



Health and Safety Policy

Scope of the policy

This policy applies to all Club Activities organised by Haverhill Running Club and the Health and Safety of everyone affected by those activities.

Definition of Club Activities

Club activities are defined as those organised by the elected committee, or by delegation from the elected committee. At the first committee meeting of the year the committee will agree upon the club activities for the coming year (further activities can be added at subsequent meetings). Responsibility for each activity may remain with the committee as a whole or be delegated to an individual or sub-committee. Responsibility can be delegated to non-committee members, but not to non-members (volunteers can become Associate Members of the club without paying a joining fee).

How HRC will manage the risks

1. The club will be proactive in finding safe environments for club training sessions to take place.
2. The club will take reasonable steps to ensure that only those fit to do so are participating in club activities. Members will be provided with a copy of the Physical Activity Readiness Questionnaire (PAR-Q) in their joining pack.
3. Members will be asked to make the club aware of any relevant medical conditions, injuries or prescribed medications that may affect the safety of themselves or others during club activities. This will be done through the membership application process when they join, but also at the beginning of each training session.
4. The club will carry out a Medical Risk Assessment relating to club activities, to ensure that the most appropriate first aid and medical provision is in place for club activities. Information disclosed to the club by its members about their health will be used in this process.
5. The committee will appoint a Health & Safety officer to assist with the management of club activities. Their delegated duties and responsibilities will be outlined in a role description.
6. The club will make relevant Health & Safety training available free of charge to those who need it.
7. Risk Assessments must be carried out for each club activity. Only those activities deemed 'Low Risk' (when all control measures are in place) will be permitted to take place.
8. The club will cover all reasonable costs associated with the implementation of control measures identified in the Risk Assessments. In some cases the cost may not be justified by the benefits of the activity.
9. All incidents and accidents must be reported to the Health and Safety Officer using the appropriate report form. The Health and Safety Officer and Committee will discuss all incident and accident reports and decide whether they need to be reported to the NGB.

Duties of the Health and Safety Officer

The Health and Safety Officer will assist the Committee with the management of Health and Safety in relation to club activities, by overseeing the implementation of the Health and Safety Policy and associated risk assessments and offering guidance to the committee and sub-committees as required.

The Health and Safety Officer, with the support of the Committee, has the following responsibilities:

- Work with the Committee to develop and maintain a Health and Safety Policy.
- Ensure that Risk Assessments are completed for all club activities.
- Make recommendations to the committee regarding the implementation of control measures to reduce risk.
- Help the committee to promote safe practice in all activities, and to promote a culture of Health and Safety compliance within the club.
- Act as a point of contact for club members who have questions or issues related to Health and Safety in club activities.
- Assist with the reporting of incidents and accidents.
- Ensure that the club has the appropriate Health and Safety equipment, and that all equipment is fit for purpose.
- Co-ordinate the provision of appropriate health and safety training for coaches, run leaders and other members/volunteers, as and when required.
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy.