



## **Aylsham Runners Health & Safety Guidance**

The scope of the Health and Safety guidance extends to Club training sessions and organised Club events. To achieve this, the club will:

- Provide helpful information to Members verbally before and/or during training sessions or events and make these Health and Safety Guidelines available on the Club website
- Ensure Club coaches have appropriate training to lead Club training sessions, with details of Club coaches on the Club website
- Provide suitable facilities and equipment for Club training sessions and Club events including, First Aid and, welfare facilities where possible
- Ensure any organised Club race or Club event is subject to a suitable and sufficient risk assessment

### **Club responsibility**

As far as possible, the club will aim to protect the health and safety of all Members engaged in Club training and participating in Club competitions.

### **Member responsibility**

Members should familiarise themselves with this Health and Safety Guidance, which is located on the Club website. It includes advice on weather, terrain, personal limitations and protecting your fellow Club Members.

Members have a responsibility to do their best to prevent harm to yourselves, their running partners, particularly new or junior Members and members of the public. Members have a duty of care to not wilfully injure yourselves or others by negligent acts or omissions.

### **Medical conditions**

In taking part in Club training sessions and organised events, Members of the club declare themselves medically fit to run at their own risk and will not hold the club responsible for any incident occurring through a personal medical condition or injury.

Members with any medical conditions agree, where appropriate, to carry the relevant details of the condition and their name, address and emergency contact's phone number. Voluntary disclosure of medical conditions is the responsibility of the individual Member or their parent/carer in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

As appropriate, Members should request regular check-ups with their General Practitioner.

### **Appropriate clothing and equipment**

Members should understand the value of wearing the appropriate clothing for the time of year and appropriate shoes for the terrain. When running in the dark, Members are responsible for making themselves highly visible by wearing bright fluorescent clothing with reflective strips/shapes and/or head/chest lights. Be aware that other road users (drivers, cyclists and pedestrians) may find it difficult to see you.

Headphones will not be worn at Club training sessions and organised Club events.

The club strongly recommends Members take a mobile phone with them when running, in case of an emergency.

### **Staying together**

Members should listen to the designated route and/or make sure they review the designated route published on the club's private Facebook group, before setting off. Members should stick to the route.

Running groups should try to stay together as much as possible and Members should try to not run alone. It is good practice to call out or indicate to other runners if there is a hazard.

The group lead should ensure a head count is taken before groups leave and no-one should get left behind. If anyone decides to leave the group when out on the run, they must inform at least one other runner in their group.

When Members return to the finish point, the group lead should check that everyone who started out has returned or can be accounted for.

### **Road sense**

Routes will be planned to avoid running on unlit roads at night during hours of darkness. Routes passing along roads without footpaths shall be avoided where possible. When this is not possible (on quiet roads), runners shall run to face oncoming traffic and on the outside of any bends where forward visibility is limited.

Members must check traffic in both directions when crossing any road and only cross if it is safe to do so; Members should be prepared to stop at junctions before crossing. If available, Members should use designated crossings.

### **Reporting**

The Club relies on Members to report any problems encountered when running - for example, damaged pavements, dangerous terrain, exposed tree roots, potholes, poor visibility, etc.

### **First Aid**

Members should familiarise themselves with any individual/s who have a recognised emergency First Aid qualification in the club.

### **Club events**

All sports events organised by the club will be kept under review and if necessary, allocated Members will undertake and record risk assessments and event health and safety plans. All events shall be staged in accordance with the rules and guidelines stipulated by England Athletics, their insurers and any other relevant body (eg UK Athletics, local Safety Advisory Group etc).

### **Incidents**

Whenever reasonably possible, one member of each running group should carry a mobile phone. In the event of an incident, members should first check if anyone is injured and locate an emergency first aider. If possible, at least one member should 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 (this will record your location) or 999.

A member of the committee should be informed as soon as is practical to allow the injured person's emergency contact to be informed and for the incident to be recorded.

#### **Accident & Incident reporting**

Any 'near miss'/incident or accident should be reported to a Club committee member for future reference, to inform other Club members where appropriate and record with England Athletics and UK Athletics, in accordance with their guidelines.

#### **Guidance review**

This Health and Safety Guidance, Club procedures and any associated Health and Safety information will be reviewed, at least on an annual basis, to ensure that they remain accurate and reflect the club's ethos.