are qualified to UKCC Level 2
- Session Leaders have adequate knowledge or qualifications for the role that they undertake
- Coaches and Session Leaders are fully aware of the Club's Risk Assessment and Procedures

Equipment

- The production of an annual inventory of Club equipment in conjunction with Team Northumbria Staff
- The appropriate and safe storage of equipment
- Maintaining records of equipment safety checks
- The immediate removal of damaged and unsafe equipment
- Ensuring equipment is not used unsupervised by those unskilled in its usage
- Loaned equipment is returned in safe working order
- The appropriate level of first aid equipment is provided
- Advise Club Volunteers/Team Northumbria Staff on new equipment items required by the Club

Travelling / Tours

- Ensuring members use safe means of transport following University regulations/policies
- Requests for tours/ overnight trips are made to Team Northumbria in a timely fashion, with at least 10 days' notice
- Ensuring that all safety matters are considered when arranging tours, from the suitability of the opposition to the appropriate level of insurance

Monitoring Health and Safety

- Ensure that Safety Procedures are implemented, reviewed annually and amended where necessary
- Disciplinary procedures for Club members disregarding safety policy are implemented
- Inspection of equipment, maintenance logs, safety record and accident report forms

5. RISK ASSESSMENT

Risk Assessment is a careful examination of what, in the Club context, could cause harm to people (or property or equipment etc.). This Assessment allows the Club to determine whether it has taken enough precautions or should do more to protect its members. This is an important exercise and is done annually conducted by Team Northumbria coaches after undergoing hazard awareness training, and in conjunction with Team Northumbria Staff. An example Risk Assessment can be found in Appendix 6.

Outside Venues

It is not possible to control external facilities and perform risk assessments in advance. However, it is just as important to identify the risks of an external facility before beginning an activity. Before an event or a match, it is crucial that a competent person makes a thorough assessment of the scene to ensure that it is suitable and safe for use by the Club. This person might be a qualified official or referee, qualified coach, or suitably trained member of your Club/team. Team Northumbria provides hazard awareness training for Sport Clubs in order to ensure members are suitably trained to assess hazards. If the venue is considered unsuitable then the activity should not commence until it has been made safe, or an alternative venue has been found, even if this means postponing the event.

Never jeopardise the safety of team members.

6. CLUB SAFETY PROCEDURES

Accident and Emergency Procedures

Despite taking all possible precautions, accidents may still happen. All Clubs should follow University emergency procedures in the event of an accident; these can be found here <https://www.northumbria.ac.uk/sd/central/campus/hse/healthandsafety/ir>

Most University or public sports facilities will have emergency procedures for their sites, which may be adopted by a Club for some of its activities.

First Aid Provision

Each Sports Club should have the appropriate level of First Aid Cover for their activities. For sports clubs with multiple teams, it is strongly advised that each team has at least one

qualified first aider, who should then attend every match (this is compulsory for all sports which take place outside). Those with UKCC Level 2 qualifications will have completed suitable first aid training. For those that haven't the University provide places on first aid training courses for its club members. It is the duty of Club Volunteers to ensure that the club have the appropriate level of first aid cover for matches, training sessions and trips to deal with the nature of injuries that might occur in their sport.

First Aid Kits

University Sports Clubs should have their own First Aid Kits that are available for off-site training and match days. It is essential that First Aid supplies are replaced when used and that somebody within the club (usually the qualified first aider) is assigned responsibility for ordering supplies with Team Northumbria staff.

Treating Injuries

It is important to remember that only a qualified first aider should treat another person's injuries. However, any person can apply first aid on himself or herself.

Incident/Accident Reporting

It is essential that you record any incidents, accidents or near misses on the sport incident form which can be found here www.northumbria.ac.uk/healthandsafety. This should be done as soon as possible after the incident and sent to the University Health and Safety Advisor.

An accident is an injury to a party who then requires first aid, which could be anything from a cut to a broken limb and incident or near miss is an event or occurrence, which could have led to injury, or unsafe activity. For example, a rope breaking as it takes the weight of a climber where the climber was unharmed would be an incident.

First Aid at Matches / Events

If a player from a visiting team is injured during a match, the home team has a responsibility to record the accident. Public sports facilities or away facilities may have their own procedures for First Aid provision and Clubs should ensure they are aware of what they are expected to provide when using these facilities.

