



Health and Safety Policy Statement

Potters Trotters is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability and expect our members to participate within these boundaries.

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement members of the club committee are committed to the following duties:

- Qualified Run Leaders and Coaches lead runs to ensure that we are insured as facilitators and appropriate training has taken place, in line with England Athletics legislation, guidance and support
- Undertake regular, recorded risk assessments on key activities undertaken by the club
- Create a safe environment by putting safety measures in place as identified by the assessments
- Identification of an agreed list of meeting points which confirm to the requirements set out in the risk assessments
- Ensure that all members are given the appropriate guidance in respect of running safely (via run leaders at run sessions; via the club website, Facebook group, posts on SPOND, members pack and newsletters)
- Ensure that all members are aware of their duty of care to each other
- Ensure that all run leaders and committee members are aware of their responsibilities for health and safety and the implementation of the health and safety policy
- Ensure all run leaders take basic safety pack and carry mobile phone on every run
- Encourage the reporting of injuries or accidents sustained during any club activity in accordance with the club's incident reporting procedure.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness

In relation to health and safety, all members should:

- Ensure you are running safely at all times and keeping to route as directed by the run leader
- Warn other runners around you of impending hazards, pedestrians, brambles, obstructions etc.
- Follow instructions from run leader if any safety/risk issues are identified during a run
- Be aware of other runners in the group and ensure no one is left to run on their own
- Inform run leaders of any minor health issues which might affect your ability to participate
- Wear clothing appropriate for the weather. Hi-viz/reflective items must be worn on all dusk/dark runs from October to March.

Incident Reporting

Accident: An event that results in injury or ill health

Incident: an event not causing harm, but has the potential to cause injury or ill health

Covid-19 – Circumstances where an individual developed Covid-19 symptoms

Fatality – An event that results in death

As soon as it is safe to do so, the relevant run leader should inform the club's H&S lead about the incident and then report using UKAs online reporting form: <https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/>.

Safeguarding or welfare incidents should be reported to the club's welfare officer or in accordance with the steps set out in the club's safeguarding reporting protocol.