

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Westbury Harriers

Our health and safety policy is to:

1. Take all reasonable steps to prevent accidents and injuries;
2. Manage health and safety risks at Club training sessions and events;
3. Provide clear instructions and information to ensure that athletes are prepared and able to carry out the training;
4. Provide any necessary personal equipment;
5. Maintain safe running conditions in so far as is possible;
6. Consult with Coaches, Group Leaders and athletes on matters affecting their health and safety;
7. Implement emergency procedures in case of incident or accident, in accordance with the Club's Emergency Procedure Policy;
8. Review and revise this Policy on an annual basis or more frequently if deemed necessary;
9. Ensure that all Safeguarding, Inclusion, Privacy Policies and Codes of Conduct are reviewed for update on an annual basis and formally reviewed every 3 years;
10. Ensure that the Committee reviews the circumstances of any incidents or accidents and explores what, if any, further safeguards are required;
11. Report any incidents and accidents to England Athletics as required;
12. Ensure that appropriate Risk Assessments are completed in respect of Club events;

Signed

Elizabeth Smith

Print name

Date

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

James Murphy, Club Chairman

2 Day-to-day responsibility for ensuring this policy is put into practice:

Committee members, Coaches, and Group Leaders.

It is the responsibility of individual Club members to:

- (a) Bring to the attention of the Coach and/or Group Leader before a session, any illness, injury or other factor that may affect their health and safety, or that of others, during a training session;
- (b) Cross roads at safe places;
- (c) Wear clothing with appropriate light, reflective and/or high visibility appearance.

Coaches and Group Leaders are responsible for ensuring that no runner is left running alone.

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Elizabeth Smith: Overall responsibility for this Policy;
Mike Hopkins / James Murphy: Deputising when necessary
Elizabeth Smith: Club Welfare Officer and DBS verifier
Neil Miller / Tamsin Chick: Risk Assessments
Coaches and Group Leaders: Coaching equipment and registers
Neil Miller / Tamsin Chick: Event management
Coaches and Group Leaders: Safeguarding during training sessions and reporting incidents or accidents to the Welfare Officer.
Coaches and Group Leaders: First Aid
Mark Andrews: Ensuring all Coaches and Group Leaders are familiar and up to date with Club Policies and Procedures.

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

1. We will complete relevant Risk Assessments and take action where necessary;
2. We will review Risk Assessments when practices or training environments change;
3. Risk Assessments are in place for existing training venues (Coombe Dingle Sports Complex and Blaise Castle);
4. We will adopt Risk Assessments prepared for other training venues (Yate and District Athletic Club and Yate Outdoor Sports Complex);
5. Risk Assessments will be undertaken in respect to Club events and races;
6. Risk Assessments will be available to Club members on the Club website.

Training

All Coaches and Group Leaders will hold a minimum qualification of Leadership in Running Fitness delivered through England Athletics. Coaches and Group Leaders are able to access and undertake further training and qualifications.

All Coaches and Group Leaders will have completed Safeguarding training and First Aid training through England Athletics.

Any incidents or accidents will be reported to England Athletics by the Club Welfare Officer.

Consultation

We will consult members routinely on matters relating to health and safety as they arise and when this Policy is formally reviewed.

This Policy will be reviewed and developed in line with England Athletics and Health and Safety Executive guidance.

Evacuation

An Evacuation Policy will be available in respect of the Blaise Pavillion.

Evacuation Procedures relating to Coombe Dingle Sports Complex and Yate Outdoor Sports Complex will be adopted as developed by the organisations responsible for those venues.

The Committee, Coaches and Group Leaders must familiarise themselves and be able to provide instructions upon all evacuation procedures.