



Loughton Athletic Club Health and Safety Policy

Statement of general policy on health and safety

Loughton Athletic Club recognises its moral and legal duty to safeguard the health, safety and wellbeing of its members, those participating in its activities and the wider public.

Our policy is to:

- Prevent accidents at events organised and promoted by Loughton AC, including training and social events
- Prevent injuries as far as is reasonably practical taking into account the risks inherent in road, track and trail running and other athletic activities
- Manage health and safety risks at our clubhouse and at our track in conjunction with our landlord
- Ensure committee members, coaches, Run Leaders and where appropriate other volunteers are aware of their health and safety responsibilities
- Circulate this policy to committee members, coaches and Run Leaders and make it easily accessible to club members and members of the public via our website
- Review this policy annually and revise it as required

We consider this important for the welfare of our athletes, volunteers and other members of the public; we don't want anyone to get hurt! We are also legally required to ensure the clubhouse and our equipment and facilities are safe for people using them (this responsibility is shared with Loughton Town Council for the playing fields). Finally, this policy is intended to meet the expectations of our governing body, England Athletics, and insurers.

The policy has been discussed and adopted by the Loughton AC committee, which has overall responsibility for all club activities including health and safety.

It does not apply to runs and training undertaken by club members outside of club activities or to events organised by others and attended by members of the club.

Responsibilities

Overall responsibility for health and safety including reviewing and adopting health and safety policy annually	Club committee
Overall responsibility for ensuring the health and safety policy is followed	Chair
Specific responsibility for implementing, reviewing and raising awareness of health and safety policy; reporting of relevant incidents and accidents to UK Athletics	Health and Safety co-ordinator (if appointed, otherwise as delegated by Chair)
Risk assessments	Coaches / Event Organisers
Clubhouse	Chair
Annual review (to be put on committee agenda)	Secretary

General duty to care for their own health and safety and for others' (including taking account of current state of fitness and injury before participating in activity)	All volunteers and all members
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Arrangements for health and safety

GENERAL RESPONSIBILITIES OF ALL MEMBERS

All members are expected to:

- take care of their own health, safety and wellbeing and that of others
- take account of their own health, fitness levels and maturity as a competitor when deciding what training to undertake and what competitions to enter
- follow all safety instructions including the wearing of hi-viz clothing when running with the club on roads at night and not wearing headphones when running on the road
- report any health, safety or environmental issues or concerns they become aware of to a Run Leader or committee member
- report any accidents and incidents relating to the Club's activities whether it involved them or another person
- avoid leaving group runs you are running in without letting others know, ideally the Run Leader

TRAINING

Run Leaders

All club training sessions will be led by a qualified Run Leader who is responsible for ensuring the event is safe. Run Leaders are expected to operate in accordance with the good practice promoted by England Athletics at Run Leader training including checking in with athletes about injuries and suitable clothing / equipment at the start of sessions and encouraging athletes to warm-up / cool-down.

Run Leaders should be familiar with the location of the session and the route there and back and any hazards or risks associated with the location or route. Each Run Leader will carry a first aid kit (provided by the club) and mobile phone for use in emergencies.

They should familiarise themselves with the Risk Assessments provided by coaches at the start of each season and assist with the review and updating of Risk Assessments (e.g. when a new location is used).

Participants

Participants should follow the instructions of Run Leaders and wear appropriate clothing and footwear (including hi-viz clothing when running on the road at night, and trail shoes or trainers with good grip when running on muddy ground and off the main trails in the forest).

They should take particular care when crossing roads and of road traffic generally and should not leave the group without informing the Run Leader.

In hot weather runners are advised to bring water and wear sunscreen. Run Leaders will take into account the availability of water (e.g. from a fountain) when planning routes in hot weather.

When using the grass track attention should be paid to other users of the field and to risks from any equipment.

All accidents or incidents should be reported to a Coach, the Welfare Officer, or Health and Safety Co-ordinator (if appointed).

RISK ASSESSMENTS

Risk assessments will be prepared or revised in advance of each Winter Season and Summer Season by the coaches and shared with all Run Leaders. These will cover each location expected to be used in training over the course of the season.

Specific risk assessments will be prepared for events hosted by Loughton AC.

FIRST AIDERS

A list of first aiders will be made available to coaches and Run Leaders and will be posted in the clubhouse.

CLUBHOUSE

Users of the clubhouse have a responsibility to use the club house in a sensible way paying attention to the condition of the building. Regular inspections of the club house will be made (particularly before events) to make sure the premises are safe. A risk assessment for the clubhouse will be prepared and reviewed every year or sooner if there is a substantial change to the condition of the clubhouse building. Any equipment in the clubhouse must not be used unless under the supervision of a Run Leader. A first aid kit is stored at the club house; coaches and Run Leaders will be made aware of its location and its contents will be reviewed annually.

ACCIDENT AND INCIDENTS

All members have a duty to report an accident or incident during a club event no matter how significant it is. By doing so the club will have an opportunity to investigate the event and enable steps which might prevent a reoccurrence. Members should report an accident or incident to any coach, Run Leader or committee member. This may be done verbally or in writing. An unreported event on the other hand is likely to occur again and potentially have a far more serious outcome.

For the purposes of this policy:

- Accidents are defined as unplanned events that result in injury or harm.
- Incidents are defined as unplanned events that did not result in injury or harm but had the potential to do so. Incidents are commonly referred to as near miss events.

The Chair, Health and Safety Co-ordinator and Coaches are responsible for investigating reported accidents and incidents which will comprise:

- Gathering information
- Analysing the information
- Reviewing existing controls (as outlined within risk assessment)
- Determining if changes / additional control measures are required.
- Recording the outcome
- Logging the accident / incident on the UK Athletics online "accident book".

The following section is not part of the policy

Additional Resources

- England Athletics: www.englandathletics.org/resources/category/health-safety/
- Health and Safety Executive: www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm

UKA provide a Health and Safety Helpline, supported by the Royal Society for the Prevention of Accidents. If clubs need support with producing a policy or risk assessments you can call 0121 248 2235 or email athleticsafety@RoSPA.com

The policy draws on content from the Health and Safety Executive and, with thanks, Leigh-on-Sea Striders.