



BIGGLESWADE ATHLETIC CLUB

HEALTH AND SAFETY POLICY

DOCUMENT INFORMATION

Document Title	Health and Safety Policy
Version	01.0
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Approved	BAC Committee
Issue Date	8 th April 2024

CHANGE LOG

Version	Changes
1.0	Published Release

Issue Date: 08/04/2024

Version: 1.0

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INTRODUCTION

Health and Safety is an essential element of all aspects of life, but especially in high-risk sporting activities where the risk of serious injury is increased. UK Athletics and the Home Country bodies have made it a mandatory requirement for all registered Athletics Clubs to manage and understand their risks in the form of Risk Assessments and to inform the club members of how risks are managed through the publishing of a Safety Policy. This Safety Policy covers the requirement to document our approach to managing Health and Safety in Biggleswade Athletics Club.

This policy is designed to be a high-level document articulating the general principles of Health and Safety, and should not be considered a detailed manual relating to the conducting of risk assessments or the specifics of maintaining a safe athletics club. This document should not be considered exhaustive in nature but draws highlight to the areas of safety concern that the club wants to highlight to its members. All members should be considerate of the contents of the Safety Policy and use it as a guiding principle in contributing to a safe training environment for all to enjoy.

This document does not cover the Welfare Policy, and safety issues relating to the Safe-Guarding of members, which is held in a separate document.

DOCUMENT REVIEW

It is intended that this document be reviewed every 2 years, or as needed. Any changes being implemented will result in the document being presented to the Committee for approval. Until approval, the previous version will remain authoritative. An audit trail of document review will be maintained in the appropriate Governance Guide for policy document maintenance, held alongside the club's policy documents.

SCOPE

As Health and Safety is a required consideration for all activities that Biggleswade Athletic Club undertakes, the scope of this document spans all club activities, including social events, fundraising activities, and meetings. However, due to the higher risk nature of Track and Field activities, this policy will draw specific focus to the risks associated with this activity in particular.

TERMS

Training Session	Any structured, unstructured, or informal use of venue for training or practice purposes.
Little Bees	Athletes between the age of 8 and 10 years
Juniors	Athletes between the age of 11 and 16 years
Young Senior	Athletes between the age of 17 and 19 years
Seniors	Athletes aged 20 and above.
Health and Safety Officer	A competent person nominated to oversee and have overall responsibility for the enactment of the Health and Safety policy on behalf of the Committee.
Competence	Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.
Competent Person	<p>A competent person is suitably skilled and experienced in performing the task. In the context of athletics, a competent person, defined by our insurers, is defined through the coaching framework, as described in the UKA policy referenced in the Appendix.</p> <p>A competent person is not someone who simply has the competence to carry out a particular task safely. In general terms, the definition of a competent person is someone who has the necessary skills, experience and knowledge to manage health and safety.</p>

1. GENERAL SAFETY

- 1.1. It is the responsibility of every member of the club to always consider Health and Safety as a top priority. The safety of members and visitors should be the first consideration when performing any activity.
- 1.2. The club should appoint a responsible person as Health and Safety Officer to coordinate the management of safety activities, but the club should not consider the Health and Safety Officer as solely responsible for safety. The Health and Safety Officer should be made known to the club members through a suitable means (club website, newsletter, etc.)
- 1.3. Any concerns over the general safety of activities conducted should be directed to the Health and Safety Officer to review.
- 1.4. For training sessions, it is usually the senior coach in attendance that has overall responsibility for the safety of the training session. All specific concerns over the safe running of the training session should be directed to the senior coach, who should make endeavours to resolve any issues at that time. Ongoing issues should be reported to the Health and Safety Officer for consideration.
- 1.5. For competitions, it is usually the Competition Director who has overall responsibility for the safety of the competition. All specific concerns over the safe running of the competition should be directed to the Competition Director, who should make endeavours to resolve any issues at that time. Ongoing issues should be reported to the Health and Safety Officer for consideration.
- 1.6. The club's committee grant the Health and Safety Officer the authority to take immediate action to halt any activity, session or competition should there be a severe or critical risk to member or public health and safety requiring immediate action, including the closing of the facilities until further notice.
- 1.7. It is a legal requirement for the club to always have in place adequate Public Liability Insurance. UKA provide a policy which covers all club activities, including social and fundraising events, assuming the conditions of cover are always maintained. It is the requirement of all club members to ensure they are never contributing to a situation whereby our Public Liability Insurance is not in place based on their, or another person's actions.