7. CONCUSSION / HEAD INJURIES

Concussion

Concussion is, in simple terms, a brain injury. It is the sudden but short-lived loss of mental function that occurs after a blow to the head. It is the most common but least serious type of brain injury. However, there can be serious, even life-threatening consequences if concussion is missed, or not managed properly

Not all head injuries result in concussion, but as part of our commitment to keeping you safe, all head injuries will be assessed for concussion. If found to have, or it is suspected that you have a concussion then we will ask you to perform a full assessment and cooperate with our staff when doing so. You'll also be asked to complete a graduated return to play (GTRP) programme. This means following a timetable of activities until you are back to normal and deemed fit to play. Depending on the severity of your concussion and your age, the duration of this programme will vary.

Concussion often results in noticeable cognitive symptoms, so for this reason we also involve your course tutors in this process. They are often best placed to spot the subtle signs

that something is not right and we want them to be on the look out so that if something is wrong we can do something about it quickly. They will also be the first to notice that you're on the mend because according to the G RTP programme you will have returned to lectures before playing. We understand that as an athlete you want to compete as soon as possible, but please don't ask us to rush this process- we won't do it. Your long-term health is more important to us than winning cups or trophies.

Following a witnessed, or suspected head injury:

Step 1 – Recognize and remove

Concussion should be suspected if one or more of the following visible clues, signs, symptoms or errors in memory questions are present.

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground / Slow to get up
- Unsteady on feet / Balance problems or falling over / Incoordination
- Grabbing / Clutching of head
- Dazed, blank or vacant look
- Confused / Not aware of plays or events

If a player is suspected of having a concussion THEY MUST BE REMOVED FROM PLAY IMMEDIATELY AND NOT PERMITTED TO RETURN.

Step 2 – Assessment

- A SCAT3 assessment should be performed once the athlete has been removed from the field of play. This should be conducted by a physio, doctor or coach.
- If a mild concussion is suspected then the concussion protocol should be commenced.
- A head injury advise card containing symptoms to be aware of should be given to the person who remains with the athlete to monitor them.

Step 2 – Monitor

Should an athlete display or develop any of these symptoms whilst still in your care they should be taken to the nearest accident & emergency department:

- loss of consciousness, however brief
- memory loss, such as not being able to remember what happened before or after the injury
- persistent headaches since the injury
- changes in behavior, such as irritability, being easily distracted or having no interest in the outside world
- confusion
- drowsiness that occurs when you would normally be awake
- loss of balance or problems walking
- difficulties with understanding what people say
- difficulty speaking, such as slurred speech
- problems with reading or writing
- vomiting since the injury

- problems with vision, such as double vision
- loss of power in part of the body, such as weakness in an arm or leg
- clear fluid leaving the nose or ears (this could be cerebrospinal fluid, which surrounds the brain)
- sudden deafness in one or both ears
- any wound to the head or face

Phone 999 for an ambulance immediately if the person:

- remains unconscious after the initial injury
- is having a seizure or fit
- is bleeding from one or both ears
- has been vomiting since the injury
- is having difficulty staying awake, speaking, or understanding what people are saying

The above is based on information from NHS choices & McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5), 2013.

Concussion protocol for Student Athletes

Prior to games/competitions:

- To read the information supplied to me by the University about head injury and concussion
- Students taking part in a contact / collision sport must complete the RFU online concussion eLearning course before taking part in training or matches <http://www.englandrugbyfiles.com/medical/concussion-awareness/players/> this includes (but is not limited to) Rugby Union, Rugby League, American Football and Boxing
- To read the information supplied to me by the university about the graduated return to play protocol (Appendix 8)
- Agree to notification of tutors/ next of kin should a suspected concussion occur
- Agree to notification of my nominated 'responsible person' to participate in monitoring and observation*
- Agree to notify my coach of any previous head injury or concussion

During games/competition:

- To cooperate fully and agree to be assessed by a coach, physiotherapist, or other healthcare professional following any known, or suspected head injury* during training, play or competition
- To acknowledge and accept the decision of the coach, physiotherapist &/or doctor without question if asked to withdraw from play/competition
- To alert the coach/physiotherapist/doctor immediately if I am concerned about a fellow team-mate, or opposition player.

Following games/competition:

- To abide by the following rules until concussion has been ruled out, or until the GRTP has commenced (whichever is sooner), should a concussion be suspected:
 - Abstain from alcohol
 - Abstain from engaging in sport, strenuous physical activity &/or exertion
 - Abstain from driving
- To abide by the GRTP protocol once initiated and cooperate fully with support staff

- To understand that once concussion has been confirmed, any return to play or engagement in physical activity is at the discretion of the physiotherapist &/or doctor, NOT the coach, or S&C staff

**head injury being defined as any directly observed, reported, or suspected impact to the head, cervical spine or face.*

8. CHILD PROTECTION

In the event that you have club members who are under the age of 18, please inform Team Northumbria staff who will help the club implement the University's Child Safeguarding Guidelines and Code of Practice. This provides guidance for University Staff and Student Representatives involved on campus working with individuals under the age of 18.

