



CHARNWOOD AC

HEALTH AND SAFETY POLICY STATEMENT

PART 1 – STATEMENT OF INTENT

This is the health and safety policy statement for Charnwood Athletic Club (Charnwood AC). This policy covers all activities undertaken by Charnwood AC as follows:

- Training sessions provided by Charnwood AC at Loughborough University athletics track (The Paula Radcliffe Stadium) and HIPAC facility.
- Training sessions provided by registered Charnwood AC coaches at agreed locations other than The Paula Radcliffe Stadium and HIPAC facility. Such locations to be agreed by the Management Committee once an appropriate risk assessment has been conducted and sufficient coaching and responsible adults are present.
- Competitions where Charnwood AC members are competing as part of a Charnwood AC team with an appointed and responsible Team Manager.
- Open Track & Field Events organised by Charnwood AC at The Paula Radcliffe Stadium.

Our Health and Safety Policy is to:

- Prevent Accidents and near misses.
- Identify and Manage the Health and Safety risks that are part of the activities covered by this Health and Safety Policy Statement.
- Provide clear instructions, information and adequate training for all volunteers who participate in providing the activities covered by this Health and Safety Policy Statement.
- Use qualified coaches with recognised England Athletics coaching qualifications.
- Provide and maintain the Charnwood AC clubhouse in a safe condition.
- Provide and maintain equipment for the use of athletes for training and competition purposes.
- Maintain safe and healthy conditions for the provision of the activities covered by this Health and Safety Policy Statement by coaches registered with Charnwood AC.
- Ensure safe handling and use of substances, providing volunteers with personal protective equipment suitable to the needs of their role.
- Communicate and Implement the Emergency procedures in place for the Paula Radcliffe Stadium and HIPAC provided by Loughborough University, and those for the Charnwood AC clubhouse, including evacuation in case of fire or significant incident.
- To review and revise this policy regularly.



PART 2 - RESPONSIBILITIES FOR HEALTH AND SAFETY

Overall and final responsibility for Health and Safety rests with the Charnwood AC Chairperson elected in accordance with the Charnwood AC constitution. In the absence of a Chairperson the Management Committee can nominate an appropriate delegate to act on behalf of the Chairperson role for Health and Safety matters.

Day to Day responsibility for ensuring this policy is put into practice rests with all Management Committee members, Team Managers, Coaches and Officials when carrying out the activities covered by this Health and Safety Policy Statement.

To ensure Health & Safety standards are maintained / improved, the following roles have responsibility in the following areas:

Secretary – insurances, safety, risk assessments, accidents & near misses, first aid and volunteer register

Clubhouse Manager – safety, club shop, storage of equipment and kit, weights room, fire and incident evacuation, fire extinguishers and related equipment

Fixtures & Events Secretary – safety, first aid provision at Open Events, Operating procedures at Open Events, volunteers at Open Events

Officials Secretary – safety, suitably qualified and experienced officials provision at competitions and Open Events

Team Managers – safety, monitoring and management of risks and emergency procedures at events where their team is competing

Welfare Officer – suitable training and communication to all volunteers.

All athletes, parents, coaches and volunteers have a responsibility to:

- **Cooperate with all Club officials, coaches and volunteers on health & safety matters**
- **Take reasonable care of their own health and safety, and that of others they are responsible for**
- **Report all health and safety concerns to an appropriate person (as detailed above)**

Charnwood AC

2nd January 2023