



# Reading Athletic Club Health and Safety Policy Statement

## Part 1: Statement of intent

This is the health and safety policy of Reading Athletic Club. The club accepts its responsibilities under the Health and Safety at Work etc Act 1974 and other regulations. The club is fully committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of its officials, team managers, coaches, athletes, volunteers and any person who may be affected by our activities.

Reading Athletic Club firmly believes that good health, safety and wellbeing practice complements the cultures of having fun and high performance that are key elements of a vibrant athletic club.

Our health and safety policy is to ensure the highest standards of health, safety and wellbeing in relation to our activities. We will therefore apportion the appropriate high priority and resources needed to support this policy statement.

Signed: Reading Athletic Club General Council

Date: 26 September 2022

Next Review Date: 1 October 2023

## Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health, safety and the discharge of this policy statement lie with the club's General Council and ultimately, the Chair.
2. A competent health and safety council member will be elected or co-opted onto the club's General Council.
3. Day-to-day responsibility for ensuring this policy is put into practice is overseen by the club's General Council who may co-opt others to assist with particular tasks. and discharged via a number of means including:
  - a. Risk assessment of premises, activities and proposed new activities.
  - b. Investigation and/or review of any accidents or near misses.
  - c. Spot checks.
  - d. Review.
  - e. Implementing the outcomes of risk assessments and reviews.
4. All people representing the club as officials, managers, coaches, athletes or volunteers should, as far as they are able to do so:
  - a. Co-operate with the club on health and safety matters.
  - b. Take reasonable care of their own health and safety.
  - c. Use equipment appropriately; and
  - d. Report all health and safety concerns to an appropriate official.

## Part 3: Arrangements for health and safety

Reading Athletic Club adopts the Health and Safety Executive's Plan, Do, Check, Act approach.

### Plan

This includes:

- Appointment of a competent person as health and safety manager.
- A health and safety statement and policy.
- An action plan of health and safety related activities
- A risk assessment procedure.
- An investigation procedure.
- A system to monitor health and safety issues and events.

### Do

- Risk Assessment will be undertaken for premises, generic activities and prior to new activities.
- Outcomes of risk assessments will contribute to implementing action plans.
- Risk assessments will be reviewed regularly.
- Equipment will be inspected regularly and before use.
- Activities will be supervised appropriately.
- Emergency evacuations will be practised.
- First aid provision will be maintained.
- There will be engagement with the people that the procedures and risk assessments are aimed at protecting. In particular, the reasons for some health and safety related protocols will be explained to athletes and others who may have specific needs or to younger athletes.
- Appropriate training will be provided utilising where possible the health and safety training provided by England Athletics for officials, coaches and athletes.

### Check

- Health and safety related actions will be regularly reviewed by the club's General Council.
- General Council members or co-opted others will, from time-to-time, undertake 'spot-checks' on the implementation of health and safety related measures.
- Reports of near misses and accidents will be investigated proportionately.

### Act

Reading Athletic Club is committed to:

- Learning from when things have gone wrong.
- Learning from other organisations and in particular Berkshire Athletics, South of England Athletic Association and England Athletics.
- Taking action on any lessons learned from investigations, spot checks or other learning.
- Reviewing for additional training needs in relation to any gaps in the knowledge and skills needed to discharge this policy statement.
- Reviewing regularly the club's approach to health, safety and welfare.