9. MAINTAINING SAFE EQUIPMENT

Inventory

All Clubs must maintain an up-to-date Equipment Log, which will be audited by Team Northumbria in conjunction with Club Safety Officers in December and again in April. New equipment purchased during the year will be added and any equipment considered obsolete should be removed from the inventory.

Maintaining Equipment

The Club should ensure that equipment is stored, managed and maintained in a safe manner. Consideration should be given to the following areas: -

i) Storage

Clubs should ensure that equipment is stored in the appropriate conditions to reduce wear and tear. Care guidelines for equipment should be available to those responsible for storing equipment.

ii) Maintenance of equipment and regular checking for equipment damage

Equipment should always be checked thoroughly by users before use to ensure that it is in good condition and that it is still suitable for use. If a piece of equipment is damaged it is separated from all other equipment, and marked or tagged so that it cannot be used, and Team Northumbria staff should be notified of the damage (and any need for replacement items). Clubs must co-operate with Team Northumbria's December and April audit of equipment and bring to their attention any equipment which is faulty or damaged in between audits. If equipment is considered too old to use or unsuitable for use then bring it to the attention of Team Northumbria staff who will dispose of it accordingly.

iii) Unwanted Equipment

Items of equipment that are still suitable for use, but the club no longer has a use for, cannot simply be passed on to other groups for use. If you have unwanted equipment please let Team Northumbria Staff know and they will make good use of it.

iv) Providing Clear Guidance for Loan Schemes

Clubs cannot loan equipment to non club members. If equipment is to be loaned to members the club must provide clear written loan guidelines and equipment care requirements and this must be shared with and agreed by Team Northumbria staff.

10. INSURANCE

Guidance on Insurance

University Sport Clubs are covered by Endsleigh Personal Accident Insurance. A Summary of cover can be found in Appendix 7.

The following general guidance is provided for the information of Team Northumbria Sport Clubs

Club property stored on University premises, is covered under the University's property insurance. Public Liability insurance is provided for Team Northumbria clubs. This cover protects the University and the club and if either the University or club is sued by a third party for personal injury or property damage. In such circumstances the University's

insurance policy can be claimed against; however, if individual club members are sued the insurance policy would not protect them.

Independent coaches, referees and other consultants engaged by clubs are not covered by the University's liability insurances. Clubs should ensure that such advisers have their own Public Liability and Professional Indemnity insurance.

The University's insurance does not cover the following areas; clubs must make their own arrangements:

- Use of own vehicles
- Hire vehicles (other than those hired via Team Northumbria for the club)
- Travel Insurance
- Private Medical Insurance
- Life Insurance
- Personal possessions of club members

National Governing Bodies

As an affiliated member of a National Governing Body, you could be provided with insurance for sports related activities. This might include training, competitions and may include meetings and social events as well as other Club activities. It is essential that Clubs determine what level their National Governing Body covers their activities.

Coaches

It is strongly recommended that coaches have their own Professional Indemnity Insurance. Some National Governing Bodies provide this when Coaches affiliate but Clubs should not assume this to be the case.

Travel Insurance

When organising tours it is wise to consider taking out a travel insurance policy, covering medical expenses, personal possessions, cancellation costs etc. Clubs should be aware that it is often cheaper to look at Group travel Insurance.

University Insurance Officer

Further information regarding Insurance is available online at www.northumbria.ac.uk/insurance

If you have any questions regarding University Public Liability or require advice on other areas of Insurance you should contact Team Northumbria staff

11. MEMBERSHIP RECORDS

Data Protection Act 1998: Data Protection and Student Societies

All users of personal information, including students involved in organising clubs, are obliged to comply with the 1998 Data Protection Act (DPA). Students are themselves responsible for the protection of any data that they process outside the control and responsibility of the University. This includes data processed for Student Sport Clubs.

