



Chippenham Harriers Club Health and Safety Policy

1 Overview

- 1.1 It is the policy of the Chippenham Harriers running club to ensure, so far as reasonably possible, the health and safety of all Club members engaged in training and competition with the club.
- 1.2 Club members often train at different times for different events. This puts the emphasis on the individual and the smaller group when it comes to health and safety and all participants are expected to look after themselves and one another when training with and competing for the club.
- 1.3 Chippenham Harriers is affiliated to UK Athletics and the association of Running Clubs (ARC).
- 1.4 It is the responsibility of the health and safety officer to bring the attention of all new Club members and coaches to the club's health and safety policy.
- 1.5 The Club health and safety policy is to be displayed on the website and at the Club headquarters.
- 1.6 The policy is to be reviewed annually, by the club safety officer in consultation with members of the committee. The committee shall then approve, where appropriate, any changes, and the new policy displayed on the website and at the Club headquarters.

2 Training

- 2.1 It is the responsibility of the individual to bring to the attention of a coach running a particular session any illness, injury, or other factor that may affect their health and safety, or that of others, during a session.
- 2.2 It is the responsibility of all coaches taking a training session to do everything reasonable to ensure the health and safety of themselves, their group and other groups training.
- 2.3 The Club strongly discourage the use of headphones and portable audio players like iPods during a Club running session or a race. It is safer for runners if they are aware of their surroundings and able to clearly hear road traffic and warnings from other runners. If you do use portable audio players it is at your own risk and the Club will not be held liable for any injury that may affect you or third parties if an accident should occur as a result of you wearing a portable audio player.

3 Other Activities

- 3.1 Chippenham Harriers activities are defined as those which are advertised on the website or via email, announced at a club meeting, funded by the club or using club equipment.
- 3.2 These activities shall be bound by the health and safety policy of the club.

4 Committee

- 4.1 The club committee shall consist of those elected officers as defined by the constitution and shall be chaired by the Chair person or in his/her absence the Secretary.

4.2 Other members who provide coaching are bound by the health and safety policy.

5 Risk Assessment

5.1 A risk assessment shall be undertaken once a year minimum. Additional assessments might be necessary for new running routes or new training locations.

5.2 A risk assessment form (see Appendix 1) shall be filled in and kept by the health and safety officer.

5.3 If a risk which is not adequately controlled has been identified during an assessment, the health and safety officer shall ensure appropriate actions are taken and implemented.

6 Accident and Incident Procedure

6.1 In the event of an incident /accident during a Club running activity, the following procedure shall be followed:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take the appropriate action for minor injuries.
- In the event of a major injury requiring specialist treatment, summon immediate help of the nearest first aider and alert the emergency services by dialling 999.
- Do not move someone with major injuries. Wait for the emergency medics.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Contact the injured person's emergency contact details.
- Complete an incident/accident form and return it to the Club's health and safety officer.

6.2 Any incidents associated with the Club running activity resulting in an accident or a "near miss" must be reported to the health and safety officer by filling an incident/accident form (see Appendix 2) located with the first aid kits. If the injured person is unable to complete their own details of the accident, then the first aider in attendance &/or witness should enter details of the injured person behalf. It should be remembered that the Data Protection Act must be followed in all circumstances.

6.3 The health and safety officer or his/her delegate if he/she is not available shall be informed and shall decide if it is a reportable accident to the Incident Contact Centre according to RIDDOR regulations. A folder with all the incident/accident forms will be held by the health and safety officer.

6.4 In most instances, the Sports and Social club will be open during training, and the Appointed first aider will be on hand to provide first aid cover. A first aid kit is available in the Club's upstairs cupboard. A secondary first aid kit ("bum" bag) will be carried by the appointed first aider during running sessions. The health and safety officer will keep a record of first aid kit supplies. Re-stocking will be overseen by first aiders or the health and safety officer and should be done ASAP.

6.5 All Club running sessions will endeavour to have a first aider present. A display board will be used to identify all the first aiders present, including the one nominated as the appointed first aider for each particular session.

- 6.6 The committee will endeavour to have enough qualified first aiders as Club members.
- 6.7 The health and safety officer is responsible to ensure first aid skills are maintained and will organise refresher courses as necessary. First aiders training certificates will be kept by the health and safety officer.
- 6.8 First aiders should inform the health and safety officer that their training certificate period is nearing expiry.
- 6.9 Neither the Club nor the committee shall be liable for injuries incurred by the Club members running in official Club runs, events or in the members own time.

