



Health and Safety Policy

General Statement of Intent

Woodbridge Shufflers takes the health, safety and wellbeing of all its members and any other person who may be affected by any acts or omissions associated with its undertakings very seriously.

This undertaking also extends to the Club's respect for property and the environment. The Club accepts its duties to people, property and the environment under statute and common law and will put in place appropriate measures to ensure that, so far as is reasonably practicable, these duties are met for all of our organised Club runs and events.

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 out within this Policy. It is also the responsibility of all Club members to take ownership for, and care of, their own health and safety when undertaking Club activities.

Responsibility for the discharge of these duties is with the **Safety Team, the General Committee, Coaches, Run Leaders and members.**

To assist the Club in understanding and meeting its general health, safety and environmental duties it shall appoint a person(s) with the appropriate training and knowledge for health, safety and environmental protection. This person(s) shall sit on the Committee and be responsible for considering the health, safety and environmental implications associated with decisions made by the Committee. In line with England Athletics current recommendation Woodbridge Shufflers has two Welfare and Safety Officers on the Management 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 or running 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.

The Safety Team

February 2023



Roles and 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.

Club Safety Team - Club Secretary, Welfare & Safety Officers and Head Coach

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.
- Review this Policy when appropriate. Best practice will be annually evaluated.
- Consult on changes to the Policy with the Committee before presenting it for approval.
- Identify best practice initiatives for improving safety, health and the environment and discuss with Coaches and Run Leaders.
- Monitor general Club communications to identify any health, safety and environmental implications which should be considered as part of general Club planning.
- Review risk assessments, and accident and incident reports and notify England Athletics via the UK Athletics online reporting page.
- 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 UK Athletics as necessary.

General 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 Safety Team.
- Lead by example and champion the implementation of the requirements and standards set out in this Policy.
- Ensure that Club Coaches and Run Leaders have appropriate training to lead and facilitate Club training sessions and social runs.



Coaches and Run Leaders including Race Directors and Chief Marshalls

Shall:

- Consider any possible risks and hazards for runs they are leading. The Safety Team can help with the completion of risk assessments where deemed necessary such as a specific event. The UKA's Generic Risk Assessment is attached at **Appendix 1** for information. Leaders and Coaches should continuously review risks particularly following a significant accident or incident or if a particular risk assessment is no longer considered to be suitable and sufficient.
- Communicate the key findings of 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. This may be in the form of a pre-run/event briefing.
- Carry a fully charged mobile phone and a first aid kit for use in an emergency. They should review and replenish the content of their personal first aid kits as needed.
- Complete an accident and incident report form, **Appendix 2**, when they become aware of an event and undertake investigations which seek to identify the root cause and where appropriate measures that will prevent a recurrence.
- Determine if an event cannot proceed due to safety concerns eg unfavourable weather conditions
- Ensure that they have emergency contact details on Spond for all the runners they are leading.
- Remind runners of all relevant safety information prior to the start of a run including the importance of staying with the group. If the group becomes separated the front runners should wait or loop back to join the rest of the team.
- If a runner gets injured or becomes ill, administer basic First Aid if needed and consider whether or not the runner should continue the run. If the runner is unable to continue safely then a range of options are possible including calling emergency services, contacting the runners family or asking another runner to go for a car to pick up the runner. A responsible person, ideally the run leader will stay with the injured runner until they are safely collected.

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 and to only run if they are medically fit to do so.
- Assess 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.
- Follow all safety instructions as set out within this Policy or communicated by the Club especially during pre-run or pre-event briefings.



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- Ensure that their emergency contact details are entered on to the Spond booking system and are kept up to date with any changes.
- Ensure that any pre-existing medical conditions and medication is detailed on their Spond profile.
- Report all accidents and incidents relating to the Clubs activities whether it involved them or another person, property or the environment.
- Always consider other persons, animals, vehicles, and the environment.
- Never leave “group runs” without letting others know, ideally the Run Leader, giving details of the reason if appropriate.
- If a new member or guest, ensure they are known to the Run Leader before the event starts.

Arrangements

General Running Safety

The Coach or Run Leader will brief runners, and if appropriate others including Marshalls, before the run or event begins. This briefing will include the provision of information necessary to protect participants, other persons, property and the environment and may include issues such as:

- The route and ground conditions.
- Any known or foreseeable hazards and if known whether they have been marked.
- Emergency arrangements including details of persons tail running and first aid provision

When running in groups, all members of the group / groups would be expected to start and finish together otherwise it is important that the Coach or Run Leader is informed.

Coaches and Run Leaders should be asked prior to an event if headphones may be worn.

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.

Runners should be considerate of others who may be walking along the footpath and thank them if they give way to you.

Cross Country/ Trail Running



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Off road running can be on terrain that is uneven and slippery with hidden hazards such as roots, divots and animal burrows. Runners should be reminded before the run of all the potential risks and hazards of trail running.

It is important that the correct footwear is being worn to suit the conditions e.g. trail shoes.

