

Health and Safety Policy

As far as possible, the Club will aim to protect the health and safety of all members engaged in Club training and participating in Club competition.

The Policy

- This policy shall be adhered to by all Club members, guests, or visitors.
- The Club take the health and safety of its members and those who come into contact with the Club seriously. The objective of this Policy is to ensure the health and safety of Club members and those who come into contact with the Club through the provision and maintenance of a safe environment and the operation of safe practices, where reasonably practicable. This includes all persons who have not joined the Club but who run with the Club or those visiting for any reason.
- The Health and Safety Officer, in partnership with the Committee and Club members, will take all reasonable steps to achieve this objective in the duties listed below.
- Health and safety are the responsibility of all Club members, and they should ensure their expected duties and responsibilities are understood.

The Scope

- The scope of the Policy includes scheduled training or coaching sessions and any other recognised training or sessions provided by the Club.
- The scope of this Policy does not cover any activities conducted outside of arranged Club sessions such as social events, races, or any other non-Club related business.
- Whilst using any provided sports or changing facility not owned by the Club, this Policy will be superseded by those facilities own rules, regulations, and policies. These must be followed at all times both before, during and after any Club sessions by all members.

Committee responsibilities and duties

As required, the Committee shall review all health and safety matters at the Committee meetings. This will include:

- All issues, concerns, incidents, and/or accidents which have been reported to the Health and Safety Officer (HSO).
- Actions which are required to be taken to ensure compliance with all risk assessments carried out by the HSO on behalf of the Committee.
- The HSO will complete any risk assessments, as required, for all Club runs, training, coaching or events on behalf of the Committee.
- Dynamic risk assessments will be continually carried out by all run leaders, coaches, or responsible persons before, during and after any runs, training, coaching or events as advised by the HSO.
- The HSO will maintain records of any incidents, accidents or emergencies for the statutory period required. This will include any investigations carried out on behalf of the Committee that resulted from incidents and/or accidents.
- The HSO will ensure that the Policy is available for all members in either an electronic or printed version as well as being available via the Club's website. The HSO will also bring the Policy to the attention of new Club members upon joining or as a refresher to exiting members upon renewal of membership as notified by the Club Secretary.
- The Committee will encourage all members to report any and all health and safety concerns or issues to the HSO as soon as is practicably possible.
- The Committee will review the Policy annually as a minimum requirement.

Member's responsibilities and duties

- Members must familiarise themselves with the Policy.

- All members will take reasonable care for their own health and safety and any others who may be affected by their acts or omissions such as other members and/or the general public.
- Members should ensure they are aware of the planned route; any hazards present and their own level of fitness, before embarking on any run. All routes and their associated risk assessment will be made available to all members. This is as well as a briefing given by the run leader prior to commencement of the session.
- Members participating in any run will be considered to have declared themselves medical fit and as such will not hold the Club or Committee responsible for any incident resulting from a personal medical condition or injury.
- Those members who suffer from any medical condition should ensure they have with them all relevant details about the nature of their condition and a contact name, address, and phone number for use in the event of an emergency.
- Voluntary disclosure of medical conditions shall be the responsibility of the individual member in circumstances where they consider an individual risk assessment may be appropriate for their health and safety. In these instances, the HSO will contact them to discuss the matter further.
- Members should understand the value of wearing appropriate clothing for the time of year and appropriate footwear for any variations in conditions or terrain.
- Members should take responsibility for making themselves highly visible when running in the dark by wearing bright clothing, preferably with fluorescent or reflective strips as drivers may find it difficult to see them.
- Members should consider wearing head and/or chest torches during the autumn and winter months to improve visibility when running and to also make themselves more visible to any drivers, cyclists, or members of the public they may encounter.
- Member must always give priority to other pedestrians or slower runners.
- Members should exercise caution when crossing roads as oncoming road traffic may not be obvious to them due to blind bends, poor street lighting or reduced visibility due to weather conditions, for example. Any road crossing will be noted on the risk assessment for the route and all run leaders will ensure that members have safely crossed, where practicable.
- As a majority of running incidents/accidents are usually associated with slips, trips and/or falls, members should exercise additional care when running together along narrow pathways/pavements, whilst ascending or descending on routes, travelling over uneven surfaces and during trail runs.

Incidents and accidents

- Members should familiarise themselves with any individuals who hold a recognised first aid qualification within the Club. These individuals will also be highlighted to new members upon joining the Club, or guests when joining a session.
- In the event of an incident or accident, member(s) should assess whether the member involved has sustained any type of injury and if so, locate the nearest first aider, where possible. It is advisable to have two members remain with the injured person(s) and not to move them unless there is an imminent threat to life. If required, a member must contact the emergency services via 999 or if using a mobile phone 112. The HSO and/or a member of the Committee must also be notified as soon as is practicable after the incident or accident has been resolved.
- Once the HSO and/or a member of Committee has been made aware that an incident or accident has occurred they will.
- Keep a formal record for future reference.
- Notify other members, when appropriate/required.
- Carry out an investigation of the incident/accident, reporting any findings and recommendations for improvements/actions required, where necessary.
- If a member becomes aware of any health and safety issues or concerns, they should raise this with the HSO as soon as it is practicable.

- The HSO will consider all health and safety issues, or concerns raised and report them to the Committee for any action that may be considered necessary.

Endorsement

The Policy is accepted and endorsed by its members and is reviewed by all Committee members annually.