



Health & Safety Policy

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Maidenhead Athletic Club

Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT:

“Maidenhead Athletic Club (MAC) is strongly committed to encouraging our members to take part in training and competition with and for the club, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age, ability and experience and expect our members, both junior and senior, to participate within these boundaries. MAC is committed to ensure that we provide a safe environment in which to train and compete for our members, coaches, and other volunteers as far as is reasonably practical.

As an event provider we are committed to provide a safe environment for all participants, volunteers and spectators as far as is reasonably practical.”

HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that equipment is stored safely and is in a good, safe condition for use.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities and qualified first aider.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises <https://tinyurl.com/MACaccform>
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.



RESPONSIBILITY FOR HEALTH AND SAFETY:

Overall and final responsibility for health and safety:

- Maidenhead AC committee.

Day to day responsibility for ensuring this policy is put into practice:

- Committee members, coaches, members and other volunteers

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas but may delegate tasks to other suitably trained volunteers:

- Head Coach – risk assessments, monitoring condition of equipment, instruction, supervision and training.
- Welfare Officer and Junior administrator – accident and incident reporting, first aid arrangements and training.
- Chairman – consulting members and volunteers, disseminating information to members and volunteers and clubhouse safety and procedures.
- Easter Ten Director – race day health and safety implementation, monitoring and review, race risk assessment.

The above responsibilities may change according to the experience of the incumbents in role.

AS A CLUB MEMBER OR VOLUNTEER, YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Correctly store equipment and report equipment that is damaged or needs repair.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Follow the codes of conduct appropriate to your role/s.



ARRANGEMENTS FOR HEALTH AND SAFETY

Risk Assessment

- We will complete relevant risk assessments and take the necessary action to address hazards if needed.
- We will review risk assessments regularly but particularly when activities, routes, conditions or venues change.
- Dynamic risk assessments will be performed on the day of club activities and training sessions.
- If a coach deems the actions of a member to be unsafe they may ask them to leave a session or move from an area.
- Hazards on routes and during sessions will be identified to members and mitigations taken to reduce risk arising from hazards.

Training

- We will provide appropriate training to coaches and other volunteers.
- We will ensure that coaches keep their knowledge and licences up to date to ensure they can use equipment safely.

Consultation and Evaluation

- We will consult members and volunteers routinely on health and safety matters as they arise and routinely when we evaluate our health and safety policy and risk assessments.
- We will share information about health and safety with new members and volunteers.
- Members should adhere to these policies and guidance documents provided by the club for the safety of members, coaches and volunteers:

MAC Group Run Safety Guidance

MAC Track Etiquette

Severe Weather Cancellation Guidance

MAC Code of Conduct for Senior Members

MAC Code of Conduct for Junior Members

They are available on our website:

<https://www.maidenheadac.org/information/>

Evacuation and offsite emergency procedures

- We will make sure escape routes from the clubhouse are always signed and kept clear.
- We will ensure all members are aware of the procedure to follow if there is an emergency during an activity away from Braywick Park such as during a club



run - call 999, unless it is a minor emergency that can be dealt with by a member/club first aider using a club first aid kit.

FIRST AID:

Location of and type of first aid facilities: Clubhouse Office: Static and portable first aid kits and two portable defibrillators. There is a further public defibrillator on the side of the rugby club building.

We have trained first aiders (level 2 first aid for sport) which include coaches, committee members and other volunteers within the general club membership and parents. We ensure there is at least one first aider at every training session.

Members are encouraged to take a portable first aid belt on group runs.

Report any injuries or accidents sustained during any club activity or whilst on the club premises <https://tinyurl.com/MACaccform>

When training in a location away from Braywick Park and the MAC Clubhouse the coach/es leading the session will ensure they have the portable defibrillator, a first aid kit and a first aider in attendance.

When participating in the Thames Valley Cross Country League and the Thames Valley Association of Running Clubs 5k series the Team Captains will ensure they have the portable defibrillator and first aid kit, but the expectation is that the host club will provide some first aid cover.

When competing in Junior Cross Country Leagues, Alder Valley League and Southern Athletic League the expectation is the host clubs will provide first aid cover as per their race licences, but MAC team managers will take a first aid kit.