

Westbury Harriers



[EMERGENCY PROCEDURE]

Date of revision: Friday, 3rd March 2017



Westbury Harriers

Emergency Procedure

INTRODUCTION

1. Westbury Harriers is committed to providing and ensuring a safe environment for all athletes, coaches, officials and volunteers. This policy is prepared to support this objective and ensure compliance with the guidelines issued by UK Athletics (www.uka.org.uk/governance/healthsafety/code-of-practice/).
2. Westbury Harriers will ensure that suitable and sufficient risk assessments are completed and adhered to in respect of all training environments used by the Club. The Club and its officials will ensure that reasonable and practical measures are taken to avoid risk.
3. It is the responsibility of all individuals involved with the Club, including athletes, coaches, officials, volunteers, and parents, to ensure that their actions do not affect the health, safety and welfare of themselves and all others. All individuals hold a duty of care towards others.
4. The procedures set out in this document apply to all training and competition sessions and seek to ensure the health, safety and overall wellbeing of all athletes, coaches, officials, volunteers, and parents.
5. This Policy applies to junior and senior athletes.
6. The club shall be responsible for maintaining a database of all first aiders. It is the responsibility of the individual coach or official to ensure that their qualification is maintained.
7. A copy of this Policy shall be made available to all athletes and shall be retained with all First Aid Kits.

SAFETY PROCEDURES

8. All coaches will ensure that they have access to a phone at all times before, during and immediately after training sessions for use in the case of an emergency.



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9. The Club will ensure that there is a register of all athletes present at each training session. It is the responsibility of the individual athlete, or in the case of junior athletes, their parent/guardian, to ensure that they have registered for the session.
10. Coaches of junior athletes shall ensure that they have immediate access to up to date emergency contact details for each athlete present and detail of any medical conditions.
11. It is the responsibility of the individual athlete, or in the case of junior athletes, their parent/guardian, to ensure that their contact details and any medical conditions and required treatments are up to date.
12. The Club will endeavour to have qualified first aiders available within each group.
13. The Club will ensure that adequate emergency support is available where training sessions leave the training venue. This will include the coach having access to a mobile telephone in accordance with Paragraph 6 of this Policy.
14. Where athletes participate in competitions for which the Club is not responsible, then it shall be the responsibility of the organiser to ensure adequate safety procedures are in place. The Club shall bear no responsibility for any incidents which arise outside of formal training sessions or competitions arranged by the Club.
15. All athletes are responsible for ensuring that they have their emergency contact details available at any training session.
16. The athlete is responsible for informing the coach or leader if they have any illness or medical condition which may affect their training.
17. A First Aid Kit shall be available at all training venues.

EMERGENCY PROCEDURES

18. In the event of an incident or accident, the following procedure shall apply:
 - (i) The coach or official shall ensure that the injured athlete is safe from the risk of further injury;



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- (ii) The coach or official shall assess the situation for risk of further injury or incident;
 - (iii) The coach or official shall ensure that the injured athlete is not alone, is not moved and that efforts are made to ensure that the person is warm;
 - (iv) The coach or official shall immediately contact a first aider in the event of minor injuries, or emergency services where specialist or more significant treatment is deemed necessary. The coach or official shall contact emergency services if there is any doubt as to the extent of the injury;
 - (v) The coach or official shall ensure that the remainder of the group is adequately supervised and shall arrange for another suitably qualified coach to return to the training venue with the group;
 - (vi) The coach or official shall ensure that a member of the group is designated to meet any emergency services;
 - (vii) A coach or official shall contact the injured person's emergency contact if necessary.
19. The coach or official shall remain responsible for the welfare of the injured athlete until such time as emergency services attend.
20. All incident, accidents or near misses must be reported to the club within 24 hours and if appropriate be reported using the UK Athletics form within the timescales given by UK Athletics.
23. All records shall be retained for a period of 7 years whereafter they shall be destroyed.
24. Where weather or training conditions are deemed extreme such that there is a foreseeable risk of an actual or potential incident, then the club may cancel a training session. In such circumstances, reasonable notification shall be given to all athletes by email and appropriate social media networks of the cancellation.



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REVISION HISTORY

Revision Number	Revision description	Revision Date
1	Initial revision agreed at March 2017 committee meeting	3.3.2017