

Harwich Runners

Health and Safety Policy Statement

Part 1: Statement of Intent

This is the health and safety policy statement of Harwich Runners

Our health and safety policy is to:

- prevent accidents and cases of training-related ill health
- manage health and safety risks in our club environment
- provide clear instructions and information, and adequate training, to ensure volunteers are competent to carry out the tasks allotted to them
- consult with our members and volunteers on matters affecting their health and safety
- provide and maintain safe equipment
- maintain safe and healthy conditions
- implement emergency procedures, in the event of a significant incident
- review and revise this policy regularly

Signed on behalf of Harwich Runners:

_____ Date _____

Print Name _____ Review date _____

Part 2: Responsibilities for health and safety

1. Overall responsibility for health and safety will sit with the Club Committee
2. Day-to-day responsibility for ensuring this policy is put into practice rests with members present at club events.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility for the following areas.

Committee – Monitoring H&S compliance, reviewing emergency procedures.

The coaching team – risk assessments, accident and incident reporting. Informing and training coaches and session leaders on emergency procedures.

All users – maintaining equipment as used. Any defects, shortages or breakages to be reported to the Club Committee via Store Manager(s).

4. All members and volunteers should:

- Co-operate with Committee and coaches/session leaders on health and safety matters:
- Take reasonable care of their own health and safety: and
- Report ill health and safety concerns to an appropriate person.

Part 3: Arrangements for health and safety

Risk Assessments

- We will complete relevant risk assessments and take action.
- We will review risk assessments when policies or conditions change

Training

- We will give members and volunteers health and safety training where appropriate.
- We will provide equipment where necessary.

Consultation

- We will consult members and volunteers routinely on health and safety matters as they arise and formally when we carry out a health and safety review.

Incident Reporting

- A copy of the Club Incident Reporting Form is shown in Appendix 1 of this document.

Appendix 1 – Club Incident Reporting Form

Accident and Incident Report Form

Section 1 – Details of Person Reporting

Name: _____

Status : Athlete /Official/ Coach/ Spectator / Other: _____

Club or Address: _____

Telephone number: _____

Section 2 – About the Incident

Type of Incident: Accident / Near miss/ Area of Concern

Date: _____ Time: _____ Weather: _____

Venue: _____

Type of event: (ie training, race etc) _____

Name of person in charge of event: _____

Details of Incident:

Section 3 – Personal Details of Anyone Injured

Name: _____

Status : Athlete /Official/ Coach/ Spectator / Other: _____

Club or Address: _____

Telephone number: _____

Was First Aid administered? Yes / No

Name or organisation of First Aider: _____

Nature of Injury: _____

Was further treatment required? Yes / No

Was the injured person taken to hospital? Yes/No

If yes was this by Ambulance / Private car/ their own means / Other _____

Which Hospital? _____

Any other details or concerns you wish to report? _____

Once completed please submit this form to the Club Secretary

Appendix 2: HSE Guidance notes used in the compiling of this policy

HSE Guidance notes

Volunteers running sports clubs

Health and safety law does not generally apply to volunteers running a club with no employees, unless the club has responsibility for premises like a clubhouse or playing fields.

Anyone (including volunteers) with control of premises like a clubhouse or playing fields has a duty to see that the premises, access to them and plant (eg sports equipment) and substances provided are safe for the persons using them so far as is reasonably practicable¹. Often this is a shared duty between the premises owner, a management committee and users.

The extent of a club's legal duty will depend on the level of control it has over the premises and the type of plant or substances provided. For example, if your club owns or manages the premises, then you would be expected to keep the premises and any sports equipment provided in good repair. If your club uses sports equipment then you would be expected to take reasonable steps to check it is safe to use eg check goal posts are secure before a game so they won't collapse and injure a player.

The HSW Act and safety during the field of play

Health and safety law does not cover safety matters arising out of the sport or activity itself eg damaging a wrist during a boxing match or being injured following a bad tackle during football training. Note that a duty of care under the common (civil) law may apply.

Competitors/players taking part in competitions and/or training are generally subject to non-statutory rules set down by sports National Governing Bodies (NGBs). These rules will include topics like supervision (coaching staff to player ratios) and training, plus 'in play' emergency procedures and medical provision. Some of these rules and procedures may go beyond the requirements of workplace health and safety legislation. Most NGBs and networks are members of the [Sport and Recreation Alliance](#).

1. Reasonably practicable: 'This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk'.