

ALTRINCHAM & DISTRICT ATHLETIC CLUB

HEALTH AND SAFETY POLICY - GENERAL STATEMENT OF INTENT

Altrincham and District Athletic Club (ADAC) takes the health, safety and wellbeing of its members and other persons who may be affected by any acts and omissions associated with its undertakings seriously. This value also extends to the respect it has for property and the environment. ADAC accepts its duties to people, property and the environment under statute and common law and will put in place appropriate measures to ensure that, so far as is reasonably practicable, these duties are met for all organised Club training sessions and events.

To help ensure that ADAC achieves these objectives all members of ADAC are expected to follow or exceed the health and safety standards and guidance as outlined out within this Policy.

Athletics holds some inherent risk associated with physical exertion (among others pulled muscles, over-use injuries, stress fractures, running on uneven ground, running on hard surfaces) however the Club seeks to minimise these through control measures and all sessions will be coached by trained coaches supported by volunteers and assistant coaches.

It is also the responsibility of all ADAC members to take ownership for, and care of, their own health and safety and ensure that others are not affected by their acts or omissions. For junior members, parents/carers are expected to support juniors in understanding this responsibility.

Ultimate responsibility for the discharge of these duties falls onto the Chair. To assist ADAC in understanding and meeting its general health, safety and environmental duties it shall appoint a person with the appropriate training and knowledge for health, safety and environmental protection or who otherwise has access to competent advice. This person shall sit on the Committee and be responsible for considering the health, safety and environmental implications associated with decisions made by the Committee.

ADAC will create safe environments for training and events by completing risk assessments and implementing the control measures which are identified where a risk is not deemed to be tolerable. Training undertaken by Club members for their own purpose, outside of ADAC organised training sessions and events which are organised by other organisations / running clubs and attended by members of ADAC are not subject to the requirements of this Policy.

This Policy has been approved by the ADAC Committee to reflect the Committee's collective commitment to its intent.

Mansel Pope

Chair, Altrincham and District Athletic Club

16th January 2023

Rev A March 2023

ALTRINCHAM & DISTRICT ATHLETIC CLUB

HEALTH AND SAFETY POLICY

1.0 GENERAL

As a club, ADAC will:

- Complete robust risk assessments
- Check all equipment regularly and remove any damaged equipment and repair/ replace as soon as possible.
- Ensure only qualified coaches deliver the sessions and that a level two coach will be present at every training session
- All coaches are DBS checked and completed safeguarding training through England Athletics
- Volunteers all checked using England Athletics guidance
- Ensure volunteers and assistant coaches (level 1) are always with a qualified coach.
- All seniors, juniors, volunteers, coaches, officials, parents/carers will adhere to England Athletics Code of conduct
- Have a Welfare officer in post for juniors and seniors
- Share all Policies on website

2.0 ROLES & RESPONSIBILITIES

This section outlines responsibilities assigned to all Members of ADAC with additional responsibilities for those elected to specific roles. The intention is that the successful implementation of these responsibilities will ensure that the requirements of the general statement of intent will be met.

2.01 All Members

All members of ADAC have a responsibility to:

- All members of the club declare themselves medically fit to run at their own risk and shall not hold the Club responsible for any incident occurring through a personal medical condition or injury.
- As appropriate, members should request regular check-ups with their General Practitioner.
- Members with any medical conditions agree where appropriate to carry with them the relevant details of the condition and their name, address, and emergency phone number contact details.
- Voluntary disclosure of medical conditions shall be the responsibility of the

individual member or their carer in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

