



EMERGENCY PROCEDURE POLICY

Revised: March 2021

INTRODUCTION

1. Westbury Harriers is committed to providing and ensuring a safe environment for all athletes, coaches, leaders, officials and volunteers. This policy is prepared to support this objective and ensure compliance with the guidelines issued by UK Athletics (as updated on a regular basis).
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 coaches, leaders, officials and volunteers will ensure that reasonable, proportionate and practical measures are taken to avoid risk.
3. It is the responsibility of all individuals involved with the Club, including athletes, coaches, leaders, 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 and coaches, leaders, officials and volunteers.
6. The Club shall be responsible for maintaining a database of all first aiders. It is the responsibility of the individual coach, leader 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 and leaders will ensure that they have access to a mobile telephone at all times before, during and immediately after training sessions for use in the case of an emergency.
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 in the manner applicable to that session (this may include paper based registration or an online system such as Run Together).
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 the Club's systems (including their profile on the Club

website and, in relation to senior athletes, Run Together profile) are up to date with current and accurate contact details, emergency contact details, and any medical conditions and required treatments are up to date.

12. The Club will endeavour to have qualified first aiders available at the Club's principal training venues (Coombe Dingle Sports Complex and Blaise Castle) and to ensure that the emergency protocols set out in this Policy are followed where training sessions leave the training venue. First Aid kits are held at both Coombe Dingle Sports Complex and Blaise Castle.
13. The Club shall bear no responsibility for any incidents which arise outside of formal training sessions or competitions arranged by the Club.
14. Athletes, or in the case of junior athletes, their parent/Guardian, are responsible for informing the relevant coach or leader, prior to the training session, of any current or immediate health or physical issues which may impact upon or impede their ability to participate in a training session. The Club, and coach or leader will bear no responsibility for incidents which arise out of any health or physical issues which are not identified prior to the session.
15. The Club, coach or leader may, if deemed appropriate, and in the event of concern for an athlete's physical or emotional health, refuse permission for an athlete to participate in a training session.

EMERGENCY PROCEDURES

16. In the event of an incident or accident, the coach, leader or official shall:
 - (i) Ensure that the injured athlete is safe from the risk of further injury;
 - (ii) Immediately assess the situation for risk of further injury or incident either to an injured athlete or other athletes in the group;
 - (iii) Ensure that any advice given by a qualified First Aider or emergency service is adhered to and implemented;
 - (iv) Themselves remain with the injured athlete unless an alternative coach, leader or First Aider is immediately available;
 - (v) Immediately contact a qualified First Aider in the event of minor injuries, or emergency services where specialist or more significant treatment is deemed necessary. The coach, leader or official shall contact emergency services if there is any doubt as to the extent of the injury;
 - (vi) Ensure that the remainder of the group is adequately supervised and shall arrange for a suitable adult or responsible person to return to the training venue with the group;
 - (vii) Ensure that a suitable adult or responsible person in the group is designated to meet any emergency services;

(viii) Without delay, contact, or arrange for the Club's Welfare Officer, to contact the injured person's emergency contact. Where possible, the consent of the injured athlete shall be obtained prior to doing so.

17. The coach, leader or official shall remain responsible for the welfare of the injured athlete until such time as emergency services attend.
18. All incidents, accidents or near misses must be reported to the Club's Welfare Officer within 24 hours and be reported using the UK Athletics form within the timescales given by UK Athletics.
19. The Club's Welfare Officer shall inform the Committee of any incidents which occur and are reported to UK Athletics.
20. All records pertaining to adults shall be retained by the Club for a period of 6 years whereafter they shall be destroyed.
21. All records relating to junior athletes shall be retained until the athlete reaches their 21st birthday, whereafter they shall be destroyed.
22. 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.

REVISION HISTORY

Date	Revision Agreed by
03.03.2017	Committee
05.03.2021	Committee