

HEALTH AND SAFETY POLICY

This is the health and safety policy of:



POOLE ATHLETIC CLUB – TRACK AND FIELD AND ROAD RUNNING SECTIONS

Part 1: Statement of Intent

Our health and safety policy is to, so far as is reasonably practicable:

- *Prevent accidents and cases of activity related ill-health within training and competitions.*
- *Manage health and safety risks for which we have direct responsibilities.*
- *Provide such information, instruction, training and supervision necessary to ensure that our members and volunteers are competent to undertake their roles.*
- *Consult with our members on matters of health and safety.*
- *Encourage all athletes, members and volunteers engage in maintaining safe practices through our codes of conduct.*
- *Ensure all equipment provided for the use of our members is safe and report to Facilities Management Company any that are of concern.*
- *Maintain safe and healthy environment for those carrying out support roles e.g. within the HQ.*
- *Implement all necessary emergency procedures, including evacuation procedures in the event of fire or other significant incident in conjunction with the Facilities Management Company.*
- *Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.*
- *Review this policy annually and revise whenever there is a change in circumstances, in the way we operate or the introduction of new legislation affecting the policy, so as to ensure that these standards of health and safety are maintained.*

Signed: _____

Print Name: POOLE ATHLETIC CLUB

Date: 11th December 2023

Date for next review: 11th August 2024

Part 2: Responsibilities for health and safety

Overall responsibility for health and safety:

GRAHAM FILMER – CLUB CHAIRMAN

Day-to-day responsibility for ensuring that this policy is put into practice:

1. Mark Pauley, Bryan Murray – Track and Field Risk Assessments, Fire Safety, Liaison with the Everyone Active Facilities Management Company,
2. Track & Field Committee - oversight of equipment owned by Poole AC
3. Grace Galton – Road Running Risk Assessments
4. Welfare matters – Jayne Offer, Kevin Roberts
5. Poole AC Secretary - Dave Neal – Communication of Policy, Accident and Emergency reporting and investigation
6. Coaching Co-ordinator (currently covered by Chairs of Track and Field committee) – training of coaches, manual handling
7. Membership secretaries – Ian Hitching (Road) and Alison Parish (Track and Field) – consultation with members, First Aid oversight.

Additionally, all athletes/members must:

- **co-operate with coaches on health and safety matters;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed above).**

Part 3: Arrangements for health and safety

- **Risk Assessment**

Appropriate risk assessments will be completed, kept under review and their findings implemented. We have completed the following risk assessments:

- Learoyd Road Cross country course
- Ashdown Track Risk Assessment (courtesy of Everyone Active Facilities Management))
- 'The Beast' Risk Assessment
- 'Round The Lakes' Risk Assessment
- 'May 5' Risk Assessment, with pictures

The following are to be added as required:

- Risk assessment per event/equipment (track & field)

- **Communication of policy**

A copy of this policy is available online at Poole AC Website and England Athletics Club Standards - Poole AC

- **Training of members/volunteers**

Training is part of the coaching qualification and as such CPD ensures all skills and knowledge are updated as required and as part of licence renewal. Volunteers are trained on basis of need.

- **Consultation with members, athletes, volunteers**

Monthly committee meetings review any issues that have been raised and responses as appropriate feedback e.g. individual, group feedback or escalation. In addition information from governing bodies will be cascaded to members and available on the website.

- **Fire Safety**

A fire risk assessment has been carried out for the site by the Facilities Management Company who undertake regular reviews and respond to issues raised by the club. Significant issues are escalated to Bournemouth, Christchurch and Poole Council.(BCP)

- **Manual handling awareness**

The club will make its members and volunteers aware of manual handling risks

- **Everyone Active Facilities Management Company is responsible for:**

- Maintenance of throws cage.
- Effective lighting of access to the track and field facilities.
- Safe access to and around the site e.g. pathways are maintained.
- Safety of long jump pits and surrounding environment.
- Pole vault beds.
- Track surfaces, throws run ups and circles, high jumps fans.
- Maintenance of track training and competition hurdles.
- Maintenance of training and competition equipment e.g. hammer, javelin, discus, shots, pole vault uprights and lathes.
- Management of landscaped environs of the site.
- Track steps.

- **Public safety assessment and procedures is the responsibility of the Facilities Management Company i.e. Everyone Active under the direct of BCP**

- In accordance with the acceptance of the arena booking, the club will ensure the Facilities Management company are aware of the nature of events taking place e.g. number of competitors, officials, spectators, specific parking requirements (coaches)

- **Evacuation & Emergency Procedures as managed by the Facilities Management Company**

As hirers of the facilities from Everyone Active we agree to adhere with the Evacuation and Emergency Procedures signed off between them and BCP as the facility owners.

- **Accident and investigation Procedures - Split with centre**

Notifiable accidents are recorded in the Club's Accident book located in the secure fireproof cabinet in the HQ.

Reportable Accidents as outlined by UK Athletics are reported via the UKA online form.

Such accidents will be discussed with the responsible officer or coach and if found to be related to faulty equipment or dangerous environment will be escalated to the responsible person or organisation.

The situation would be reviewed by the committee to identify what improvements can be made to avoid future similar incidents.

- **Equipment owned and managed by Poole Athletic Club and associated organisations**

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- All work equipment provided by the employer for use at work shall be:
 - suitable for the intended use;
 - safe for use, maintained in a safe condition and, in certain circumstances,
 - regularly inspected;
 - used only by people who have received adequate information and instruction
 - accompanied by suitable safety measures, e.g. protective devices, markings, warnings.
- All equipment used must be maintained in a safe condition and in good repair.
- The use of any equipment that is not owned by the Club must be authorised in advance.

- **Welfare provisions**

Adequate provision will be made for welfare facilities at all activities. (EG. Emergency Contact Details and medical information). Coaches and officials will be aware of the accessibility to support from the clubs Welfare Officers in case of need.

- **First aid provisions**

Adequately stocked first aid boxes will be kept on site and available with coaches for offsite activities. All First Aiders shall receive first aid training, attend refresher courses, pass all the necessary qualifications and hold a current First Aid Emergency Responder certificate.

(ends)