The University Club and its staff warmly welcome you and your group to the Club. The safety and wellbeing of our members, visitors and hirers is of paramount importance to us, therefore, the Club has produced these guidelines to help you plan a safe and enjoyable visit.

The University Club is a modern building which meets building and safety regulations. However it is a very busy building which is situated close to a main road. Members, visitors and hirers must consider this risk when planning their visit. Individuals and groups bringing children or young people into the club are required to read our risk assessment prior to their visit, ensuring all reasonable risks which could arise during their visit, have been considered. Those individuals / Group Leaders who are not familiar with the building are asked to visit the Club in advance of their visit to ensure they know the layout of the building and are familiar with the risk assessment. Detailed floorplans of the building can be found here.

**Arrival**

On arrival the Group Leader should make themselves known to reception or a member of staff. Our staff will remind the individual / Group Leader of the health and safety procedures for the building, and if a fire alarm is planned along with any other relevant information.

**Supervision**

At all times the supervision of children and young person’s remains the responsibility of the individual / Group Leader.

A child is recognised as being under the age of sixteen, and a young person 16 or over, but under 18 years of age. The required level of supervision for our premises at all times must be assessed by the Group Leader in their risk assessment, prior to their visit.

We expect that children and young person’s will adhere to safety instructions, and also behave appropriately during their visit.
Safety throughout your visit

We ask that children are not left unsupervised at any time. We request that children and young persons are given a safety briefing at the beginning of their visit by an individual / Group Leader to ensure that they are aware of any hazards.

In the event that you are required to evacuate the Club, unless otherwise told, your assembly point is at the front of the club on Mansfield road. The individual / Group Leader is to conduct a head count to ensure that all are present and convey this to a member of our staff.

Should any member of the group suffer an accident, the individual / Group Leader must inform a member of staff who will enter it into the accident book of the Club. The Club can provide a first aider, if required.

Hazards

Individuals / Group Leaders are asked to be vigilant and to familiarise themselves with the Club, identifying any risks which may be relevant to their group and in particular the risks around handrail barriers and seating on the first floor. Drinks must not be placed on the edge of the handrail barriers on the first floor. Children must not climb on the hand rails or furniture whilst in the Club.

Other visitors

University Club
11 Mansfield Road
OX1 3SZ
Tel: 01865 271044
Email: reception@club.ox.ac.uk
You may not be the only visitors to the Club. We ask that children and young persons are quietly respectful of the Club and other people using the facility. Likewise, if you experience any disruption to your visit, please report this immediately to a member of staff.

**Departing the Club**

When leaving the Club please ensure that you have all personal belongings with you. The individual / Group Leader is responsible for ensuring that the group depart safely and in an orderly fashion.

We do hope that you enjoy your time with us at the University Club. If you have any questions relating to your visit, or safety, please [contact us](mailto:reception@club.ox.ac.uk).