



# Health & Safety Policy

## Statement of Intent:

1. As a Club we recognise that we have a duty of care for ensuring all club activity is safe. It is therefore important that we have a Health and Safety Policy and associated risk assessments
2. As a voluntary sports club, without our own premises or employees, we are not subject to the provisions of the Health and Safety at Work Act 1974. However, we recognise that as a condition of our use of others' facilities the owners may pass on relevant duties under the Act to us
3. Through this policy we will ensure compliance with our common law responsibilities and non-statutory rules of our national governing bodies: English Athletics and the Association of Running Clubs (ARC), in particular where they are a condition of insurance cover provided by our membership of these bodies
4. We want our members and those that take part in our events to feel they can take part in our activities and events safely. We want them to have a positive experience, and everyone knows what to do if an accident or incident happens
5. Through this policy we aim to provide clear guidance on roles and responsibilities in relation to health and safety and a clear process for our volunteers and members to follow for club activity in an incident/ accident happens
6. We recognise that while running (and associated training) is not a high-risk activity, and normally has a positive impact on physical and mental health, it is not without risk. We will therefore take a common-sense approach to managing and mitigating risk without placing unnecessary burden on our volunteers and members

## Responsibilities:

1. Health and Safety is the responsibility of **everyone**, all members are expected to familiarise themselves with and comply with the Club's Health and Safety Policy when engaged in Club activities
2. The Health and Safety Coordinator is responsible on behalf of the Committee for overseeing the development, implementation, and communication of the Health and Safety Policy and associated risk assessments. See associated Health and Safety Coordinator role description
3. The Health and Safety Coordinator will ensure that incidents are reported appropriately, they will regularly review incident reports for specific issues and trends and bring to the Committee for action as necessary
4. The Committee retains overall responsibility for Health and Safety, it will appoint the Health and Safety Coordinator and ensure that appropriate resources/ funds are provided



for Health and Safety. They will own this policy and ensure it is regularly reviewed and updated

5. The Club Coach and Leader Coordinator and Youth Coordinators will ensure the Club has adequate provision of qualified Coaches and Leaders and that licenses are up to date. The Committee will ensure the necessary funds are available for the provision and training of Coaches and Leaders
6. The Club Secretary will ensure that the Club's has appropriate insurance in place and up to date, this is normally through our affiliations to English Athletics and ARC
7. The Club Communications Officer will ensure the Club Website is up to date with contact details for relevant officials named in this policy and that Incident Report Form is available from the website
8. Race Directors are responsible for developing and implementing risk assessments for Chippenham Harriers events and providing copies to the Health and Safety Coordinator
9. Race Directors will ensure that the necessary permissions, licenses, permits, insurance are in place prior to an event and that the local authorities have been notified as required
10. Race Directors will ensure necessary emergency procedures are developed for the event and ensuring that all organisers, marshals, volunteers, contractors, and participating athletes are briefed on these as required
11. Race Directors will be responsible notifying the Health and Safety Coordinator of any incidents at an event, and assist them with reporting any incidents
12. Race Directors will regularly review and update Risk Assessments. Post-event they will consider any lessons learnt and update risk assessment for future events accordingly
13. Coaches and Leaders are also responsible for ensuring their license is valid and up to date and are encouraged to undertake regular first aid training. They are also encouraged to undertake regular training to ensure skills remain up to date and reflect current best practice
14. Coaches and Leaders are expected to familiarise themselves with relevant risk assessments and conduct dynamic risks assessments before and during activity and advise the Health and Safety Coordinator of any changes needed to formal risk assessments
15. Coaches and Leaders will ensure club members and others involved in Club sessions are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures
16. Coaches and Leaders will ensure that at the start of activity that venue/ premises remain safe and suitable for the activity and any sports equipment is in good repair before use and is appropriately stored after use, they will notify the Health and Safety Coordinator/ Committee of any replacements required
17. Coaches and Leaders will be responsible notifying the Health and Safety Coordinator of any incidents at Club sessions, and assist them with reporting the incident



18. Club members involved or witnessing any accidents/incidents/near miss will report them to the relevant session Coach or Leader, the Health and Safety Coordinator, or a Committee Member. They will assist them in the reporting of any incidents
19. Club Members will ensure they are appropriately dressed for the activity/ conditions, make the Coach/Leader aware of any injury or illness which may impact on their ability to engage in training/ activity, and follow the instructions of coach/leaders and Committee members
20. All Club Members will take responsibility for their own health and safety, and behave in a manner when engaged in Club activities which does not put themselves or others at inappropriate risk