2. RISK ASSESSMENTS

- 2.1. The club should document and maintain a full set of risk assessments for each activity undertaken. UKA risk assessment templates for training activities may be used as a starting point but should be tailored to the specific risks associated with BAC facilities.
- 2.2. Risk assessments should be reviewed at least once every 2 years and presented annually to the club's committee for review.

3. COACHING SAFETY

- 3.1. All qualified coaches must maintain their qualifications with UKA requirements as described in UKA publications. Coaches should make all endeavours to maintain technical currency with coaching principles and trends through ongoing skills development.
- 3.2. All coaches and volunteers must have a valid DBS check and complete the UKA Safeguarding course prior to supervising any children.
- 3.3. There must be at least one qualified first aider available during any training session.
- 3.4. All equipment must be kept in a safe and useable condition with damage or breakages reported to the Track Manager as soon as possible.
- 3.5. A register of all qualified coaches and officials should be made available to the public on the club's website for transparency.

4. FIRST AID

- 4.1. All coaches, run leaders, officials, support staff or other responsible people should maintain a valid first aid certification in keeping with UKA guidelines.
- 4.2. When present at the track, all coaches and leaders should be able to access a suitably equipped first aid kit without the need to access a locked facility.
- 4.3. When away from the track, a coach or run leader should carry a portable first aid kit for management of typical first aid incidents in line with the activity undertaken and proximity to alternate support facilities.
- 4.4. The track should maintain a first aid kit with sufficient provisions to cater for incidents related to training-related injuries and scaled to a suitable size for a typical training session size.
- 4.5. The first aid equipment should be readily available and clearly marked by high-visibility signage.
- 4.6. Additional First Aid support should be arranged to cover the additional safety risks related to the holding of competitions. Refer to UKA guidance and "The Purple Guide" for further guidance on suitable medical support.
- 4.7. Should there be a requirement to handle hazardous substances, including paint thinners and cleaners, an eye wash station should be present as an addition to regular first aid equipment.

5. TRACK SAFETY

- 5.1. The track should be maintained in good condition and fit for use at all times, with no significant tears, other surface damage, or debris and obstructions.
- 5.2. Inspection checklists should be completed prior to any training session to meet the TrackMark certification expectations.

- 5.3. Athletes must never train on the track without adequate supervision where required (Refer to UKA Guidance).
- 5.4. Children may not be permitted to enter club grounds unsupervised.
- 5.5. Ensure landing pits and beds are free of debris and hidden obstacles.
- 5.6. Runways must be free of obstructions and any significant damage.
- 5.7. Should there be a requirement to handle hazardous substances, including paint thinners and cleaners, appropriate storage should be considered with signage in line with COSHH guidelines.
- 5.8. Performing activities or maintenance at height or at depth should be performed with the use of suitable safety equipment and harnesses.
- 5.9. The lifting of heavy equipment, especially with uneven or unstable loads, must be conducted in line with Manual Handling safety guidelines.

6. TRAINING

- 6.1. All training activities must be conducted in accordance with UKA safety standards, as listed in the References appendix.
- 6.2. With the exception of Seniors performing simple running activities on the track (i.e. excluding hurdles, steeplechase) or running off-track, all activities must be conducted with a qualified Athletics Coach (or Level 2 coach or higher) onsite. This is a condition of the club's Public Liability Insurance, which is a legal requirement to have in place at all times. Stricter supervisory rules may be applicable (see below for more information).
- 6.3. Any member of the club utilising club facilities or equipment that would cause the prevention of adequate insurance to be in place, for example as in condition 3.2 or 6.2 above, would be subject to an investigation with possible expulsion from the club.

