

## Health, Safety, First Aid Policy

---

### Health and Safety Statement

Hyde Park Harriers Running Club is committed to encouraging our members to take part in the activities we provide; but the health, well-being and safety of each individual is always our paramount concern. Hyde Park Harriers Running Club will aim to protect the health and safety of all members engaged in Club activities. Anyone attending sessions must acknowledge that they owe a duty of care to prevent harm to yourselves and others.

### Club responsibility

To support our Health & Safety policy statement, the Committee and the club are committed to the following duties:

- Undertake regular, recorded risk assessment of all sporting activities organised by the club;
- Create a safe environment by putting health & safety measures in place as identified by the assessment;
- Ensure that all members are aware of, understand and follow the club's Health and Safety policy;
- Appoint a (or a group of) competent club member(s) 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 at all times, including qualified first aider(s) whenever possible;
- Report any injuries or accidents sustained during any club activity or whilst on the club premises;
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness;

### Members & Attendees Responsibility

- To support our Health & Safety policy statement, all members and anyone attending club sessions are responsible for the following duties:
- Take care of your own Health and Safety and that of others who may be affected by what you do or do not do;
- Assess your own fitness levels and maturity as a competitor when deciding which training to undertake and which competitions to enter;
- Cooperate with the club on Health and Safety issues;
- Correctly use all equipment provided by the club;
- Do not interfere with or misuse anything provided for your health, safety or welfare;
- Wear suitable clothing and footwear for the specified session;
- When running in the dark, runners are responsible for making themselves highly visible by wearing bright clothing, preferably fluorescent or with reflective strips;

- During sessions, all attendees should carry with them “In Case of Emergency” details which include their name, an emergency contact number and any relevant medical conditions. This may be in the form of a wristband, card or piece of paper;
- During sessions, all attendees should listen to the designated group leader and within reason, follow their directions. Should you chose to leave before the end of the session then you must inform the group leader;
- The club encourages the reporting of any problems encountered whilst running on training routes;
- Before attending any club sessions, you must consider and ensure you are adhering to all current government guidelines concerning Covid-19.

## First aid

If you have need for first aid when on a Tuesday or Thursday evening training session, your actions depend on where you are located at the time of the incident.

If the incident occurs whilst you are out on the streets of Leeds (and not on University Grounds) you must use your common sense and act accordingly. For cuts and grazes, ensure that the runner is comfortable, clean the wound and dress (if you have the appropriate equipment on your person) or make an informed decision to split your group and send a responsible party back to The Edge with the injured runner to get treatment on the University Grounds.

Leaders are not required to carry a first aid kit on their person during a run, but if they choose to, they should be able to administer this treatment should it be needed.

For anyone who starts to feel unwell or show any COVID-19 symptoms (or any other symptoms) during a session they should make their way safely home in the fastest manner that is safely possible.

For more serious incidents, Leaders should use their mobile phones to call 999 and act accordingly to await the Emergency Services whilst ensuring the safety of all group members. Calling 999 or 112 from a mobile, records your location which will make it easy for you to be located by the Emergency Services.

The HPH Incident / Accident Report form ([found here](#)) should always be used for incidents which occur during club- endorsed sessions (those on the Calendar or organised through the club’s Weekly Roundup email, Facebook or other social media channels).

For incidents on University Grounds, the Edge reception staff should be contacted to administer the relevant treatment. In addition to the HPH Documentation and forms referenced above, the Edge’s Incident forms and equipment should be used.

## Guidelines for dealing with an incident/accident:

- Stay calm but act swiftly and observe the situation.
- Check for any danger of further injuries or incidents
- Listen to what the injured person is saying
- Alert the first-aider or group leader who should take appropriate action for minor injuries following the First Aid procedure above
- In the event of an injury requiring specialist treatment, call the emergency services dialling 999 or 112 from a mobile as it will record your location.

- Deal with the rest of the group and ensure that they are adequately supervised and not at any further risk.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer or named contact from their ICE details on their person or from membership details (via membership secretary).
- Check member records for notification of medical conditions and notify hospital/emergency services if necessary.
- Complete an incident/accident report form and send by email to [hello@hydeparkharriers.co.uk](mailto:hello@hydeparkharriers.co.uk)