

Radley AC

Health & Safety Policy

General Policy

1. This policy is in line with that outlined by UK Athletics (UKA), the sports governing body.
2. Radley AC's health and safety policy takes full account of the statutory duties under the relevant H&S legislation and states that it will:
 - safeguard as far as is reasonably practicable the health, safety and welfare of the people who are involved in its activities.
 - Ensure members and others involved in the Clubs activities take reasonable care to avoid injury of themselves or others, and to co-operate with the Club and others in meeting statutory requirements.
 - Instruct its members and others not to interfere with or misuse any equipment so as to put at risk the health, safety or welfare of themselves or others.
3. Radley AC considers that the prevention of accidents and ill health is essential, not only for the safety and welfare of its members and others involved in its activities, but for the efficient and responsible conduct of its operations.
4. Radley AC are committed to keeping as low as reasonably practicable the incidence of all risks and compliance with all the statutory requirements.
5. Radley AC have developed procedures including risk assessment (Appendix A) designed to deal with the hazards experienced in the Clubs activities and reasonably foreseeable abnormal events.
6. Radley AC will maintain a high level of technical awareness of health and safety issues and communicate hazard and risk information as necessary.
7. Radley AC will ensure that all those involved in its activities are properly trained for such duties as they are required to perform, with H&S in mind at all times.
8. The effective implementation of this policy requires the active participation and full co-operation of all involved.
9. Radley AC will provide information, facilities and equipment necessary to achieve this and encourage the active participation of all.
10. In line with the requirements of our home venue, Tilsley Park, we will provide first aid cover at all home fixtures.

Health & Safety Responsibilities

11. Any Health & Safety issues for Radley AC will be dealt with by the Committee/Safety Officer.
12. In line with recommendations by the sports governing bodies (UKA, England Athletics) a Safety Officer has been appointed and is Kay Reynolds.
13. All members and others involved in the clubs activities must comply with this policy and take responsibility for the Health & safety of themselves and others who may be affected by their actions.
14. Failure to comply with this policy may result in disciplinary action or expulsion.

Officials

15. Radley AC together with the sports Governing Body (UKA), has responsibility for ensuring that its officials are adequately trained in all aspects of health and safety relevant to the sport. Training may be through formal courses or by on-the-job instruction and/or mentoring.
16. Those organizing fixtures or events & officiating individual athletic disciplines will be required to undertake risk assessments to identify hazards and ensure the safety of all involved, including competitors, officials, spectators etc. Risk

Assessment forms will be provided to all officials at home fixtures, but Officials are advised to hold their own forms also.

17. See also Accident Reporting (paragraph 21-25).

Coaches

18. Only qualified coaches, or those being closely supervised by a qualified coach, will be allowed to coach Club members.
19. All coaches must ensure the health, safety and welfare of athletes in their charge at all times, taking into account age, maturity and skill level. They should follow the guidelines set out in the UKA Code of Ethics for coaches and the welfare policy prepared by the Club.

Insurance

20. The Club will ensure insurance is taken out to provide third party accident and injury insurance for those involved in its activities as required by UKA.

Accident Reporting

21. All accidents and dangerous incidents must be reported to the Clubs Safety Officer and/or Committee, on the Form attached to this Policy (Appendix C) by the person present whether that is Coach, Team Manager, official, designated First Aider etc.
22. Failure to record and report an accident or incident may result in personal liability at a later stage.
23. Members are also encouraged to report incidents and situations that could have led to accidents so that preventive action may be taken to avoid repetition.
24. All officials at Radley AC home fixtures will be issued with Accident report forms with their other paperwork, but are encouraged to hold their own for other fixtures.
25. The Committee/Safety Officer will review all reports made and decide if any action is required to prevent reoccurrence and/or appropriate lessons can be learned.

Approved by Committee January 2010

RADLEY AC

Risk Assessments

General

1. All involved in the Clubs activities including event organizers, officials, coaches and members must undertake an assessment of the risks involved in undertaking athletic activities during training or competitive events.
2. All aspects of the Health & Safety of those that may be affected must be given priority.
3. All the Clubs qualified officials have attended a UKA Risk Assessment Workshop
4. Definitions:
 - Risk - The likelihood of a specified undesired event (hazard) occurring within a specified period or in specified circumstances.
 - Hazard - Something with the potential to cause harm to an individual, damage to property, damage to environment or some combination of these. This can be an object (Javelin, hurdle, track etc), an activity (running, jumping, throwing) or a substance (rain, snow, ice, water).

What is Risk Assessment?

5. Risk Assessments answer the following questions:
 - What is the hazard(s)?
 - Who is at risk of being harmed?
 - What are the potential consequences of the hazard?
 - What precautions are/should be in place already?
 - Are these adequate?

Decision Making

6. All decisions to cancel or delay events will be supported by the Club if made on the grounds of Health & Safety.
7. All coaches and officials failing to make appropriate decisions must take responsibility for their decision and may be liable if action is taken against them for any accident or injury incurred.

The Risk Matrix

This matrix provides a simple model to assist in the decision-making process. E.g. If a *major injury* is *possible* then the risk is "medium" and action is needed.

	Unlikely	Possible	Likely
Minor Injury or Minor, reversible ill health	TRIVIAL RISK Usually no action needed	LOW RISK Improvements needed –not urgent	MEDIUM RISK Action Needed
Major injury, major ill-health	LOW RISK Improvements needed –not urgent	MEDIUM RISK Action Needed	HIGH RISK Urgent action required
Possible fatality, irreversible major ill-health	MEDIUM RISK Action Needed	HIGH RISK Urgent action required	CRITICAL RISK Stop until major changes are made

Conclusion

Risk assessment is only successful if it involves the people who 'own' the activities and responsibilities, therefore there is a need for everyone, including athletes, coaches and officials to be involved in the risk assessment process. Having people get involved with the process means that they are more likely to adopt the safe practices.

Radley AC

Risk Assessment Form

Venue:

Name of Assessor:

Date of Assessment:

Checks Undertaken	OK (Y/N)	If No What are the Risks	To whom?	Action Taken

Signed by Assessor:

Date:

Name of Assessor:

Notes on Competing the Risk Assessment Form

Please first refer to Appendix A of the Clubs Health & Safety Policy.

The checks undertaken could include the following depending on circumstance (this list is not exclusive):

- ◆ Is the training/competition area fit and appropriate for activity?
- ◆ Is the equipment safe and appropriate for activity?
- ◆ Are athletes appropriately attired and safe to undertake activity?
- ◆ Can emergency vehicles access facility?
- ◆ Is there a working telephone available to access emergency numbers?
- ◆ Are emergency procedures published/accessible to those with responsibility for sessions?
- ◆ Will the activity put anyone at risk due to circumstances e.g. weather/wind etc?

RADLEY AC

Accident/Incident Report Form

Person(s) involved			
Address			
Who was in charge at the time?			
Details of accident/incident (what and how did it Happen)			
Place & Date	Place:	Date:	Time:
Injuries sustained etc			
Action taken at time (if any)			
Treatment received and by whom.	Who?	What?	
Was it reported/noted at the time?	Yes / No*		By who?
	To whom?		
What happened after the incident? (went home, to hospital, continued activity)			
Any other details:			
Declaration	<p>This is an accurate report of the accident/incident</p> <p>Signed Date</p> <p style="text-align: center;">Reporting person</p> <p>Signed Date</p> <p style="text-align: center;">(Injured person or Parent/guardian if under 18)</p>		
For Committee/Safety Officer use			
Report received (date)			
Discussed by Committee (date)			
Action Agreed			
Completed (date)			