- Assess their own fitness levels and maturity when deciding what training to undertake and what competitions/events to enter.
- Cooperate with ADAC on matters relating to health, safety and the environment.
- Not interfere with or misuse anything provided for health, safety or the protection of property or the environment.
- Follow all safety instructions as set out within this Policy or communicated by ADAC especially during pre-event briefings.
- Report any health, safety or environmental issues or concerns they may be aware of relating to ADAC or its undertakings to an elected representative of ADAC as soon as possible in order that ADAC may act, as deemed appropriate, to address the matter.
- Report all accidents and incidents relating to ADACs activities whether it involved them or another person, property or the environment.
- Take care of their own safety, whilst keeping a watchful eye on others, particularly new, inexperienced and junior members.
- Always consider other persons, animals, vehicles, and the environment.
- Only train if they are medically fit to do so. Members with existing medical conditions or allergies are encouraged to carry or wear a suitable means of bringing such conditions to the attention of the emergency services such as an emergency chain or card.
- Never leave “group runs” they are running in without letting others know, ideally the coach.
- If new, ensure they are known to the coach before training starts.

2.02 Senior Athletes

All senior athletes have a responsibility to:

- Adhere to the England Athletics code of conduct.
- Ensure that you attend training in the appropriate kit for the weather conditions.
- Not attend training when unwell.
- Use all equipment in the way that you are instructed to do so.
- Report any damaged equipment to your coach
- Report any accidents to your coach.
- Make coaches aware of any health conditions or allergies
- Not access any of the training facilities without a coach present.
- Always advise your coach if you are leaving a training session early.

2.03 Junior Athletes and Parents / Carers

As junior athletes and parents/careers have a responsibility to:

- Adhere to the England Athletics code of conduct.
- Ensure that you attend training in the appropriate kit for the weather conditions.
- Not attend training when unwell.
- Listen to coaches and use all equipment in the way that you are instructed to do so.
- Make coaches aware of any health conditions or allergies
- Under 11s should never leave a training session without a parent/carer or named adult. Over 11s should agree with parents/carers if they may leave the training session unaccompanied.

In addition to the responsibilities above some members have additional responsibilities where they have been elected to one or more specific role within ADAC as outlined below.

2.04 Chair

The Chair shall make every effort to ensure that the requirements of this Policy are implemented to ensure, so far as is reasonably practicable, the health and safety of members of ADAC, other persons, property and the environment.

2.05 Committee

The Committee shall:

- Review health and safety documentation presented to them for approval.
- Monitor general health, safety and environmental matters relating to ADAC through reports, either written or verbal, from ADAC's Safety Officer.
- Bring this Policy to the attention of Club Members and thereafter when significant changes are made. As best practice a reminder will be sent out at the time of membership renewals.
- Make this Policy, and subsequent revisions, available on ADAC's website.
- Lead by example and championing the implementation of the requirements and standards set out in this Policy.
- Ensure that ADAC coaches have appropriate training to lead training sessions

2.06 Event Organisers

Event organisers shall:

- Complete risk assessments for events they are leading either themselves or a nominated person and forward to the Safety Officer for review and logging. The Safety Officer can help with the completion of risk assessments.

- Review risk assessments before each event or sooner following a significant accident / incident or if the risk assessment is no longer considered to be suitable and sufficient e.g., significant changes are made to a route or surfaces. The Safety Officer can help with reviews.
- Communicate the key findings of event risk assessments to those who are affected in order that they are aware of control measures necessary for preventing or reducing the risk of harm. This may be in the form of a pre-event briefing. Record to who and when the risk assessment has been communicated.
- Ensure first aid cover is provided.
- Review the content of their first aid kits annually (ideally when reviewing risk assessments), requesting replacement items from the Safety Officer as required.
- Complete accident and incident reports when they become aware of an accident or incident.
- Undertake accident and incident investigations which seek to identify the root cause and where appropriate measures that will prevent a reoccurrence.
- Forward all accident / incident reports and investigation outcomes to the Safety Officer.

ADAC empowers Event Organisers to determine if an event cannot proceed due to safety concerns.

2.07 Safety Officer

The Safety Officer shall:

- Review this Policy annually, before any ADAC organised event and additionally following a serious accident / incident or should it no longer be considered fit for purpose.
- Consult changes to the Policy with the Committee before presenting it for approval.
- On an annual basis remind, in writing or verbally at committee meeting, the responsibilities and duties under this Policy assigned to the Chair, Committee and Event Organisers.
- Submit a health, safety and environmental report to the ADAC committee. This should be an agenda item for every ADAC committee meeting,
- Identify best practice initiatives for improving safety, health and the environment and discuss with Event Organisers and / or the Committee to determine if an appetite exists for adoption.
- Attend Committee meetings and monitor general Club communications to identify any health, safety and environmental implications which should be considered as part of general Club planning etc.
- Bring to the attention of the Committee: details of accidents and incidents and any measures identified and introduced to help prevent a reoccurrence; any

concerns at the suitability and effectiveness of ADACs health, safety and environmental arrangements.

- Review and store event risk assessments submitted by Event Organisers and to provide support and feedback as deemed appropriate.
- Monitor risk assessment review dates and remind Event Organisers of the need for them to be reviewed.
- Offer help to Event Organisers with the creation and review of risk assessments or other matters.
- Review accident and incident reports and investigations and notify England Athletics via the UK Athletics online reporting page.
- Endeavour to attend, as a participant or observer, all Club events to objectively review health, safety and environmental arrangements providing feedback to Event Organisers as appropriate.
- Support and advise Event Organisers and others within ADAC to identify solutions to meet the requirements of this Policy.
- Provide general advice and guidance on matters relating to health, safety wellbeing and the environment.
- Seek specialist advice and information from expert bodies such as UK Athletics, England Athletics, Health and Safety Executive, etc. as necessary.
- Occasionally promote good safety and health practices through ADACs Facebook page.
- Supply Event Organisers with suitable first aid kits and obtain and retain a small stock of replacement kits / content spares. This includes the first aid kit at Timperley track.
- Review at least every three months the contents of ADACs first aid kits.

3.0 ACCIDENT AND INCIDENTS

All members have a duty to report an accident or incident experienced during training or an event to their coach or the safety officer. This includes anything however insignificant it may appear to the person experiencing/reporting the accident/incident.

By doing so ADAC will have an opportunity to investigate the event with the intention of identifying the root cause and so enable steps to be taken which might prevent a reoccurrence. An unreported event on the other hand is likely to occur again and potentially have a far more serious outcome.

For the purposes of this Policy:

- Accidents are defined as unplanned events that result in injury or harm.

- Incidents are defined as unplanned events that did not result in injury or harm but had the potential to do so. Incidents are commonly referred to as near-miss events.
- A hazard is defined as anything that could cause harm. e.g. wet and muddy grass
- A risk is the chance, high or low, that the hazard would actually cause somebody harm e.g. running on wet and muddy grass with inappropriate shoes with the risk of slipping

The ADAC Committee is responsible for investigating all reported accidents and incidents which will comprise:

- Gathering information.
- Analysing the information.
- Reviewing existing controls (as outlined within risk assessment)
- Determining if changes / additional control measures are required.
- Recording the outcome.
- Passing details to the Safety Officer.

The Safety Officer will seek assistance if required to complete an investigation. The Safety Officer is also responsible for logging the accident / incident on the UK Athletics online “accident book”.

4.0 ARRANGEMENTS

4.01 Track and Field

Coaches will co-ordinate activity at Timperley track or alternative venues and take responsibility for the wellbeing of all involved, specifically to ensure:

- Individual members can only participate in training at coaches’ discretion and under their supervision.
- Runners only run anti-clockwise around the track.
- Warm-up / down and slower paced running is done on the periphery of the track.
- Different groups are managed so as to avoid the risk of collision and falls.
- Sessions on the grass hill section take underfoot conditions into account.
- All equipment is used under supervision.
- Members are given instruction before the use of any equipment.
- Changing facilities are adequate.
- There is first-aid provision.
- Deterioration of the facility or equipment is reported to the Safety Officer.
- The track, changing rooms and all other structures, enclosures and grounds within the boundary fence are off-limits to the general public.

- Coaches to complete risk assessments for their sessions, to include equipment checks. Refer to the appendix or link to England Athletics template/guidance.

4.02 Road and Pathway Running

Ideally running routes for warm up/warm down/road sessions should be planned to:

- Avoid roads, particularly busy and unlit ones
- However, where this cannot be avoided runners should endeavour to cross over a road at designated crossing points or to cross elsewhere with caution.
- Runners should only run along a road if it is closed to traffic or there is no footpath.
- For the latter it is vital that the runner can be seen, brightly coloured or light coloured tops or vests are recommended, only travel in single file and should run on the right-hand side facing oncoming traffic.
- Extra care should be taken as tripping and falling in the road could have severe consequences.
- Be considerate of others who may be walking along the footpath and thank them if they give way to you.
- When running as a group or in groups, all members of the group / groups would be expected to start and finish together otherwise it is important that the Coach is informed.
- By default, headphones should not be worn during a run

4.03 Off-Road / Cross Country / Trail / Fell Running

Ideally running routes for warm up/warm down/road sessions should be planned to:

- Off road running can be on terrain that is uneven and slippery with hidden hazards such as roots, divots and animal burrows.
- Known hazards will be highlighted where practicable by the Coach and where deemed significant will ideally have been marked by means of spray paint etc.
- Pay more attention to off road surfaces that you would on roads to spot hidden hazards such as holes, roots, rocks, tree branches and thorny bushes.
- It is important that the right footwear is being worn to suit the conditions e.g., studded shoes.
- Be considerate of others who may also be using tracks and be aware that they may have a dog off its lead which might run into your path.
- Always thank others if they give way to you.
- When running in fields containing animals such as cows and horses be careful not to cause them panic as they could be harmed when fleeing.
- Also be aware that some animals, particularly those protecting their young, may attack.
- Always ensure that gates etc. are closed behind you.

- Be aware that public recreation areas, parks, playing fields are popular with the general public and are not designated specifically as a running venue.

4.04 Competitive Events

The Event Organiser will complete a risk assessment before each event, taking into account any accidents/incidents from previous events.

The risk assessment shall also include the suitability of the event for junior athletes and give consideration to, amongst other factors:

- Number of marshals on the course
- DBS status of marshals
- Terrain
- Length of course
- Nature of the event (e.g. road, cross country, trail, track)
- Age of junior athletes
- Drop-off/collection of junior athletes, including non-collection
- Register of junior athletes attending
- Access to toilets/changing facilities

The Event Organiser will brief athletes, and if appropriate others including Marshalls, before the event begins. This briefing will include the provision of information necessary to protect participants, other persons, property and the environment and may include issues such as:

- General H&S instructions e.g. keep to the left side of the road, drinks station at ???km (if appropriate) be aware of other road users, other pedestrians, other specific conditions e.g. deer in Dunham Park!
- The route and ground conditions.
- Any known or foreseeable hazards and if known whether they have been marked.
- Emergency arrangements including details of persons trailing at the rear and first aid provisions.

5.00 CHILD PROTECTION

Please refer to the ADAC juniors safeguarding policy.

6.00 FIRST AID ARRANGEMENTS

Event Organisers shall inform members and all event participants of emergency and first aid arrangements in place.

Several members of ADAC have received either First Aid at Work or Emergency First Aid training and ADAC has first aid kits available for use by first aid trained members.

Event Organisers shall ensure First Aid cover is provided, which can be an external service, in line with UK Athletics/England Athletics guidance

There is a defibrillator at the Timperley track changing rooms (office) and several senior members are trained in its use.

7.00 AGREEMENT

This Policy has been approved by the ADAC Committee to reflect the Committee's collective commitment to its intent.

Mansel Pope

Chair, Altrincham and District Athletic Club

16th January 2023

Rev A March 2023