Runners should be reminded to be considerate of others who may also be using tracks and be aware that they may have dogs off lead which may run into their path. Runners need to be mindful of horse riders too and avoid putting themselves or the rider at risk by scarring the horse.

When running in fields containing animals such as cows and horses runners should be reminded to be careful not to cause them panic as they could be harmed when fleeing. Always ensure that gates etc are closed behind the running group.

Running at Night or in Poor Light

Runners should always be able to see and be seen. As such the wearing of appropriate lights and reflective clothing is mandatory for organised night runs. Runners cannot have too much reflective material but may need reminding that some lights, with high lumen levels, may dazzle others and should be directed downwards if necessary.

Running in Hot Weather

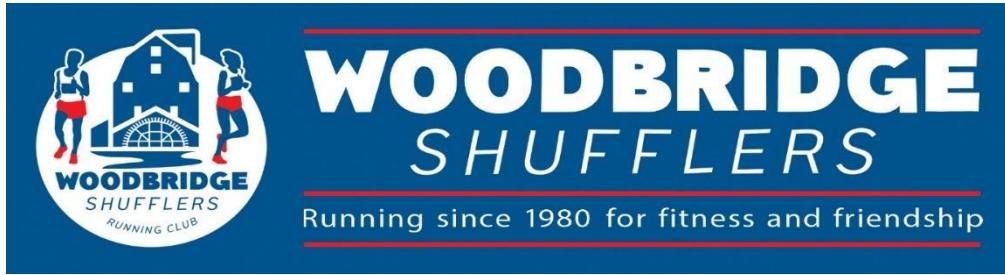
It is important that runners are adequately hydrated prior to, during and after an event. Key to successful hydration is to know the general weather conditions and the availability of water before, during and after the event. Knowing this will allow the runner to ensure they are carrying water if necessary. Runners should be made aware of the danger of over-hydrating too which can cause a range of symptoms including muddled thinking, nausea, vomiting, muscle spasms and cramps.

Runners are also at risk of being sunburnt and therefore should use a suitable sunscreen for runners. Sunglasses are also recommended as the glare from the sun may present oncoming hazards, moving or otherwise, from being seen. A peaked hat and insect repellent may also be useful accessories.

If a runner becomes dizzy, nauseous or has dry skin during a run they should “STOP” and take a drink. If necessary, seek medical help.

First Aid Arrangements

Coaches and Run Leaders shall inform their runners of emergency and first aid arrangements prior to a run. Coaches and Run Leaders should have received First Aid training and carry a small first aid kit. Small first aid kits are provided to Coaches and Run Leaders by the Safety Team and it is the responsibility of the Coach or Run Leader to ensure content replenishment as appropriate.



Accidents and Incidents

All members have a duty to report an accident or incident 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.

Coaches and Run Leaders are responsible for investigating all reported accidents and incidents which will comprise:

- Gathering information
- Analysing the information
- Reviewing existing controls (as outlined within risk assessment)
- Determining if changes / additional control measures are required.
- Recording the outcome
- Passing details to the Safety Team.

The Safety Team will assist if required to complete an investigation. The Safety Officer is also responsible for logging the accident / incident on the UK Athletics online “accident book”.

Appendix 1

Generic Risk Assessment: Club runs

Date:	Assessed by:	Location :	Review :
26/01/2023	Dave Alley	Club Runs. Various locations, generic risk assessment	To be reviewed

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
Getting Lost	Participants / Leaders. Running further than planned, beyond capability of runners	Known routes are published on the club Google drive. Club will pay for subscription to OS maps allowing leaders to GPS mapping on smartphones. New routes are first run by leaders to ensure route is suitable, familiar and route specific hazards are identified.	L	Ensure runners are aware of need to keep within sight of their leader, and to regroup frequently. Prepare standard pre-run briefing.	L	Leaders to brief runners before each run.	1/2/23	
Physical overload	Participants/leaders	Session details are published on Spond before our runs. Details of pace and distance are included for social runs. For the coached sessions, runners can stop at any time if unable to continue. Leaders and coaches monitor participants for wellness.	L		L			

Appendix 1

Injury during a run	Trips and falls by runners, collisions with stationary objects	<ul style="list-style-type: none"> Run leaders and coaches must carry mobile phones to summon help in case of emergency Runners are encouraged to carry a mobile phone. Run leaders and coaches carry a first aid kit for minor injuries. All run leaders and coaches are first aid trained New routes are run by the author first to identify specific hazards. Any specific hazards are noted on the session plan. Emergency services will be called if necessary 	M		L		
Location based hazards	Participants/leaders	The session plans include location specific risks, and a reminder to brief these out during the pre-run briefing. All runners are made aware of the need to wear hi-viz clothing, and carry a headtorch in the darker winter evenings. All new routes must be initially run by the author (coach/leader) to identify any specific location based hazards, such as road crossings, farm	M		L		

