



## **Health & Safety Guidelines for Brighton and Hove Women's Running Club members**

**Club Responsibility:** The Club Committee is responsible for the implementation and management of the health and safety arrangements that exist within Brighton and Hove Women's Running Club and accepts this responsibility. The Committee will review this policy statement at least annually and any revisions will be made accessible to members.

Guidelines: The scope of the Health and Safety guidelines extends to training sessions, club runs and organised Club events, to achieve its aim, the Club will:

- comply with all relevant health and safety legislation and guidelines
- conduct risk assessments, ensuring actions arising are implemented and the risks are reduced to the lowest practicable level.
- seek to prevent accidents, incidents, near misses
- ensure mechanisms are in place to report hazards and identify and rectify faults
- ensure suitable welfare arrangements are in place and provide a safe and healthy working environment for all those involved in club activity, and;
- Provide appropriate information, instruction and supervision to ensure all those involved in club activity take care of their own safety and welfare and that of others.
- Ensure coaches and LiRFs are up to date with training

**Member Responsibility:** Members should familiarise themselves with the Health and Safety Guidance and information in the Club Handbook. This Guidance includes advice on weather, terrain, personal limitations and protecting your fellow Club members. As members you have a responsibility to do your best to prevent harm to yourselves, your running partners or members of the public. As members you should acknowledge that you owe a duty of care to not wilfully injure yourselves or others by your negligent acts or omissions.

### **The Guidelines:**

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

#### **General safety:**

- 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. Consideration should be given to others at all times.
- Take responsibility for ensuring you are adequately hydrated/fuelled for your run. You may need to carry water and fuel to keep hydrated/fuelled, particularly in warmer weather and on longer runs.



- It is advisable to carry a mobile phone in case of incidents. All leaders should carry one.
- All members should carry in case of emergency (ICE) contact details when attending club runs or training.
- Do not bring headphones to wear. They prevent you hearing instructions and vehicles.
- When joining a run/session, get to the meeting point on time and ready to run. Leaders will wait no more than 5 minutes.
- Members should be aware of the advice available through running magazines and other sources on issues including diet, dehydration and the treatment of strains and injuries due to participation in the sport. Advice should be sought from experts and professional practitioners outside the running club as appropriate.

**While participating in a club run/training session:**

- Listen to and follow instructions from the run leader/LiRF or Coach. They have planned the activity and considered your health and safety. If you have any comments or suggestions on the run/training session, give them in feedback at the end, not during the session.
- On a club run, members should take care to listen to the proposed route before setting off particularly on a training or continuous run where there is less regrouping. Members should follow the route the leader has set. The group lead should ensure that a head count is taken and that a tail runner (back-marker) has been assigned to ensure that no one individual gets left behind. 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 and preferably the run leader or back marker. Upon returning to the start the group lead should check that everyone who started out has returned or can be accounted for.
- Be aware of hazards along paths, especially in the dark, and alert others running behind you
- Avoid bunching up so that the path can be clearly seen by others.
- Take care crossing roads. Remember, if you take a chance crossing, others may follow you.
- Keep over on paths to allow other pedestrians safe space.
- Routes shall be planned to avoid unlit roads at night during hours of darkness. Routes passing along roads without footpaths shall be avoided wherever possible and when this is not possible (on quiet roads) runners shall run to the right to face any oncoming traffic or to the left at bends where forward visibility to the right is limited.
- Wear head or chest lights on evening or night runs.
- Whilst the run leader may be carrying a first aid kit, especially on off-road runs, they are not responsible for first aid. The kits are basic. Only water should be used to clean wounds.

**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 or injury. Members with any medical conditions agree where appropriate to carry with them the



relevant details of the condition and their name, address and emergency phone number contact details. Voluntary disclosure of medical conditions shall be the responsibility of the individual member or their carer, in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

**Appropriate clothing:** Members should understand the value of wearing appropriate clothing for the time of year and appropriate shoes for the variations of terrain. When running in the dark members should take responsibility for making themselves highly visible by them wearing "Bright fluorescent clothing with reflective strips/shapes" and/or chest/head torches, please be aware that drivers may find it difficult to see you.

**First Aid:** Members shall familiarise themselves with any individuals who have a recognised emergency first aid qualification within the club.

**Club Events:** All sports events organised by the club shall be kept under review and if necessary allocated members shall 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 and their insurers.

**Incidents:** As an England Athletics affiliated club we try to follow the UK Athletics recommendation that "volunteer club and event providers without employees achieve the same standards of health and safety as that required of employers". Our run leaders, LiRFs and Coaches take all reasonable care to ensure that hazards are highlighted and risks are minimised on club activities. However sometimes accidents and incidents will happen during club runs and training sessions. Whenever reasonably possible, one member of the group should carry a mobile phone. In the event of an incident, members should first check if anyone is injured and see if there is an emergency first aider in the group. It is advisable for at least one member to 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 as it will record your location; alternatively use 999.

#### **Accidents and incidents reporting:**

In the event of any accident or incident during a club activity, it is important that the club records what happened so that we can try to prevent it from happening again. All incidents and accidents must be reported to the Club Captains (or in their absence another member of Committee) who are responsible for member welfare.



### **Minor Accidents and Incidents**

For minor incidents or accidents, members should complete the BHWRC incident/accident form [BHWRC Incident/Accident Form](#) or email the Club Captains at [captain.bhwrc@gmail.com](mailto:captain.bhwrc@gmail.com)

Please ensure to advise :

- Date of Accident/Incident
- Name of person(s) involved unless they have specifically requested not to be named
- Location
- Description of Accident/Incident
- Action Taken

You may also wish to submit a report to UK Athletics following the process below.

### **Accidents and Incidents**

This process can be followed for minor incidents but must be followed for all major accidents and incidents (including hazards encountered during club activity). As part of UK Athletics' ongoing commitment to provide a safe sport, anyone who has witnessed either an accident or near miss is asked to complete a short online form. The form can be found here : <https://www.mysporthost.com/HealthAndSafety/> Please fill in a report form as soon as possible.

The following are definitions for the purposes of reporting

- Accident: An event that results in injury or ill health
- Near miss: an event not causing harm, but has the potential to cause injury or ill health
- Hazard - is a dangerous situation or object, which has the potential to cause harm

A copy of the details you complete will be e-mailed back to you. Please ensure a copy of any incidents/accidents reported to UKA is e-mailed to the Club Captains at [captain.bhwrc@gmail.com](mailto:captain.bhwrc@gmail.com).