Clubs should make sure they are familiar with the Data Protection Act and requirements for University Sports Clubs. This information can be found at

www.northumbria.ac.uk/sd/central/uso/ndp/

Athlete Compulsory Medical Declaration Form (replacing the previous Health Commitment Statement)

Team Northumbria has a strong commitment to the health of its members but ultimately an athlete's health is their own responsibility. All Team Northumbria athletes must complete a compulsory medical form (Appendix 5) at the point of completing and paying for their TN membership. Athletes are encouraged to declare all medical conditions that may affect the ability to undertake the relevant sporting activity, inclusive of training, matches, S&C, and physio. The medical information provided will be stored securely on file by the University and shared only with the lead Coach or lead Support Staff member (e.g. for S&C) for the sake of the athlete's health and safety.

If the coach has any concerns over the information that an athlete has provided or feel that their medical history makes them unsuitable to take part in an activity then the individual might be asked to produce a Doctor's Note, confirming that they are able to take part in the relevant club activity. **In this situation it is essential to be mindful of the person involved, and keep information confidential.**

12. ORGANISING A TRIP OR TOUR

Planning a trip or activity outside normal club activity

Clubs must ensure that they have appropriate permission from either the High Performance manager or Competitions Manager in place for: -

- a) Any activity that is off campus, and involves an overnight stay
- b) An activity which is not the mainstay of the club's practice e.g. Paintballing
- c) A tour or overseas trip

For all trips or activity outside normal club activity the club should provide Team Northumbria with a completed *Trip/Activity Request Form* (Appendix 5) which includes: -

- A full itinerary
- Full travel details
- A list of all students travelling
- A copy of all information given out to students taking part
- Details of any group travel insurance policy
- Proof that you have collected medical history forms from all participants where necessary
- A risk assessment for all of the trips activities

And considers the following:-

Leaders

It is essential that any person organising a tour, trip or activity within a tour/ trip have the necessary knowledge, experience and qualifications, where appropriate, to do so.

Security of the Region

Is the destination you intend to travel to safe? The Foreign and Commonwealth Office Web Site provides up to date information on the safety of particular regions as well as giving general advice about travelling abroad

Country Specific Considerations

Are there any special requirements/ considerations when travelling to the area such as visas, laws, environmental considerations (e.g. temperature), the transport of large items of kit, recommended immunisations etc Insurance Is all appropriate travel insurance for the touring party in place? Considerations should be given as to how the Club might cover medical expenses if incurred.

Risk Assessment and Guidance Notes

Risk Assessments for all activities should be undertaken and all possible control measures put in place by the Club. Guidance notes should be given to participants particularly for medium to high-risk activities and/or when novices are involved.

Number of beginners /novices

The ratio of novices to those more experienced will vary depending on the type of activity, level of difficulty, experience of the leader. The Club must ensure that this ratio is appropriate for the trip in question.

Itinerary

Addresses and contact details of all accommodation booked should be recorded. Who the party will be playing, when and where. In case of bad weather, contingency plans should be in place Playing Program Is the appropriate number of fixtures arranged? Clubs should ensure that participants are given adequate recovery time between games.

First Aiders, First Aid Kits and Reporting Accidents

Clubs should ensure that First Aiders and the appropriate First Aid equipment is available for the activity. Any accidents should be reported on return using the University Incident reporting procedures.

Club Equipment

This needs to be in proper working order and should be frequently checked throughout the trip/tour.

Medical

Clubs should check whether there are any medical recommendations, such as immunisations, for their proposed destination. It may also be necessary to complete medical questionnaires to ensure that individuals are fit to participate. The University Occupational Health Service can advise the tour leader on potential medical requirements associated with foreign destinations.

Travel

Plan how the party will move between the relevant locations and who will be driving the vehicles. If using private vehicles, please list registration numbers for the cars, and give an indication of who is travelling with whom.

There are a number of generic areas that Clubs should consider when planning a trip, we have identified some common areas that should be considered, however this is by no means a definitive list and Clubs should ensure that all safety issues relevant to the activity are addressed.

13. MONITORING HEALTH AND SAFETY PROVISION - Safety Inspections and Audits

Club Committees

Committees should monitor Club practices to ensure that their Health and Safety Procedures are being adhered to. Any inspection should be recorded and a copy sent to Team Northumbria.

The University

The University will undertake random Health and Safety inspections to check whether Clubs are following their Safety Procedures.

The Health and Safety Executive

The Health and Safety Executive may audit the University at any time. They may also follow up reported accidents and incidents by inspecting safety documentation, equipment, instruction levels etc.

14. INITIATIONS

We know that social events are a great way to help integrate new members into a Team Northumbria Sport Club. However social events involving initiations are strictly forbidden. Anyone organising or taking part in initiations, on or off the premises, will face penalties or disciplinary action. Full details of this zero tolerance policy (including a full definition of what we understand 'initiation' to be) can be found in Appendix 7.