



HEALTH & SAFETY POLICY

1. STATEMENT OF INTENT

This is the Health and Safety policy of Wymondham Athletics Club. We are committed to ensuring the safety and good health of all our runners, volunteers and spectators at our training sessions and events and do so by undertaking regular risk assessments, identifying areas that require action or improvement and communicating these to our members.

2. RESPONSIBILITIES FOR HEALTH AND SAFETY

All Leaders in running fitness (LIRF) and coaches in running fitness (CIRF) along with all runners have responsibilities regarding health and safety.

Overall and final responsibility for health and safety lies with the head coach however, the committee shares responsibility by regularly reviewing any areas identified and reported at their meetings.

Day to day responsibility for ensuring this policy is put into practice lies with the Chairman of the committee, Katie Whitmore assisted by CIRF and committee member, Alison Armstrong.

3. THE IMPORTANCE OF RISK ASSESSMENTS

Wymondham AC recognise a risk assessment is an important step in protecting everyone taking part in club activities including athletes, spectators, coaches, volunteers and officials.

Risk assessments help us focus on the risks that really matter, the ones with the potential to cause significant harm and by identifying these and putting measures in place in advance, this will prevent incidents occurring.

All club/event organisers, coaches and leaders should undertake risk assessments.

Assessing risk requires knowledge of the activities. The assessment therefore should be undertaken by someone with a detailed knowledge and understanding of the activity concerned. On some occasions this can be a collaborative effort for example, those undertaken by the race committee.

In most cases we can put straight forward measures in place to readily control risks, eg, ensuring storage areas are kept clear and not overloaded, access routes are kept tidy and lighting maintained so people do not trip.

The law recognises that we can not eliminate all risk but we have a duty to protect people as far as is '**reasonably practicable**'.

We regularly use UK Athletics risk assessments guides appropriate to our sessions eg. On track specific, off track and off road.

We recognise that these these generic templates whilst helpful, will need to be adapted and added to by each coach/leader considering their own session in their particular environment, weather condition or any particular runner taking part who may have additional needs.

We encourage a culture where our runners keep each other safe. If a runner identifies a hazard during a run, they are told to report this to their run leader/coach who can make all other runners aware and mitigate the risk as far as possible. If the issue is not immediate, the runner should make a member of the committee aware who again can raise the issue and consult on appropriate action.

4. WHEN TO DO RISK ASSESSMENTS

Coaches and LIRF's should undertake a risk assessment prior to their session, often in the planning stage and document this on their session plan. Examples, could be identifying the safest route with good lighting, identifying any uneven road surfaces/pot holes. What measures can be put in place to minimise these or make runners aware of the hazards?

As the session progresses risk assessments should be undertaken identifying any hazards as they arise. Eg. Road busier than usual, pedestrians, closed roads etc.

The **club committee** should regularly review all our activities and if necessary undertake further risk assessments in any areas that have been identified as requiring them, including social events. Health and safety will be an agenda item regularly reviewed at our meetings.

The **Race committee** will undertake a variety of risk assessments prior to events organised by them aswell as during the race.

5. OVERALL RESPONSIBILITY

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

Sessions - Head coach, Kim Reader or CIRF - Alison Armstrong

Race event/social events - Katie Whitmore as chairman of committee. All committee members to assist.

6. RUNNERS RESPONSIBILITY

All runners should :-

- * Listen carefully to LIRF's/CIRF's highlighting risks at the start or during sessions.
- * Take all advised guidance given by coaches - eg, wear high vis tops/jackets during dark training sessions, stay in single file on busy roads as directed.
- * Take reasonable care of their own health and safety.
- * Make their leader aware of any injuries or medical condition which may mean they need additional risk assessments/measures put in place.
- * Report any issues to their leader or the committee as soon as possible to ensure we can keep everyone safe.
- * In the case of pregnancy or medical conditions which could affect your running, an additional assessment will need to be completed so if it is your intention to run please let your leader know in confidence so a risk assessment can be completed.
- * The use of headphones during training sessions is strictly prohibited. We train on open roads and in public places and for safety reasons we need you to be able to hear instructions from your coaches and run leaders. This includes bone conducting head phones.

7. TRAINING

All LIRF & CIRF have completed health and safety training specific to leading and coaching as part of their courses along with safeguarding and first aid training.

They will complete regular update courses as required by England Athletics as well as being reminded of their health and safety obligations at our regular coaching team meetings.

8. DOCUMENTATION

A central risk assessment folder will be operated and maintained by Katie Whitmore and Alison Armstrong and this policy reviewed annually to confirm whether any updates are required or additional training is needed.

9. UK ATHLETICS ADDITIONAL SUPPORT

UK Athletics provide a Health and Safety Helpline, supported by the Royal Society for the Prevention of Accidents. If you need additional support call 0121 248 2235 or email athleticsafety@RoSPA.com

10. REPORTING INCIDENTS TO UKA

All incidents should be reported to the committee/head coach. The committee will then determine whether the incident needs to be reported to UK Athletics. This will usually be those that result in serious injury. Please notify your club committee if you wish to make a report.

V. 1 - 2023

V2. Updated by AA 7.5.2024