



Health and Safety Policy.

Part 1: Statement of intent

- 1) Our Health and Safety aim is to prevent accidents associated with running activities organised by the club.
- 2) To achieve this we will:
 - a) Carry out risk assessments which will be written down, accepted by the Committee and then communicated to all members in a simple and easy to understand way.
 - b) Create a safe environment by putting health & safety measures in place as identified by the risk assessments.
 - c) Ensure that all members are aware of, understand and follow the club's health & safety policy.
 - d) Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
 - e) Provide access to adequate first aid facilities at all times including qualified first aider whenever possible.
 - f) Report any injuries or accidents sustained during any club activity.
 - g) Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

Part 2: Responsibilities for health and safety

The following responsibilities for health and safety are held within the club:

- **Chairperson:** Has overall responsibility for health and safety and ensuring that other club members are aware of their responsibilities.
- **Race Director:** Has responsibility for carrying out risk assessments for races being hosted by the club and ensuring that measures are put in place to implement identified control measures.
- **Coach Co-Ordinator:** Has responsibility for carrying out and reviewing risk assessments for coaching activities. Responsible for ensuring that the rest of the coaching team are aware of the health and safety policy and risk assessments.
- **Coaching team:** All coaches and leaders are responsible for ensuring that they are familiar with the club's health and safety policy and risk assessments and for ensuring that they are implemented at coaching sessions.
- **Web site manager:** Is responsible for ensuring that the club's health and safety policy and risk assessments are available on the club's web site.
- **Welfare Officer and Assistant Welfare Officer:** Have overall responsibility for safeguarding issues as described in the Role Description.
- **Club members:** All club members are responsible for ensuring that they are aware of the Health and Safety Policy and Risk Assessments and for cooperating with the coaching team and each other to implement them. Duty of care is a common law that applies to all individuals and organisations. Everyone has a role to play in keeping others safe. All club members should know what to do if they have any concerns about health and safety issues.

Part 3: Arrangements for health and safety

- 1) Risk Assessments will be carried out for all races being hosted by the club. The Race Director will ensure that all equipment is in place to ensure that the requirements of the risk assessments can be achieved, for example signage, barriers, first aid equipment etc. The Race Director will either personally or by delegation ensure that the appropriate health and safety measures are implemented.
- 2) Risk Assessments will be carried out for coaching activities organised by the club. The coaching team will ensure as far as is reasonably practicable that the control measures identified are implemented.
- 3) First Aid Training will be provided for all coaches and leaders. All coaches and leaders will carry first aid kits and a mobile phone with them when supervising coaching sessions.
- 4) In the event of an incident, accident or fatality this should be reported to UK Athletics via the online reporting system [here](#).
<https://www.mysporthost.com/HealthAndSafety/>
Once reported this will generate a report to the club and to UK Athletics who use the information to help manage incidents, accidents and fatalities.