



Health and Safety Policy

including Guidelines, and Accident and Incident Reporting

Harleston Running Club encourages members to take part in our activities and activities arranged by other UKA affiliated groups whilst ensuring the health, well-being and safety of everyone remains our paramount concern.

Harleston Running Club recommends levels of training dependent on experience and ability and expects all members to participate within these boundaries.

The aim of Harleston Running Club is to keep club members and members of the public safe whilst undertaking activities organised by the club, by removing risk where possible and implementing measures to reduce risk as far as reasonably practicable.

CLUB RESPONSIBILITY:

To support our Health and Safety policy statement Harleston Running Club are committed to the following duties:

- Undertake regular, recorded risk assessments of club activities and events. Create a safe environment by putting health and safety measures in place as identified by the assessment. Completed assessments are available on request.
- All club events shall be staged in accordance with the rules and guidelines stipulated by the event insurers.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability and development.
- Ensure that all members are aware of, understand and follow the club's health and safety guidelines
- Ensure that normal operating procedures and emergency operating procedures are in place and communicated to all members
- Provide access to appropriately qualified Coach/Run Leaders during club led activities
- Report any injuries or accidents sustained during any club activity. (See Appendix B)

CLUB MEMBERS RESPONSIBILITY:

Members should familiarise themselves with the Health and Safety Guidance in Appendix A and Accident and Incident Reporting in Appendix B of this document.

As members you have a responsibility to do your best to prevent harm to yourselves, your running partners or members of the public. As members you should acknowledge that you owe a duty of care to not willfully injure yourselves or others by your negligent acts or omissions.

Specifically, members should:

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or not do
- Co-operate with the club on health and safety issues
- Correctly use all equipment provided by the club
- Report any problems encountered whilst running on training routes. For example, dangerous styles, damaged pavements, potholes, poor visibility etc.
- Not interfere with or misuse anything provided for your health, safety, or welfare.

CLUB HEALTH AND SAFETY TEAM:

As a small club responsibility for Health and Safety remains the responsibility of the main committee. This will be reviewed as part of regular policy reviews and if required a Health and Safety team will be formed.

QUALIFIED FIRST AIDERS:

All our Coaches, Coaching Assistants and Run Leaders are required to take the First Aid in Sport or an equivalent course.

POLICY REVIEW:

This Policy, the associated guidelines and accident and incident reporting will be reviewed regularly and monitored for effectiveness.

The policy will be fully reviewed before the club opens a junior section

APPENDIX A: HEALTH & SAFETY GUIDELINES

All members agree to abide by the Club's Health & Safety Guidelines as follows:

General Safety:

All club members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group, particularly new members. Consideration should be given to others, and common sense used. Members should be aware of the advice available through running magazines and other sources on issues including diet, dehydration and the treatment of strains and injuries due to participation in the sport. Advice should be sought from experts and professional practitioners outside the running club as appropriate.

Medical conditions:

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 and particularly in the case of pregnancy or post natal. For expectant and post-natal members the Physical Activity Readiness Questionnaire must be completed by the member and handed to a Welfare Officer. All members agree to keep the Runner App up to date with relevant details of any medical condition and emergency phone number contact details. Members with any medical conditions (including pregnancy) that they do not wish to disclose via the Runner App, agree 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.

Appropriate clothing:

Members should understand the value of wearing appropriate clothing for the time of the year and appropriate shoes for any variations in terrain. When running in the dark members should take responsibility for making themselves highly visible by wearing clothing with fluorescent or reflective strips and be aware that drivers may find it difficult to see you. The use of a torch is also required.

Staying together:

The group endeavour to stay together as much as possible. Members should take care to listen to the proposed route before setting off. The group lead should ensure that a head count is taken and that a tail runner has been assigned to ensure that no one individual gets left behind. Whenever mixed ability occurs within a group, regrouping should take place at appropriate times along the route to ensure that no one individual gets left behind. If anyone decides to leave the group whilst out on the run, they must inform at least one other runner in that group. Upon returning to the start the group lead should check that everyone who started out has returned or can be accounted for.

Road Sense:

When running on roads the members must act in accordance with the Highway Code at all times. Routes shall be planned to avoid busy unlit roads at night during hours of darkness. Routes passing along roads without footpaths shall be avoided wherever possible and when this

is not possible (on quiet roads) runners shall all run on the left so as not to dazzle on-coming traffic or on the right at bends where forward visibility to the left is limited.

First Aid:

Members shall familiarise themselves with any individuals who have a recognised emergency first aid qualification within the club.

APPENDIX B: ACCIDENT AND INCIDENT REPORTING

The Run Leader of the group should carry a mobile phone and it is advisable for at least other member to carry a mobile. In the event of an incident, members should first check if anyone is injured and locate an emergency first aider. It is advisable for at least one member to stay with the injured person, who should not be moved unless their location is immediately life threatening. If appropriate, emergency services should be contacted using 112 from a mobile phone as it will record your location; alternatively use 999. It is recommended that the Run Leader has the What3Words App downloaded on their phones to assist with location advice. Finally, a member of the committee should be informed as soon as is practically possible by contacting them directly.

Accident and incident recording:

In the event of a club member being involved in an accident or incident whilst on a club training or race event we are required by England Athletic (EA) and our insurers to record the incident.

To record the incident please enter the details via the following link:

[Health & Safety – Accident Reporting Form \(mysporthost.com\)](https://mysporthost.com/Health-Safety-Accident-Reporting-Form)

The report should be completed as soon as possible. The person leading the group or event is responsible for making the entry or for ensuring that it has been made by a colleague.

Information required for the report is straightforward and self-explanatory. It includes the name of person or persons involved (this may include a member of the public), date, time, and where and whether any treatment was given.