

CROFT AMBREY RUNNING CLUB HEALTH & SAFETY POLICY

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Status: FINAL

This is the health and safety policy statement of **Croft Ambrey Running Club**. This is a working draft and will be subject to review and update

Part 1: Statement of intent

Our health and safety policy is based on guidance provided by the Health and Safety Executive on ***running a safe sports club*** and ***What to do to plan and manage low-risk, small-scale sports and activities*** (Appendix 1 of this policy). It is noted that as a club wholly run by volunteers and with no responsibility for a club house or premises health and safety law doesn't apply to the club. However the club believes it is important to think about how to make our club activities run smoothly and decide on things that might be an issue e.g. the safety of any sports equipment we have control over.

Given this our policy is to:

- Think about the risks - a risk is the chance, high or low, of somebody being harmed by a hazard, and how serious the harm could be.
- Think about how accidents could happen and who might be harmed.
- Think about what you will need to do to control the risks and ask if there is anything you should do to make your club activities safer.

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety rests with the Committee.

Victoria Dickinson will act as a coordinator with the various club volunteers responsible for ensuring this policy is put into practice for different activities for example:

- Coaches for club training session
- Events for club members only e.g. handicap series rests with the event organiser
- Open events e.g. Shobdon Wood race rests with the event organiser/race director

All club members should:

- Cooperate with coaches and other club members on health and safety matters;
- Take reasonable care for their own health and safety; and

- Report all health and safety concerns to the person with coordination responsibility for health and safety at the club (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- We will complete relevant risk assessments and take action. Typically each risk assessment should address the following points:
 - who might be harmed and how
 - what we're already doing to control the risks
 - what further action needs to be taken to control the risks
 - who needs to carry out the action
 - when the action is needed by
- We will review risk assessments when club activities or conditions change
- If there is a health and safety related incident those responsible for that type of activity will consider if its risk assessment needs revising.

Training

- We will support coaches and other club members with specific roles to complete appropriate training

Consultation

- The club's committee will consider the health and safety implications of any new activities and as part of any review of existing club activities.

HSE Guidance on what to do to plan and manage low-risk, small-scale sports and activities

Getting started

- If you are an employer or self-employed sports club owner / organiser, start by using our '[health and safety toolbox](#)' site to help you comply with your wider duties under the law
- For community sports events run by clubs who don't have employees, start by reading the Cabinet Office '[can do](#)' guide.
- Speak to all the key people who are going to be involved in the club activities to help you identify any significant health and safety issues and what to do about them
- Check with your sports National Governing Body (NGB) to see if they provide any relevant information. Most NGBs and networks are members of the Sport and Recreation Alliance (SRA). For NGB contact details see the [SRA website](#).
- Non-HSW Act considerations like selling food or alcohol, permits, licensing and permissions for road closure, are the types of things that might need a conversation with your [local authority](#).

If you own or manage the playing surfaces and spectator areas

- Ensure the playing surface is in good repair.
- Take steps to reduce the risk of competitors being injured if they accidentally collide with any fencing, pillars, lamp posts etc that may be located at the edge of the playing surface.
- Depending on the number of spectators you have, manage entrances and exits to prevent crushing.
- Keep pedestrian walkways free from slip and trip hazards.
- Take steps to ensure pedestrians and vehicles can circulate safely.

Sports equipment/outdoor temporary structures

- Check the sports equipment you provide and / or have control over is safe to use (store equipment safely when not in use).
- Check the proximity to any overhead power lines before moving equipment like rugby posts and/or erecting large marquees / tents – think about how you will do this safely. It may be sensible to have a large marquee erected and taken down by the company it is hired from.
- Protect people from electric shock or burn. For instance, if you are using mains voltage outside use a 'trip device' to ensure that the current is promptly cut off if contact is made with any live part.

Indoor venues/clubhouse/changing rooms

- Refer to our [checklist on church halls and similar premises](#). The checklist covers fire precautions and emergency evacuation arrangement, safe movement around the building, electrical equipment, gas appliances,

asbestos management and legionnaires disease. This checklist will apply to places like community halls.

- Deal with any catering related risks eg the use of hot surfaces, in a sensible way.

Emergencies and contingencies

- Have a plan for what to do if there is an emergency or something not going according to plan e.g. because of bad weather - are you storm-ready?
- Have a means of raising the alarm if there is an emergency.
- Have adequately trained first-aiders.
- Ensure an ambulance and/or fire engine can gain access to your venue.
- Ensure everyone knows about the emergency arrangements.