



GT YARMOUTH & DISTRICT ATHLETIC CLUB

HEALTH & SAFETY

POLICY AND PROCEDURES

CONTENTS

1. Introduction
 2. Duties of the Health & Safety Officer
 3. Club Organisation relevant to Health & Safety
 4. Members Responsibilities
 5. General Health & Safety Rules
 6. Health & Safety Procedures
 7. Emergency Action Plan
 8. Risk Assessments
 - General Road Running Sessions
 - General Off-Road Running Sessions
 - Track Sessions
 - Field Sessions
 9. Members Health & Safety Details
 10. Reporting
 11. Disciplinary Procedure
- APPENDIX I Guidelines for Leaders
- APPENDIX II Health & Safety Accident Reporting Form
- APPENDIX III UK Athletics Accident and Incident Report Form

1. INTRODUCTION

1.1 Health & Safety issues are an increasing element in a modern life-style. Risk is however, an integral part of all human activity and as such it is each person's responsibility to protect themselves from unacceptable levels of risk.

1.2 The Policy and Procedures detailed here are aimed at providing a practical common sense approach to Health & Safety as it acknowledges that most of the Club's activities are carried out in pursuit of active recreation by experienced individuals and so a strict code of Health and Safety conduct would be both unnecessarily restrictive and counterproductive in the process of developing athletic ability and performance.

1.3 Great Yarmouth & District Athletics Club recognises its Health & Safety responsibilities to its members and has established the post on the General Committee of Health & Safety Officer (H&S Officer) whose role is to prepare and maintain a Health & Safety code for the Club for all of its activities

1.4 The Club's activities are defined as those which are advertised on the Club website, E-mail/Facebook, arranged at Club meetings, funded by the Club, or which use Club equipment. If an official activity is to be carried out without suitably qualified Coaches or Leadership, or it is to be undertaken where there are expected risks that could create H&S issues then the individuals concerned shall be warned of this fact, told of the heightened risk, the risk shall be identified and they shall be informed that their participation is at their own risk.

1.5 The nature of many of the Club's activities means that situations change from session to session and may change as a session progresses. Because of this there may be a need for dynamic risk assessment employed to maintain H&S to acceptable levels.

1.6 The H&S Policy is to be reviewed annually by the General Committee in consultation with the H&S Officer and this will be presented to the Club at the AGM.

1.7 The Club's H&S Policy is to be displayed on the Club website.

2. DUTIES OF THE HEALTH & SAFETY OFFICER

2.1 The Health & Safety Officer shall be elected at the AGM to serve for the forthcoming year. Should the H&S Officer resign within their term of office the General Committee shall elect a replacement(s) to serve for the remaining period until the next AGM.

2.2 The duties of the Health & Safety Officer are:

- To prepare and maintain the H&S Policy and Procedures for the Club.
- To ensure the welfare and safety of the Club's Membership through the H&S Policy and Procedures.
- To provide guidance to the General Committee, Coaches, Race Officials and other officials when required.
- To work with the General Committee in developing a safe environment for the Club's activities.
- To co-ordinate the collation and reporting of any accident, incident or "near miss" that has H&S implications.
- To co-ordinate the reporting of any notifiable accident to UK Athletics.

3. CLUB ORGANISATION RELEVANT TO HEALTH AND SAFETY

Throughout the life of the Club it has developed its own style of delivering the various disciplines of running and athletics to its Members. Some of these are relevant to this Health & Safety Policy.

COACHING AND LEADERSHIP

Club activities are led by suitably qualified people. These are either qualified UK Athletic coaches, coaches from related disciplines (such as British Triathlon Federation), or UK Athletic Leaders in Running and Fitness. These people have been trained to a variety of levels and operate in accordance with the national governing body rules and guidelines. When there is no such qualified Coach or Leader the participants are informed of this fact and usually told that they are participating at their own risk.

LEADERS

The Club operates guidelines on the role and responsibilities of its Leaders. They are contained in Appendix I.