### Coach/Leader Ratios:

1. In line with English Athletics guidance, we will aim to ensure qualified Coach/Coach Assistant or Run Leader to athletes ratio of 1:10 for adult sessions. This can include Coach/ Leaders that are actively taking part as well as those supervising/ leading a session. This is guidance and not a requirement of our insurance
2. English Athletics and our insurers recognise that it is not always possible to adhere to these ratios and there are circumstances where a qualified Coach or Leader may not be present. In such circumstances the session can still take place under the management of a qualified Coach, although not physically present. A Committee member of responsible person will be nominate to supervise the session
3. Youth Sessions will follow UK Athletics Coach Guidnace on appropriate levels of supervision for children and young people This is based on NSPCC Best Practice Guidance

### First Aid:

1. The Club will look to follow UK Athletics First Aid Guidance for Coaches and Leaders (December 2021) for the provision of First Aid for Club activities. Most club activities fall under Category A of this guidance in terms of first aid requirements
2. In line with the guidance existing Coaches and Leaders are encouraged to be basic first aid trained and undertake regular refresher training (normally at license renewal). English Athletics requires all new Coaches and Leaders to have a Basic First Aid Training Certificate as a minimum standard
3. The Health and Safety Coordinator will liaise with Coaches and Leaders on identifying relevant training, in line with UK Athletics guidance. The Club will meet the costs of First Aid Training for Coaches and Leaders
4. Any Club sessions (i.e. away runs) where an expected response time for emergency assistance is between 10-30 minutes (Category B) a qualified first aider should be present with a first aid kit. It may also be advisable to have the Club mobile defibrillator available/accessible



5. The Club would not normally expect to organise events in remote or hard to access areas (Category C), should the Club organise such activities then we will consider first aid provision in line UK Athletics guidance
6. Our insurance provides cover for legal liability arising from Injury caused as a result of incidental first aid administered. This applies to first aid given by qualified first aiders or unqualified people. Cover does not apply to medical professionals who are expected to hold their own liability policy
7. Race Directors will ensure appropriate provision is made for events for professional first aid support in line with permit/ licensing/ insurance requirements, e.g St Johns Ambulance or equivalent
8. The Club will purchase first aid kits for club sessions and activities. The Health and Safety Coordinator will distribute these to Coaches and Leaders and ensure contents are replenished as necessary
9. There are several defibrillators located around Chippenham including at the Sports Club, Sheldon School, Olympiad Leisure Centre, Sheldon Corner (Biddestone Summer Route), Town Hall, and at other locations on or near our regular training venues and routes
10. The Committee plans to purchase a mobile defibrillator for the Club and fund volunteers training in its use. This will be held by the Health and Safety Coordinator and made available to Club activities as required. They will ensure that the defibrillator remains in good working order and regularly tested.

### **High Viz/ Personal Identification:**

1. In the interest of safety to the membership and public, during official Club activities when there is limited visibility, e.g. during the autumn/winter period, reflective vests/ bids and/or lights must be worn by all runners. Members may be refused permission to join a Club session if not wearing appropriate high visibility clothing/ lights
2. Members are encouraged to carry with them personal identification and emergency contact details, this should include details of any medical conditions. This could be via a medical ID function on a mobile phone

### **Buggies/ Running with Dogs**

1. In line with our insurance buggies can potentially be used in training sessions, subject to the suitability of the session/ venue
2. Any requests to use a buggy should be made to the Coach/ Leader and /or Health and Safety Coordinator at least one week in advance so that necessary risk assessments can be conducted. This will also take account of the Clubs Welfare and Safeguarding policies
3. Buggies must be manufactured and approved for this purpose of running (and not a standard pushchair); it should also be in good repair. All runs should be on suitable surface which can accommodate a buggy safely. Buggies should be inspected by the



relevant Coach/ Leader or Health and Safety Coordinator to ensure they are fit for the purpose and in good repair

4. It is at the discretion of Race Directors based on their Event Risk Assessment whether buggies are allowed in a particular race/event. In races/ events that they are allowed they should always start at the back and be treated similar to pushed wheelchairs. Race/event organisers should follow UK Athletics guidelines on the use of buggies
5. Dogs and other animals should not accompany any runner during a club or coach/ leader session that takes place on roads where interaction with traffic and pedestrians create inherent risks. Runners may be accompanied by one dog in club or coach/ leader led sessions that are off-road, subject to appropriate risk assessment. Runners wishing to be accompanied a dog should notify the session Coach/ Leader and/or Health and Safety Coordinator at least one week in advance so the necessary risk assessments can be conducted
6. Where a dog accompanies a runner, they remain the responsibility of the owner/ accompanying runner and should be kept under close control. The club will not be held responsible for any injuries or harm to/ or as a result of the actions of the dog. These will be the responsibility of the owner/ accompanying runner
7. In relation to events/ races the guidance issued by UK Athletics is that 'Runners must not be accompanied by a personally owned or controlled dog'

