

# **ALDRIDGE RUNNING CLUB**

## **HEALTH & SAFETY POLICY**

**ALDRIDGE RUNNING CLUB**

**PART 1**

**GENERAL STATEMENT OF SAFETY POLICY**

As Club Chairman, I will make every effort to ensure that Aldridge Running Club recognises and accepts its responsibility for the provision and maintenance of a safe environment and of safe practices for its members; and for taking all steps that are reasonably practicable to achieve this objective.

In issuing this statement, I wish to make it known that the achievement of this objective is also the responsibility of all club members who should take responsibility for, and care of, their own health & safety, and to assist the Club and its Committee in achieving its objectives. To assist in achieving this objective all members should report any health and safety issues that they may be aware of, either to me personally, or to a Committee Member; when they will be acted upon as necessary and as soon as possible.

All accidents and incidents relating to ARC activities which may impact on the health, safety or welfare of ARC members, or members of the public, will be investigated and the outcome reported to the ARC Committee for any action that may be considered necessary.

In order to ensure that the requirements of this general statement are achieved, the following matters will form the basis of the organisation and arrangements to be implemented and monitored by ARC:-

Arrangements for the effective planning, implementation and monitoring of health & safety,

The provision of information to all ARC members about health & safety matters, and

Where necessary, specialist advice and information will be sought from expert bodies, e.g. UK Athletics and UKA Welfare organisations.

As Club Chairman, I will make every effort to ensure that the requirements of this policy are carried out to secure and maintain the health and safety of all ARC members.

Karen Waple  
ARC Club Chair

November 2014

## PART 2

### Organisation and Arrangements for the Effective Planning, Implementation and Monitoring of Health & Safety.

1. Health & Safety matters shall be considered at each monthly Committee meeting. In particular, the following matters shall be reported on: -  
Any reported accidents or incidents to members,  
Any works or actions required to comply with ARC risk assessments,  
Any other health & safety information received from the U.K.A. or any other statutory body.
2. An annual report on health and safety issues shall be made to the ARC Annual General Meeting.
3. This Policy shall be brought to the attention of all members on their acceptance to the Club, when they shall be encouraged to report any H&S issues to either a Committee Member or an otherwise appointed suitable person within ARC.
4. This Policy shall be reviewed on an annual basis and shall be available on the Club's website for information.
5. The basis of the arrangements of this Policy shall be the Risk Assessments which shall be reviewed annually or more frequently if deemed necessary.
6. In addition to Risk Assessments, Guidance Notes shall be available to which all members will be expected to adhere for their own safety. These Guidance Notes will form part of this Policy and will also be available on the Club's website.

7. In respect of child protection, any person under the age of 16 should be accompanied by either a parent or an appropriate adult. Each case will be considered individually and in accordance with the relevant recommendations made by UKA at the time.

# **ALDRIDGE RUNNING CLUB**

## **Safety Guidance Notes for All Members**

For their own safety and for the safety of others, all Members should be aware of and take heed of the following general guidelines. Many of these points are also covered in the Generic Risk Assessment for Club Runs and activities.

1. Always exercise due care when crossing roads, and never blindly follow the runner in front assuming that the road is clear.
2. When there is no footpath or other circumstances demand that you have to run in the road, ALWAYS run facing the oncoming traffic.
3. When running during hours of dusk or darkness, always wear some form of high visibility clothing.
4. When running across any golf course, make sure you look both ways and give way to golfers who are playing across your path. This particularly applies to the 6 mile run when approaching from Little Aston Hospital side in late summer when the sun is low to your right.
5. The majority of accidents reported involve slips, trips and falls whilst out running. Members should take particular care therefore when running in tight groups and when running off-road, particularly on the footpath leading away from the Stick & Wicket Club and alongside Druids Heath Golf Club where protruding tree roots are a known hazard.
6. During Club runs, you should know and be able to recognize the leader and the official backmarker of your group. If you are new to that group, you should make yourself known to both of these people before the run starts.
7. Never leave the group you are running with, without letting the group leader or another group member know that you are leaving and the reasons why.

8. Familiarise yourself with the controls that are identified in the Risk Assessments set out in the Appendix to this Policy, and make every effort to comply with them as necessary.
9. If you become aware of any safety issues, you should bring them to the attention of the Club Chairman, or another Committee Member without delay so that remedial action can be taken. Details of all Committee Members are available in Appendix 2 of this Policy and on the official Club website.
10. If you are involved in an accident or other incident during a club run, you must inform either the group leader or the official backmarker who will then inform a Committee Member so that the event can be recorded and investigated as necessary. You should also complete the Club accident book at the earliest opportunity.
11. Runs or other events that are organized by individual members on an 'ad-hoc' basis, whether they start and/or finish at the Aldridge Stick & Wicket Club or not, are deemed to be unofficial events. They are therefore not subject to ARC's rules and guidance; although every member who participates in such events is advised to adhere to the general rules and guidance as necessary for their own personal safety.
12. Lone running – it is strongly advised that when members are running alone that they carry a mobile phone and also wear an identification band or similar, giving their name and the details of a suitable contact in case of an emergency.

November 2014

**APPENDIX 1 - RISK ASSESSMENTS**

ACTIVITY	PAGE
Generic Risk Assessment – ARC Club Runs	6a
Aldridge 10k Road Race – Currently under Revision	6b



## Appendix 2 - Committee Members' Details

Chairman – Karen Waple	<a href="mailto:k.waple@btinternet.com"><u>k.waple@btinternet.com</u></a>
Vice Chair – Sue Benzie	<a href="mailto:suebenzie@yahoo.co.uk"><u>suebenzie@yahoo.co.uk</u></a>
Secretary – Steve Benzie	<a href="mailto:stephenjbenzie@yahoo.co.uk"><u>stephenjbenzie@yahoo.co.uk</u></a>
Membership Secretary – Terry Hastings	<a href="mailto:terence.hastings@virginmedia.com"><u>terence.hastings@virginmedia.com</u></a>
Ron Reynolds	<a href="mailto:cft-rreynolds@supanet.com"><u>cft-rreynolds@supanet.com</u></a>
Chris Sprules	<a href="mailto:chris.sprules@talktalk.net"><u>chris.sprules@talktalk.net</u></a>
Tracy Sprules	<a href="mailto:chris.sprules@talktalk.net"><u>chris.sprules@talktalk.net</u></a>
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Cathryn Jones	<a href="mailto:cathryn.jones2@gmail.com"><u>cathryn.jones2@gmail.com</u></a>
Paul Burke	<a href="mailto:paul.burke@yahoo.com"><u>paul.burke@yahoo.com</u></a>
Lawrence Hewitt	<a href="mailto:loz.hewitt@gmail.com"><u>loz.hewitt@gmail.com</u></a>
Dave Buckerfield	<a href="mailto:daveshouse@hotmail.co.uk"><u>daveshouse@hotmail.co.uk</u></a>
Mel Brown	<a href="mailto:melbrown62@hotmail.co.uk"><u>melbrown62@hotmail.co.uk</u></a>
Richard Lodge	<a href="mailto:relodge@hotmail.co.uk"><u>relodge@hotmail.co.uk</u></a>