NEWCOMERS

All potential new members and Guests are introduced to the Club before the start of training sessions. While this is made friendly and informal, the aim is to assess the newcomers capabilities and experience in order to direct them to a suitable group. If they plan to run on the roads or countryside. It is usual that the person assessing the newcomer is conservative in their assessment in order to ensure the newcomer's first experience is relatively easy. In this way there is a safety advantage in it overcomes any exaggeration by the newcomer of their performance.

The newcomer is usually allocated a "buddy" to look after them on their first session and to be a point of contact for subsequent visits.

4. MEMBERS RESPONSIBILITIES

4.1 While the General Committee acknowledges its H&S role, it is the responsibility of every Club member to take reasonable care of their own H&S and for that of others.

4.2 This responsibility includes the need to bring to the attention of the Athletics Coach or Leader taking the session any illness, injury or other matter that may affect the Health & Safety of themselves or others during the session.

4.3 Members are also responsible to report to the H&S Officer any accident, incident or any "near miss" in order for the Club to be able to address any issues that these occurrences raise. This procedure is outlined in the "Reporting" section below.

4.4 It is the individual Club Members responsibility to:

- Ensure equipment is only used under the direct supervision of a fully qualified Athletics Coach or Leader.
- Use all equipment correctly, or to refrain from using it unless instructed on how to use it safely.
- Report to the Coach or leader any defect in equipment and existence of identified hazard.
- To develop a personal concern for the safety of themselves and others, particularly newcomers to the Club and young people.
- Avoid obvious hazardous situations without first considering risk.
- Warn newcomers of known hazards.
- Refrain from horseplay.
- Report all accidents, incidents and near misses (whether injury has been sustained or not) to the H&S Officer.

5. GENERAL HEALTH & SAFETY RULES

5.1 DOGS

- No dogs are allowed on running activities on the track or on urban routes.
- Dogs may be allowed on rural routes at the discretion of the leader providing:
 - They are under the owner's close control at all times.
 - They are "stockproof" with farm animals and wildlife.
 - They are put on a lead when on the road.

5.2 PERSONAL STEREO

The use of personal stereos introduces an unacceptable risk to the wearer and other Club members and is therefore banned from all club activities.

5.3 ALCOHOL and DRUGS

No Member shall participate in a Club activity while under the influence of alcohol or non-prescribed drugs. This rule is held in abeyance with regard to the moderate consumption of alcohol at Club social functions.

5.4 SMOKING

Smoking is prohibited at all Club indoor and outdoor activities. This rule will include non-members attending these activities.

6. HEALTH & SAFETY PROCEEDURES

The following Safety Codes outline the organisation and conduct during training sessions. These are meant as guidelines for the person running the session and participants.

6.1 ROAD RUNNING

- The Coach/Leader will be responsible for assessing the safety of individuals and their attire and of the route to be taken. The Safety Officer has the final decision on whether a session can proceed.
- Participants should wear suitably retro-reflective and reflective clothing at night.
- Participants shall be aware of and follow Road Safety Rules contained in the Highway Code.
- Participants shall act courteously to all other road users.
- The Coach/Leader should have access to a mobile telephone if the route is remote or long.
- The Coach/leader should have access to first aid materials. Before taking part in a road running training session participants must:
 - Provide the session Leader with information about any medical issues.
 - Provide their contact details if they are guests/Newcomers.
- Be aware of the Club's Safety Code and rules for road running.

6.2 OFF-ROAD RUNNING

- The Coach/Leader will be responsible for assessing the safety of individuals and their attire and of the route to be taken.
- The Coach/Leader has the final decision on whether a session can proceed.
- Participants shall be aware of and follow the Countryside Code.
- Participants shall act courteously to all other users of the countryside.
- The Coach/Leader should have access to a mobile telephone if the route is remote or difficult or the conditions are expected to be severe.
- The Coach/leader should have access to first aid materials if the route is remote or difficult. Before taking part in an off-road running session participants must:
 - Provide the session leader with information about any medical issues.
 - Provide their contact details if they are guests/Newcomers.
- Be aware of the Club's Safety Code and rules for off-road running.