6.4. MEDIUM RISK ACTIVITIES

- 6.4.1. Medium Risk activities relate to all jumps (excluding Pole Vault) and Hurdles.
- 6.4.2. No athlete of any age may train alone on medium risk activities.
- 6.4.3. All athletes under 18 must be *directly* supervised by someone with at least a Coaching Assistant qualification. This condition does not supersede point 6.2 above.
- 6.4.4. The training in Triple Jump must be directly supervised by someone with an Athletics Coach Jumps qualification or higher, or the legacy equivalent.

6.5. HIGH RISK ACTIVITIES

- 6.5.1. High risk activities include all throwing activities (with competition implements), and Pole Vault.

- 6.5.2. All athletes of any age may only train with the *direct* supervision by someone with at least a Coaching Assistant qualification (more restrictions apply below). This condition does not supersede point 6.2 above.
- 6.5.3. All athletes of any age training in Hammer or Discus with competition implements must be *directly* supervised by someone with an Athletics Coach Throws qualification, or higher, or the legacy equivalent.
- 6.5.4. All athletes of any age training in Pole Vault must be *directly* supervised by someone with an Athletics Coach Jumps qualification, or higher.

7. COMPETITIONS

- 7.1. All competitions should be conducted under a UKA Level 1 competition license wherever possible. Under license, the club is insured by the UKA Insurance broker for Public Liability Insurance for all activities relating to the running of the competition, including any associated non-competition activities.
- 7.2. Where competitions do not qualify for a UKA license (e.g. Quad Kids), alternative arrangements for insurance cover must be sought. Sessions that are considered as training for competition, including the preparation of competition conditions, should be performed under the conditions laid out for Training, with insurance conditions for training in place.
- 7.3. The conditions of the UKA Competition License must be maintained to ensure that adequate insurance is maintained. This is especially important in relation to high-risk events, such as long throws, pole vault and steeplechase. Conditions will include the number of and qualification level of Competition Officials.

8. FUNDRAISING AND SOCIAL EVENTS

- 8.1. From time to time the club will engage in social and fund-raising events. UKA Public Liability Insurance will provide adequate cover for these activities, under the assumption that conditions of insurance are maintained.
- 8.2. Adequate risk assessments should be conducted to ensure that the risks of all activities are understood and adequately managed at all times.

9. DRUGS AND ALCOHOL USE

- 9.1. The use of alcohol, illegal drugs, or unprescribed prescription drugs onsite, or during training or competition at other sites, is strictly prohibited.
- 9.2. The use of legal substances outside of a club context is acceptable, providing the club is not brought into disrepute as a consequence of the activity.
- 9.3. Any observed activity of taking, or the sale of illegal substances, will be reported to the authorities and will be subject to expulsion from the club, following an investigation by club officers.

APPENDIX A – REFERENCES

UKA Codes of Practice and Training Guidance -

https://www.uka.org.uk/wp-content/uploads/2022/10/Codes_of_Practice_-_Training_FINAL-v-1.01.pdf

UKA Qualifications Defined (March 2023) -

<https://www.uka.org.uk/wp-content/uploads/2023/03/230321-Qualifications-Defined-March-2023.pdf>

UKA Guidance on appropriate supervision for children and young people -

<http://www.uka.org.uk/wp-content/uploads/2023/01/Guidance-on-appropriate-supervision-ratios-FINAL-Sep-2022.V3.01.pdf>

UKA Codes of Practice and Training Guidance FAQs -

<https://www.uka.org.uk/wp-content/uploads/2023/02/Code-of-Practice-and-Training-Guidance-FAQs-FINAL.pdf>

UKA Public Liability Insurance for Coaches -

<https://uka.marshsport.co.uk/insurance-for-coaches>

Public Liability Insurance FAQs –

<https://uka.marshsport.co.uk/ukafaqs>

HSE Definition of Competence -

<https://www.hse.gov.uk/competence/what-is-competence.htm>

HSE The Purple Guide -

<https://www.thepurpleguide.co.uk/>