Appendix 1

		<p>animals or particularly challenging running surfaces.</p> <p>Runners are briefed about the need to be aware of traffic, and to give way to other pedestrians when running on pavements.</p>	M		L			
Weather conditions	Participants/leaders	<p>Leaders and coaches must check the weather forecasts and amend / cancel the run if necessary due to adverse weather. Examples include overly hot or cold temperatures, heavy rain, thunderstorms or high winds.</p>	M		L			
Safeguarding	Vulnerable adults and children	<p>The club has a published safeguarding policy and safeguarding officer. The club follows the EA guidelines on safeguarding - all leaders and coaches are DBS checked, and undertake the EA mandated safeguarding training,</p>	M		L			



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Appendix 2

PRIVATE & CONFIDENTIAL

Accident & Incident Reporting Form

Please use this form to report all accidents, injuries, illnesses, near misses and incidents while on Club runs or events. NB an incident could include damage to private property or an altercation with a member of the public.

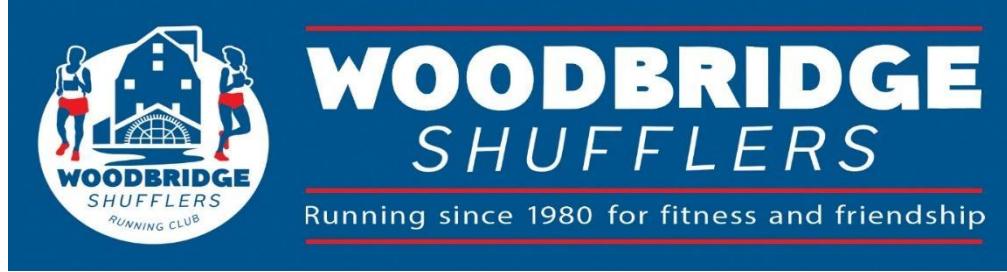
Accident/Incident Details (Please tick below as appropriate)

Accident	<input type="checkbox"/>	Injury	<input type="checkbox"/>	Illness	<input type="checkbox"/>	Near Miss	<input type="checkbox"/>	Incident	<input type="checkbox"/>
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Date:	Time:	Location:
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Activity type e.g., Sunday run, Tuesday Social etc:

Please state what actually happened and be as specific as possible. Please provide photographs, diagrams or maps if it helps:



Appendix 2

Nature of any Injury or accident:

Was First Aid given?

If so, who administered it?

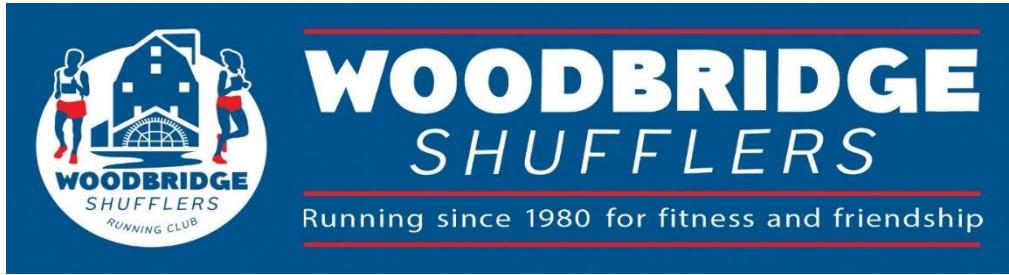
Were any emergency services involved?

Was the injured party taken from the site of the accident to hospital? Provide details as appropriate

Names of any witnesses or third parties involved:

- 1.
- 2.
- 3.
- 4.
- 5.

Injured Persons Details



Appendix 2

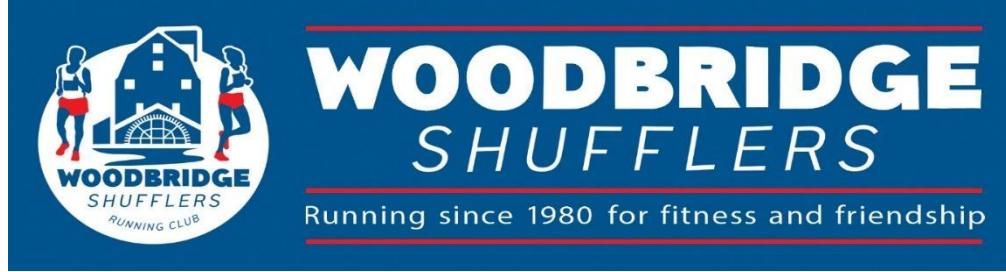
Name:	
Address:	
Post Code:	
Contact Number:	
Email Address:	

Your Details

Name:	
Address:	
Post Code:	
Contact Number:	
Email Address:	

I declare that the Information provided here is accurate.

Your Name: _____



Appendix 2

Date: _____

Signature: _____

**PLEASE SEND COMPLETED FORM TO THE SAFETY TEAM C/O
SECRETARY@WOODBRIDGESHUFFLERS.ORG.UK**