6.3 TRACK RUNNING

- The Coach/Leader will be responsible for assessing the safety of individuals and their attire.

The Coach/leader has the final decision on whether a session can proceed.

Participants shall be made aware of and follow the Lane Track Discipline which will be communicated to them by the Coach/Leader at the start of each session / activity.

- Participants shall act courteously to all other users.
- The Coach/Leader shall have access to a mobile telephone.
- First aid will be covered by nominated first aid trained club representatives.

Before taking part in a track session participants must:

- Provide the session leader with information about any medical issues.
- Provide their contact details if they are guests/Newcomers.
- Be aware of the Club's Safety Code and rules for track running.

7. EMERGENCY ACTION PLAN

This section deals with incidents/accidents resulting in minor and major injuries and threat to life.

7.1 MINOR INJURY Coach/Leader(s) to assess the casualty and to co-ordinate treatment either using the first aid equipment available at the session, or the first aid facilities at the training venue.

7.2 MAJOR INJURY Coach/Leader(s) to ensure safety at the location, assess the casualty, contact the appropriate Emergency Service(s) and co-ordinate first aid treatment until relieved by the Emergency service.

GUIDELINES FOR DEALING WITH AN INCIDENT/ ACCIDENT IMMEDIATELY

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.

AS SOON AS POSSIBLE AFTER THE INCIDENT

- Contact the injured person's parent/partner/carer.

WITHIN 24 HOURS

- Contact the Club Health & Safety Officer.
- Complete the Club's Health & Safety Accident Reporting Form.
- Complete a UK Athletics Accident and Incident Report Form in cases where the casualty has required medical treatment)

7.3 ROAD RUNNING

RESPONSIBILITIES – Coach/Leader(s) to co-ordinate safety at accident site, to contact the Emergency Services where appropriate and to co-ordinate first aid treatment until the Emergency Service(s) arrive and take over.

Once the casualty had passed into the care of the Emergency Service the Coach/Leader(s) to take appropriate action to ensure the safe conclusion of the session.

The Coach/Leader should notify the casualty's Emergency Contact as soon as possible.

The Club's Health & Safety Officer should be informed of the incident/accident. The H&S Officer will then assist to co-ordinate any necessary action on behalf of the club.

7.4 OFF-ROAD RUNNING

RESPONSIBILITIES – Coach/Leader(s) to co-ordinate safety at accident site, to contact the Emergency Services where appropriate, co-ordinate guiding them to the casualty and to coordinate first aid treatment until the Emergency Service(s) arrive and take over. The Coach/Leader should ensure the wellbeing of all participants while the emergency is being dealt with.

In situations where the group has to be split the Coach/Leader should ensure that smaller groups should contain no fewer than three participants.

Once the casualty had passed into the care of the Emergency Service the Coach/Leader(s) to take appropriate action to ensure the safe conclusion of the session.

The Coach/Leader should notify the casualty's Emergency Contact as soon as possible.

The Club's Health & Safety Officer should be informed of the incident/accident. The H&S Officer will then assist to co-ordinate any necessary action on behalf of the club.

7.5 TRACK RUNNING

RESPONSIBILITIES – Coach/Leader(s) to contact and co-ordinate with nominated trained first aiders and who will take control of the situation, contacting the Emergency Services if they consider the situation warrants their attendance.

The Coach/Leader should ensure the wellbeing of all participants while the emergency is being dealt with.

Once the casualty had passed into the care of the Emergency Service the Coach/Leader(s) to take appropriate action to ensure the safe conclusion of the session.

The Coach/Leader should notify the casualty's Emergency Contact as soon as possible.

The Club's Health & Safety Officer should be informed of the incident/accident. The H&S Officer will then assist to co-ordinate any necessary action on behalf of the club.

7.6 INCIDENT/ACCIDENT REPORT FORMS

The Coach/Leader should complete the Club's Health & Safety Accident Reporting Form as soon after the incident as possible and forward a copy to the Club Health & Safety Officer.

A copy of the form is contained in Appendix II

In cases where the casualty required medical treatment the Leader should complete the UK Athletics Accident and Incident Reporting Form as soon after the incident as possible. A copy of this form is contained in Appendix III and can be obtained from the H&S Officer or from the UK Athletics website.

8. RISK ASSESSMENTS

8.1 All Club training sessions and activities are required to have some form of risk assessment carried out to ensure that they are undertaken as safely as possible.

8.2 Generic Risk Assessments have been prepared to reduce the administrative load on Officials and Leaders by preventing unnecessary repetition of the general risks in the Club's normal activities.

8.3 GENERAL RISK ASSESSMENTS These have been prepared for the following locations frequently used by the Club:

- General Road Running Sessions
- General Off-Road Running Sessions
- Track Sessions
- Field Sessions

8.4 DYNAMIC RISK ASSESSMENTS

Changes in weather conditions, temperature and athletic performance of the participants throughout the activity require the use of Dynamic Risk Assessment which is a continuous process of identifying risk, assessing its implications and coming up with a way to eliminate the risk or reduce it to an acceptable level. Almost all the identifiable risks in the following section require an element of Dynamic Risk Assessment.

9. MEMBERS HEALTH & SAFETY DETAILS

9.1 The Club Secretary will maintain a comprehensive list of member's emergency contact information and any details of any medical conditions that are considered by the club member to be relevant while they are participating in club activities. The Secretary will ensure that all Club Coaches, Leaders and the Health & Safety Officer and Welfare Officer are supplied with this information. The Health & Safety details will be considered confidential by all list holders who will only use this information to maintain safety at Club sessions or in the event of an emergency.

10. REPORTING

10.1 It is the individual Members responsibility to report all accidents, incidents and near misses as soon as possible after the occurrence. This should be done using the Health & Safety Reporting Form which can be obtained by any of the club Coaches/Leaders. The completed form should be sent to the H&S Officer as soon as possible.

10.2 A copy of the Club Health & Safety Accident Reporting Form is contained in Appendix II

10.3 In the case of a reportable accident (one where the injured party is likely to require medical treatment) the information is required to be sent to UK Athletics.

10.4 A copy of the UK Athletics Accident and Incident Report Form is contained in Appendix III

11. DISCIPLINARY PROCEEDURE

11.1 Any complaint made about the Health & Safety conduct of any Member, Coach or Leader shall be taken to the Health & Safety Officer (or to the Chairman if the H&S Officer is implicated in the matter).

11.2 Should a Member be identified as creating a Health & Safety issue, then this matter will be dealt with by the Chairman in consultation with the Health & Safety Officer. (In cases where the Chairman is involved the matter will be dealt by the H&S Officer in consultation with the Vice Chairman).

11.3 If the matter is not brought to a satisfactory conclusion, or is identified as being of a serious nature, the complaint will be referred to the General Committee under the Club's Disciplinary Procedure.

APPENDIX I

Guidelines for Leaders

A. Protocols for Group Leaders

Know your route

You should have a clear idea of where you are going, how far it is, and how long it will take to run the route – and any special considerations about running in the dark (e.g. street lighting, steps etc.)

Know your pace

Keep to the advised pace wherever and whenever possible. It is particularly important that you should not go faster than you promise – this can cause problems for people who have put their trust in you.

Count your runners (repeatedly).

If anyone gets lost, you must make every effort (with help from Group members as appropriate) to find them.

If it appears that more than 12 people intend to run with you, you may at your discretion limit the size of the Group before leaving. Try to ensure that people have a choice by making this clear as the groups are forming up. You may in particular try to persuade faster runners to join a faster group.

Advise runners of route, pace, distance, terrain (including muddy or wet conditions), how hilly etc.

Appoint a Tail End Charlie if the Group is large (more than 6 runners) o check regularly during the run that this person is in sight / in contact

Check that you know what you need to do **in case of emergency** (standard procedure required – to follow). **Carry a mobile phone** if you can – or check that someone else in the group has one

Know your runners

Try to find out names, experience, likes and dislikes etc of those who run with you – it should make for a better run and a more “involving” experience, especially for new members

Make every effort to greet any newcomers before the run and check they are in the right group for their pace

If you know that someone electing to run with the Group is not suited to the pace, you may at your own discretion ask them to run with a different Group.

Be aware that on occasion “faster” runners may want to do what is for them a slow run – in which case you may wish to remind them of their obligation to respect the status of the Group (see below) o Be aware that many runners like to go as fast as possible over the last part of the run. They need to know that they run ahead of you at their own risk (see below). You need to ensure that the slowest member of the Group gets back safely.

B. Protocols for Group Members

General Comments

Great Yarmouth & District Athletics Club takes reasonable precautions to provide a range of Road Groups at different paces with competent and qualified Group Leaders. However, it is first and foremost your own responsibility to ensure that you are fit to run at the speed and over the distance and terrain as described; and to act responsibly with regard to your own safety and that of others. o Be aware that the Group Leader is just that – and is NOT a “Coach” who can advise you on your training.

Check that you are running with a suitable Group

If you have any doubts or questions, ask the Group Leader, (before you set off) about pace, distance, terrain or anything that might affect your decision to run with this Group.

Beginners or runners new to the Club are advised, in the first instance, to choose a group well within their capabilities.

Respect the Status of the Group

Be prepared to run at the pace as stated that night, and as judged by the Group Leader

If you are not reasonably confident that you can run at this speed for this distance, choose a slower Group

If you are someone who runs faster than this, you should moderate your speed accordingly (always running behind the Group Leader), or choose a faster Group

Accept the Group Leader’s route choice unless you know this to be dangerous (e.g. in extreme weather conditions) or ill-advised (e.g. a road closure), or unless the Group Leader is clearly “lost”

Safety etc.

Accept the instructions of the Group Leader as to safety, including:-

Conditions underfoot (e.g. avoiding flooding, ice or debris)

Road traffic

- taking due care crossing the road, running where there is no pavement etc.

- always give way to any traffic you may encounter and never assume it will give way to you

The Group Leader, and GYDAC, cannot take any responsibility for anyone who is, by choice, not running as part of the Group. This includes: -

- anyone running on ahead of the Group
- anyone choosing to take a detour or a separate route

If you need to stop or leave the Group for any reason (including loo breaks) make sure that the leader knows – and knows if you are happy to make your own way back to base.

The Group Leader will wait, and will turn back if necessary, for anyone unable to keep up with the Group, subject to the needs of other runners in the Group.

If you become aware that someone in the Group is struggling to keep up, alert the Group Leader at a suitable opportunity

If anyone should get into serious difficulties, be prepared to help them within the limits of your own safety and ability, and alert the Group Leader at the earliest opportunity

If it becomes necessary to split the Group for any reason, and you are no longer with the Group Leader, make sure that you know who is leading your (new) Group – and regard them as your Group Leader in line with these notes

APPENDIX II

Great Yarmouth & District Athletics Club

Health & Safety Accident Reporting Form

GREAT YARMOUTH AND DISTRICT ATHLETICS CLUB
INCIDENT/ACCIDENT REPORT FORM

Site where incident/accident took place of injured person:	
Name of person in charge of session/competition:	
Name of injured person:	
Address:	
Date and time of incident/accident:	
Nature of incident/accident:	

A) Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training, competition, getting changed, etc. (continue overleaf if necessary)

B) Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

C) Were any of the following contacted?

Police: Yes _____ No _____

Ambulance: Yes _____ No _____

Coastguard: Yes _____ No _____

Parent/Carer: Yes _____ No _____

D) What happened to the injured person following the incident/ accident? (e.g. went home, went to hospital, carried on with session) (continue overleaf if necessary)

All of the above facts are a true and accurate record of the incident/accident

Signed..... Name..... Date.....

INCIDENT/ACCIDENT REPORT FORM CONTINUED...

Please use this space to provide any additional details:

APPENDIX III

UK Athletics Accident and Incident Report Form

This can be downloaded at:

[Online Health and Safety Incident Reporting | UK Athletics](#)