

READING ATHLETIC CLUB

PROCEDURE PR01 FOR THE CONTROL OF HEALTH & SAFETY RISKS, – TRAINING ACTIVITIES

1. Introduction

This procedure has been agreed by Reading Athletic Club and forms part of the club's management system for health and safety.

2. Abbreviations

Reading Athletic Club	= RAC
Reading Sports & Leisure	= RSL
Reading Borough Council	= RBC
UK Athletics	= UKA
Coaching Development Coordinator	= CDC

3. Scope

This procedure applies to all training activities of RAC coaches with RAC athletes at Palmer Park Stadium Reading and other locations, e.g. sports halls, local parks and roads, seaside etc.

4. Risk Assessment

All training activities should have a documented risk assessment. Compliance with the following is required:

4.1 Palmer Park Stadium.

The controls specified in RAC's risk assessment RA01, Appendix 1, should be followed.

4.2 Other Locations

A suitable and sufficient risk assessment should be carried out for every other location and/or activity.

Forms to use for these risk assessments are attached as Appendix 2 (middle distance and endurance) and Appendix 3 (indoors). These risk assessments should be reviewed and documented at each session and re-done if conditions change.

Guidance is provided in Appendix 4 (Introduction to Risk Assessment) and Appendix 5 (Endurance).

4.3 Training in risk assessment. All coaches should be trained in risk assessment.

5. Failure of controls

Where an incident occurs, whether this involves an injury to any person or not, this should be reported to an RAC officer using the Incident Form F03, Appendix 6.

6. Responsibilities

6.1 Chairman of RAC

He/she should arrange for this procedure and the risk assessment for training activities Palmer Park Stadium to be reviewed annually and more frequently if there are any significant changes.

6.2 RSL

RSL have their own responsibilities for Palmer Park stadium, which are documented in their risk assessment. They implement their own controls, which have been reviewed to ensure their integration with RAC's procedures and risk assessment. Their controls minimise risk and in some cases seek to avoid them altogether, e.g. by their right to close the stadium in bad weather.

6.3 RAC coaches

All RAC coaches who use Palmer Park Stadium should be familiar with the RAC risk assessment for training activities at this location (Appendix 1), especially the controls and bring them to the attention of their athletes.

Similarly, all RAC coaches who use other locations should be familiar with the risk assessment for training activities at these locations, especially the controls and bring them to the attention of their athletes.

It is the sole responsibility of the coach in charge of this location / activity to ensure that risk assessments are carried out and to implement the controls identified. This could include taking measures to minimise risks or in some cases the avoidance of the risks, through cancellation or abandonment of training, e.g. in bad weather.

Coaches who require training in risk assessment should raise this with the CDC.

6.4 CDC

Arrange training for coaches who request training risk assessment.

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<u>Approved on behalf of RAC by</u>	Alan Hatch	<u>Date</u>