

HARPENDEN ARROWS RUNNING CLUB

Health & Safety Policy

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 competition.

The scope of the Health and Safety guidelines extends to training sessions and organised Club events.

To achieve its aim, the Club will:

- Endeavour to provide helpful guidance to members in writing and verbally and make the Health and Safety Guidelines available on the Club website.
- Publish and review specific risk assessment documents where appropriate, such as for individual events or to ensure adherence with England Athletics and Government health guidelines.
- Ensure that additional risks associated with leading groups (such as darkness and adverse weather conditions) are considered, mitigated, and shared with members.
- Ensure that Club coaches and run leaders are suitably experienced to lead Club training sessions and groups.
- Provide suitable facilities and equipment for Club training sessions and Club events which may include first aid, welfare and toilet facilities. Ensure locations are risk assessed and appropriate mitigations put in place. Ensure any requirements for using facilities are communicated clearly to members.
- Appoint and support the training of a suitable number of qualified Welfare Officers to support Club members.
- Ensure that any organised activity is subject to a suitable and sufficient risk assessment.

Member Responsibility

Members will:

- Familiarise themselves and abide by the Health and Safety Guidance located on the Club website when they join and on annual renewal of membership. This Guidance includes advice on weather, terrain, personal limitations and protecting fellow Club members.
- Do their best to prevent harm to themselves, running partners, members of the public, or property.
- Understand and abide by any rules or guidelines provided when present on private property. In particular, the guidance for safeguarding children at St George's school, Harpenden.
- Acknowledge that they owe a duty of care to not wilfully injure themselves or others by negligent acts or omissions.

- Ensure their personal details (including an In Case of Emergency contact and relevant medical conditions) are accurate and communicated to enable the Club to respond appropriately in the event of an incident.
- Report any risks or problems encountered whilst meeting or running to a committee member. For example, damaged facilities, dangerous stiles, damaged pavements etc.
- Above all, members recognise they run at their own risk.

Policy and Guidelines Review

The Health and Safety Policy and Guidelines will be reviewed on an annual basis to ensure that they remain accurate and reflect the Club ethos.

The Guidelines

All members agree to abide by the Club's Health & Safety Guidelines as follows:

Safety Generally

All Club members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group, particularly new members or those with any disclosed medical issues.

Consideration should be given to others, and common sense used.

When meeting on or passing through third party property, members should respect any guidelines given, take care of any equipment used, and report incidents or dangerous situations to a run leader or committee member.

In adverse weather conditions and in the dark, members must take extra care and be vigilant to additional risks such as slippery or uneven surfaces.

Members should exercise common sense for personal safety issues including hydration and the treatment of strains and injuries due to participation in the sport.

If additional advice is required, members should seek advice from experts and professional practitioners outside the running Club as appropriate.

No headsets or music players should be used during any training session or running event organised by the Club, as this can obstruct and hinder any instructions given.

Medical Conditions

All members of the Club declare themselves medically fit to run at their own risk and shall not hold the Club responsible for any incident occurring through a personal medical condition, illness, or injury.

Voluntary disclosure of relevant medical conditions shall be the responsibility of the member or their carer. These should be communicated to the Membership Secretary or Welfare Officer for record keeping and where appropriate to a Run Leader before a run.

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

Appropriate Clothing

Members should understand the value of wearing appropriate clothing for the time of the year and appropriate shoes for any variations in terrain. When running in the dark, members should take responsibility for making themselves visible by wearing bright clothing, preferably with fluorescent or reflective strips, and be aware that drivers may find it difficult to see them.

It is advisable during the Autumn and Winter months that members consider wearing head torches, chest torches or use actual torches to improve their own visibility when running and to also make themselves more visible to any drivers, cyclists, and members of the public.

Appropriate footwear should always be worn and consideration should be given to the surface being trained on (e.g. shoes with extra traction for running on the grass or trails). It

is the responsibility of members to check the website or social media to ensure that the correct footwear is worn for the planned training.

Failure to wear appropriate clothing may result in a member being unable to participate in a Club run due to risk.

Staying Together

The group endeavour to stay together as much as possible. Members should take care to listen to the proposed route before setting off. The group leader should ensure that a head count is taken before commencement and at relevant intervals during the run. However, runners should be aware that this is not always possible.

Whenever mixed ability occurs within a group, regrouping should take place at appropriate times along the route to ensure that no one individual gets left behind.

If anyone decides to leave the group whilst out on the run, they must inform at least one other runner in that group who then must ensure that the run leader is made aware.

Upon returning to the start after completion of the session the group leader should check that everyone who started out has returned or can be accounted for.

The Run leader should carry a mobile phone to be able to call for help if required.

Run Routes

When planning routes, consideration should be taken to reduce use of unlit roads during hours of darkness. As much as possible, trail routes should be assessed by the run leader for viability beforehand. Including rights of way, impassable obstacles (e.g. fences) and suitable terrain.

On roads without footpaths runners shall preferably run to the right to face any oncoming traffic or to the left at bends where forward visibility to the right is limited.

The run leader will attempt to aid the safety of the group such as when crossing main roads and by regularly checking the group is together. However, all runners should be aware that must take personal responsibility for crossing roads safely, and there are additional risks from uncertain terrain and footing with off-road paths and trails.

First Aid

Members should familiarise themselves with any individuals who have a recognised emergency first aid qualification within the Club.

All run leaders should either have the means to send the member back to the Club or the nearest A&E for the necessary treatment, or carry suitable first aid items.

The run leaders should have a basic understanding of how to give treatment or first aid response to any minor injuries or basic response in the event of more serious injuries until the arrival of emergency services. It is advisable for at least two members to stay with the injured person, until help arrives.

Common sense should be exercised when returning the injured person back to the Club or home.

If appropriate, emergency services should be contacted using 112 from a mobile phone as it will record your location; alternatively use 999. Finally, a member of the committee should

be informed as soon as is practically possible by contacting them directly. Ideally, this should be a committee member who is responsible for the Welfare and safety of Club members.

Events

All events shall be staged in accordance with the rules and guidelines stipulated by the event insurers, when relevant.

Incident Records

Any incidents should be reported to a committee member responsible for Welfare for future reference, and for making known to all Club members when appropriate.

Actual incidents involving a member or third party shall be formally recorded with a committee member.

Endorsement

These guidelines are endorsed and reviewed on a regular basis by the Committee.