7 Equipment

- 7.1 Club equipment may be used by all members of the club. In most cases this equipment will be used as part of a coaching session and obtained from storage by the coach. It is then the coach's responsibility to ensure safe return of this equipment, as well as checking it is safe for use in the first instance.
- 7.2 The secretary shall obtain the list of equipment items from the coaches and hold an inventory permanently for reference.
- 7.3 It is the responsibility of the coaches to thoroughly check all equipment twice a year for safety, and complete an inventory of the same.
- 7.4 Any defects found in club equipment should be reported as soon as possible to the Chair person and removed from use as appropriate. The equipment inventory shall be updated as required.

8 Disciplinary Procedure

- 8.1 Any infringement of these rules will be dealt with by the Chair person, with the Treasurer and one elected committee member of their choice. If the Chair person or Treasurer is involved in such infringements, the matter shall be dealt with by the Secretary in their stead.

9 Complaints Procedure

- 9.1 In the first instance, complaints should be made to the health and safety officer.
- 9.2 If this does not bring satisfactory conclusion, or the matter is of a particularly serious nature, the complaint may be referred to the Chair person or Treasurer.

Document Change History		
Date	Issue No	Changes Details
07/01/2008	1	First issue
28/05/2008	2	Addition of paragraph 2.3 (ipod use) + addition of ARC in paragraph 1.3



APPENDIX 1:

Risk Assessment Form

Name of Club:

Venue Address:

Name & position of person undertaking risk assessment:

Date of assessment:

TRAINING AREA/COMPETITION AREA
<i>Check that the area and surroundings are safe and free from obstacles.</i>
Is the area fit and appropriate for activity? Yes <input type="checkbox"/> No <input type="checkbox"/>
List significant hazards here and action taken, if any.
List who are at risk from the significant hazards you have identified:
List existing controls or note where the information may be found:

EQUIPMENT	
<i>Check that it is fit and sound for activity and suitable for age group/ability.</i>	
Is the equipment safe and appropriate for activity? Yes <input type="checkbox"/> No <input type="checkbox"/>	
List of equipment checked:	Please outline unsafe equipment, who may be at risk and action taken, if any:

MEMBERS	
<i>Check that the members register is up to date with medical information and contact details.</i>	
Is the register in order? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Please outline current state and action taken, if any:

APPENDIX 1 (Contd):

EMERGENCY POINT	
<i>Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.</i>	
Are emergency access points checked and operational?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Please outline the issues and action taken, if any:
Is a working telephone available?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Please outline the issues and action taken, if any:

SAFETY INFORMATION	
<i>Check that evacuation procedures are published and posted somewhere for all to see. Ensure that coaches and volunteers have access to information relating to health and safety.</i>	
Are emergency procedures published and accessible to those with responsibility for sessions in the club?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Please outline what information is missing and action taken, if any:
Have coaches and volunteers got access to information relating to health and safety?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Please outline what information is missing and action taken, if any:

Does the Club need to take any further action? (If yes, please specify risks which are not adequately controlled.)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

PRINT NAME:SIGNED:

DATE:

NEXT RISK ASSESSMENT DATE:



APPENDIX 2:

Incident / Accident Report Form (including near miss)

Name of Club: Chippenham Harriers

1. Site where incident/accident took place:

2. Name of person in charge of session/competition (if applicable)

3. Name of injured person:

4. Address of injured person:

5. Date and time of incident/accident:

6. Nature of incident/accident/injury e.g. sprain, fracture, etc:

7. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g training game, getting changed, etc. *

8. Give full details of the action taken including any first aid treatment, items used during treatment and the name(s) of the first aider(s) *:

9. Were any of the following contacted:

10. What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session)

* Use a separate piece of paper if you need to.

All of the above facts are a true and accurate record of the incident/accident.

Signed:Date:

Print Full Name:Contact details:

To be completed by the Club's Health and Safety officer only:

Accident Report Number:	Incident / accident reported to the Incident Contact Centre according to Riddor regulations	
.....	Yes <input type="checkbox"/> Date.....	No <input type="checkbox"/>

APPENDIX 2 (Contd):

Please continue on this page if necessary

SectionContd: