CARDIFF ATHLETICS HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF INTENT

Cardiff Athletics 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.

To help ensure that the Club achieves these objectives all members of the Club are expected to follow the health and safety standards and guidance as outlined within this Policy. It is also the responsibility of all Club 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. Ultimate responsibility for the discharge of these duties falls onto the Chair. To assist the Club in understanding and meeting its general health, safety, and environmental duties, The club appoints the Club Manager responsible for considering the health, safety and environmental implications associated with decisions made by the Committee. The Club will create safe environments for events by completing risk assessments and implementing the control measures which are identified where a risk is not deemed to be tolerable.

Runs and training undertaken by Club members for their own purpose and events which are participated in which are organised by other organisations / athletics clubs and attended by members of the Club are not subject to the requirements of this policy.

This Policy was approved by the Club Committee to reflect the Committee's collective commitment to its intent.

ROLES & RESPONSIBILITIES This section outlines responsibilities assigned to all Members of the Club 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.

Members

All members of the Club have a responsibility to:

• Take care of their own health, safety, and wellbeing and that of other persons, property, and the environment by what they do or omit from doing.

• Assessing their own fitness levels and maturity as a competitor when deciding what training to undertake and what competitions to enter.

• Cooperate with the Club on matters relating to health, safety, and the environment.

• Not interfering with or misusing 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 the Club especially during pre-event briefings.

• Report any health, safety or environmental issues or concerns they may be aware of relating to the Club or its undertakings to an elected representative of the Club as soon as possible in order that the Club may act, as deemed appropriate, to address the matter.

• Report all accidents and incidents relating to the Club's 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 members.

• Always consider other persons, 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" you are running in without letting others know, giving details of the reason if appropriate to the coach responsible.

• New members should ensure they are known to the Coach before the event starts.

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

Chair & Committee

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 the Club, other persons, property, and the environment.

Committee The Committee shall:

• Review health and safety documentation presented to them for approval.

• Monitor general health, safety and environmental matters relating to the Club through reports, either written or verbal, from the Clubs Health and Safety Officer.

• Bring this Policy to the attention of Club Members upon joining 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 the Clubs website.

• Lead by example and championing the implementation of the requirements and standards set out in this Policy.

• Ensure that Club coaches have appropriate training to lead Club training sessions and provide details of the Club coaches on the Club website.

Coaches shall:

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

• Review risk assessments annually 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 Club Manager 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.

• Ensure that at least one person taking part in an event is carrying a mobile phone and first aid kit for use in the event of an emergency.

• Complete accident and incident reports when they become aware of an event.

• Undertake accident and incident investigations which seek to identify the root cause and where appropriate measures that will prevent a recurrence. The Club empowers Coaches to determine if an event / activity cannot proceed due to safety concerns.

Club Manager

The Club Manager shall:

• Review this Policy annually 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 meetings, the responsibilities and duties under this Policy assigned to the Chair, Committee and Coaches.

• Submit a health, safety, and environmental report to the committee.

• Identify best practice initiatives for improving safety, health and the environment and discuss with Coaches and / or the Committee to determine if an appetite exists for adoption.

•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 recurrence. Any concerns at the suitability and effectiveness of the Club's health, safety, and environmental arrangements.

• Review and store event risk assessments submitted by Coaches and to provide support and feedback as deemed appropriate.

• Monitor risk assessment review dates and remind Coaches of the need for them to be reviewed.

• Offer help to Coaches with the creation and review of risk assessments or other matters.

• Review accident and incident reports and investigations

• Objectively review health, safety and environmental arrangements providing feedback to Coaches as appropriate.

• Support and advise Coaches and others within the Club 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 Welsh Athletics / UK Athletics as necessary.

• Supply first aid kits and obtain and retain a small stock of replacement kits / content spares.

• Review at least annually the contents of the Clubs first aid kits.

ARRANGEMENTS

General Training Safety

When training as a group or in groups, all members of the group 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 training – bone conductors are deemed to be a safe option however may still hinder the wearer from detecting noises that may indicate danger. As such members are advised to consider training without any type of device.

Road and Pathway Running

Ideally running routes 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, 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.

Cross Country / Trail Running 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 by the Coach. More attention should be made to off road surfaces 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., trail 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.

Training Alone It is strongly advised that when members are training alone that they carry a mobile phone and carry a means of identification. Lone training in poorly lit and / or isolated areas should be avoided wherever possible, particularly female members, but if it cannot be avoided it is advisable to carry an appropriate alarm system. Further details can be provided by the Health and Safety Officer.

Training At Night or In Poor Light Athletes should always be able to see and be seen. As such the wearing of appropriate lights and reflective clothing is encouraged. You cannot have too much reflective material however athletes should be mindful that some lights with high lumen levels may blind others and as should be directed downwards if necessary. A red light, ideally flashing, worn on your back is also recommended.

Training In Hot Weather

Dehydration can cause symptoms such as fatigue, dry eyes, dry mouth, cramps, headache, and muscle spasms and in severe cases athletes may stop sweating. It is important that athletes are adequately hydrated prior to, during and after an event / activity / training session. In addition to replenishing water athletes should also consider that over longer training sessions nutrients etc are also lost and should consider their replenishment. Advice can be sought online or via a good athletics outlet. Athletes are also at risk of being sunburnt and therefore should use a suitable sunscreen for athletes. Sunglasses are also recommended as the glare from the sun may present oncoming hazards, moving or otherwise, from being seen. If during a session an athlete / participant becomes dizzy, nauseas or has dry skin they should "STOP" and take a drink. If necessary, seek medical help.

Training In Cold and Icy Conditions

Keeping warm before an event is important, however there is a danger of over-dressing. Layers of clothing can be removed as the session is underway. Heat is lost more through the head and hands and therefore athletes may wish to wear gloves and a head covering

In very cold conditions athletes should be mindful of ice and other slippery surfaces.

Welfare

Any person under the age of 16 should be accompanied to an event / training session by either a parent or an appropriate adult.

FIRST AID ARRANGEMENTS

Coaches shall inform members of emergency and first aid arrangements prior to a training session. Multiple members of the Club have received First Aid training and the Club has a first aid kit available at the Leckwith track, Cardiff and support from the staff of the Cardiff and Vale College.

ACCIDENTS AND INCIDENTS

All members have a duty to report an accident or incident to the club, which may be experienced during a Club event no matter how significant it is. By doing so the Club 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 recurrence. 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.