

**Birtley Athletics Club - Health & Safety Policy**

**Our Health & Safety Policy Statement**

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

Birtley Athletics Club acknowledges that it has a duty of care towards its members and that we are responsible for ensuring all club activity is safe.

To achieve our aim, the Club will:

* Endeavour to provide helpful guidance to members and make the Health & Safety Policy / Arrangements / Guidelines available on our Club website.
* Publish and review specific risk assessment documents where appropriate, such as for individual events or to ensure adherence with government health guidelines.
* Ensure that additional risks associated with leading groups such as darkness and adverse weather conditions are considered, mitigated, and shared with members.
* Ensure that Club Coaches and Run Leaders are suitably trained and experienced to lead Club training sessions and groups.
* Provide suitable facilities and equipment for Club training sessions and Club events including First Aid and Welfare facilities.
* Ensure that any organised sporting event is subject to a suitable and sufficient risk assessment.
* Provide Coaches/Run Leaders to oversee training sessions, with consideration for Coach/Club member ratios.

**Responsibilities for Health & Safety**

Birtley Athletics Club has appointed a Health & Safety Coordinator who developed our Health & Safety Policy in conjunction with our Committee. The Committee acknowledges that whilst health and safety tasks can be delegated, the overall responsibility for health and safety still lies with the Committee.

**Committee Members**

Review the Health & Safety Policy annually to ensure that it remains accurate and reflects the Club ethos.

Ensure the Committee agenda includes a regular agenda item on health & safety.

Review policies and risk assessments and discuss any incident or accidents.

Ensure that new club Committee members receive an induction that includes responsibilities regarding health & safety and the associated policies and procedures.

Ensure that premises, equipment and activities are safe for club members, officials and spectators, etc.

Discuss accidents and incidents to ensure lessons are learned and actions implemented to prevent a recurrence.

Keep records of incidents and accidents to help identify any specific issues or trends that could be prevented.

Report all accidents and incidents to UK Athletics.

**Our Coaches / Run Leaders**

Sign and abide by the ‘Coaches’ Code of Conduct (this includes Run Leaders).

Undertake risk assessments to eliminate or reduce risks to our Club members or others who my participate in a Birtley Athletics Club event.

Undertake all relevant training to maintain skills and competence.

Notify the Club Chairperson of any accident so it can be formally recorded in accordance with England Athletics guidelines.

**Our Club Welfare Officers**

Complete the England Athletics online safeguarding and Time to Listen training.

Undertake other tasks as outlined in our Club’s Safeguarding Policies.

**Our Club Secretary**

Ensures insurance is up to date and relevant

**Our First Aiders**

Undertake all relevant training to maintain skills and competence.

**Our Members**

Should familiarise themselves with this policy and guidance and abide by Club rules.

Must take responsibility for their own health and safety and take care when running with others in a group.

Have a responsibility to do their best to prevent harm to themselves, their fellow runners and members of the public. Members have a duty of care to not willfully injure or harm themselves or others by negligent acts or omissions.

Report any problems to Coaches or Run Leaders, encountered whilst running on training routes. For example, damaged pavements, potholes, poor visibility etc.

Should be mindful of injuries and consider whether it is appropriate to attend Club sessions whilst injured. If additional advice is required, members should seek advice from experts and professional practitioners outside the Club as appropriate.

Must take extra care and be vigilant to additional risks in adverse weather conditions such as slippery or uneven surfaces.

Should exercise common sense for personal health and safety issues including hydration and the treatment of strains and injuries.

Must not wear headsets or music players during any training session or athletic event in which Club members may participate as this can obstruct and hinder any instructions given.

**Health & Safety Arrangements**

**Insurance**

The Club ensures that relevant and appropriate insurance is in place. Insurance certificates can be viewed following a request to the Club committee.

**Criminal Recording Checking**

Key Club volunteers undergo criminal record checking using the Disclosure and Barring Service (DBS) because they are in a unique position of trust. This includes Coaches, Run Leaders, and Club Welfare Officers. The Club will only accept volunteers who can provide an acceptable criminal records certificate to ensure we protect the health, safety and welfare of our members wherever possible.

**Welfare**

The health, safety and welfare of our members is of utmost importance. Club Welfare Officers ensure that members have a trained and trusted person to speak to about a concern either within our Club or at times outside of Athletics. A Club Welfare Officer is the lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly.

**Risk Assessment**

The Club completes (and reviews) risk assessments to ensure the health, safety and welfare of its members whilst undertaking Club activities. These are available to view via our website.

**Safe Equipment**

The Committee at Birtley Athletics Club holds a register of all Club equipment, the Committee also ensures that equipment is maintained and safe to use by its’ members.

**Training**

Appropriate training is provided to all Club volunteers to ensure they remain competent to undertake their designated role within the Club.

**First Aid**

First Aid equipment is provided to ensure minor injuries can receive immediate treatment, or a first aid response can be given for more serious injuries until the arrival of emergency services.

**Accident/Incident Reporting**

Coachers / Run Leaders carry a mobile phone so that emergency phone calls can be made in the event of an incident/accident.   In the event of an incident, uninjured and unaffected members should first check if anyone is injured and ensure that any injured person is kept as safe as possible. It is advisable for at least one Club member to stay with the injured person, who should not be moved unless their location is immediately life threatening. Depending upon the severity of the injury suffered by any Club member, the appropriate calls and arrangement will be made, such as to emergency services or to the Club members’ emergency contact. If appropriate, emergency services will be contacted from a mobile phone. Finally, a member of the committee should be informed as soon as is practically possible in order that relatives can be informed, and incident records made.

**Guidance**

**Appropriate clothing**

Club members should understand the value of wearing appropriate clothing for the time of the year and appropriate shoes for any variations in terrain. When running in the dark, members should take responsibility for making themselves highly visible by wearing bright clothing, preferably with fluorescent or reflective strips.

It is advisable during the autumn and winter months that Club members consider wearing head torches or chest torches to improve their own visibility when running and to also make themselves more visible to any drivers, cyclists, and members of the public.

**Medical Conditions and Injuries**

It is the responsibility of the Club member to determine whether they are fit to take part in organised sessions and should seek appropriate medical advice in respect of the same. All Club members attending our sessions shall be deemed by the Club as fit to attend.

Voluntary disclosure of medical conditions shall be the responsibility of the individual member or their carer in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

**Staying Together**

The Club aims to ensure that groups out running together stay together. Regular loop backs by faster runners to gather up the slower runners are in place. Club members should take care to listen to the route and the proposed loop back and meeting points along the way to assist with this approach. Coaches/Run Leaders are responsible for counting the members in their group and making sure that no-one is lost or left behind. If anyone decides to leave the group whilst out on the run, they must inform at least one other runner in that group who then must ensure that the Coach/Run Leader is made aware.

Upon returning to the start after completion of the session, the Coach/Run Leader will check that everyone who started out has returned or can be accounted for.