### **Emergency Procedures/ Incident Reporting:**

1. English Athletics has an ongoing commitment to provide a safe sport, therefore anyone who has witness either an accident or near misses is asked to report it
2. All accidents/ incidents and near misses should be reported using the Clubs Accident/ Incident Report Form available on the Club website [here](#). This will be forwarded to the Health and Safety Coordinator and Welfare Officers
3. The Youth Sub-Committee will maintain an Accident Book. The Youth Coordinators will ensure any incidents are reported in line with this policy in consultation with the Health and Safety Coordinator
4. All Coaches and Leaders leading a session should have a mobile phone or ensure they have means to contact the emergency services should they be required
5. Coaches/ Leaders should have access to first aid kits and are encouraged to consider and note the location of publicly accessible defibrillators near the venue/ on the route
6. In the event of a minor incident appropriate first aid, if required, will be provided by a club first aider or suitably qualified person
7. In the event of a major incident, or if in doubt the Coach/ Leader or other responsible person, should contact the emergency services and/or seek professional medical assistance



8. Club members should assist the Coach/ Leader in managing the incident as required, e.g. call emergency services, fetch first aid kit/access nearest defibrillator, management of the scene, casualty management, getting a car to transport casualty
9. The Coach/ Leader should discuss with any injured athlete and make an assessment on their ability to continue to engage in the session/ activity, if necessary, an athlete may sit out the rest of the session. The Coach/ Leader/ First Aider should continue to assess their condition and act accordingly
10. If necessary, the Coach/ Leader will assist/ make arrangements for the athlete to make their way back to Sports Club/ Home/ Car. Ideally, they will be accompanied by another fit and able person (especially if a head injury/ concussion is suspected), in doing so they will consider the Clubs Safeguarding Policies. If necessary, the Coach/ Leader will terminate the session early. **Health and Safety should take priority over completing the session.**
11. In the event of an injured person being taken to hospital the Coach/Leader will take responsibility for making arrangements for the notification of next of kin/ family. If necessary, they will contact the Membership Secretary/ Club Secretary for emergency contact details
12. In all cases the Coach/ Leader will make a note of those involved (injured persons and witnesses) as well as details of the incident and ensure an incident report is completed as soon as possible. They will notify the Health and Safety Coordinator (or Committee Member) as soon as possible of the incident
13. The Health and Safety Coordinator will take responsibility reporting, as required, the incident to governing bodies, insurers, local authorities and the health and safety executive.
14. Any reports potentially resulting in an insurance claim **must** be reported to governing bodies within **one week** of the incident
15. Race Directors will develop emergency procedures for their event and ensure that all organisers, marshals, volunteers, contractors and participating athletes and briefed on them accordingly

### Information/ Key Contacts

- **Health and Safety Coordinator:** [safety@chippenhamharriers.co.uk](mailto:safety@chippenhamharriers.co.uk)
- **Welfare Officer:** [welfare@chippenhamharriers.co.uk](mailto:welfare@chippenhamharriers.co.uk)
- **Club Secretary:** [committee@chippenhamharriers.co.uk](mailto:committee@chippenhamharriers.co.uk)
- **Membership Secretary:** [membership@chippenhamharriers.co.uk](mailto:membership@chippenhamharriers.co.uk)
- **Youth Coordinators:** [youth@chippenhamharriers.co.uk](mailto:youth@chippenhamharriers.co.uk)
- **Club Incident Report Form:** <https://www.chippenhamharriers.co.uk/health-and-safety/>
- **English Athletics Incident Report:** <https://www.mysporthost.com/HealthAndSafety/>



- **ARC Incident Report Form:** [http://www.runningclubs.org.uk/ARC\\_incident\\_report\\_form.pdf](http://www.runningclubs.org.uk/ARC_incident_report_form.pdf)
- **English Athletics Health and Safety Helpline** **0121 248 2235** [athleticssaftey@RoSPA.com](mailto:athleticssaftey@RoSPA.com)
- **UKA First Aid Guidance for Coaches and Leaders:** <https://www.uka.org.uk/wp-content/uploads/2021/12/First-Aid-Guidance-for-Coaches-and-Leaders-Final.pdf>