



Health, Safety and 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:

- Comply with all relevant health and safety legislation and guidelines;
- Conduct risk assessments, ensuring actions arising are implemented and the risks are reduced to the lowest practicable level;
- Provide defined procedures, which include safe methods of working for all those involved in the delivery of Club activity;
- Provide, maintain and inspect equipment used by the Club;;
- Seek to prevent accidents, incidents, near misses and cases of ill health;
- Report any accidents, incidents, near misses and cases of ill health arising from Club activity and ensure the timely completion of investigations to prevent incident reoccurrence;
- Implement emergency and first aid procedures;
- Ensure mechanisms are in place to report hazards and identify and rectify faults;
- Ensure suitable welfare arrangements are in place and provide a safe and healthy environment for all those involved in Club activity; and
- Provide appropriate information, instruction and supervision to ensure all those involved in Club activity take care of their own safety and welfare and that of others.

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 their own Health and Safety and that of others who may be affected by what they do or do not do.
- Assess their 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.
- To 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. Athletes are also encouraged to put their ICE details into Spond, where the information can be accessed by group leaders.
- During sessions, all attendees should listen to the designated group leader and, within reason, follow their directions. Should they choose 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.

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 shows any symptoms of illness during a session they should make their way safely home in the fastest manner that is safely possible. If a non-urgent incident occurs during a session at a location away from The Edge, leaders are advised to get a taxi to transport the

injured person back to The Edge for first aid attention. The Committee will reimburse the cost of transport in these circumstances.

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 organised through the Club's Spond account, 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/carers 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.