Health & Safety Policy & Safety Code of Conduct

1. Health and Safety Policy Statement:

Caldicot Running Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability and expect our members to participate within these boundaries.

2. Health and Safety Policy

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

1. Undertake regular, recorded risk assessment of all activities undertaken by the club.
2. It is the responsibility of the event or activity leader to ensure an appropriate risk assessment is undertaken before the event or activity is held.
3. Create a safe environment by putting health and safety measures in place as identified by the assessment.
4. Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
5. Ensure that all members are aware of, understand and follow the club's health and safety policy.
6. The Club shall appoint a competent club member to assist with health and safety responsibilities.
7. Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
8. Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
9. Report any injuries or accidents sustained during any club activity.
10. Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

3. Member Health at Safety Responsibilities

As a Club member you have a duty to:

1. Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
2. Cooperate with the club on health and safety issues.
3. Correctly use all equipment provided by the club.
4. It is the responsibility of all members of the club to be alert and lookout and avoid hazards, obstacles during an event.
5. Members should if possible, shall alert other members of potential hazards and obstacles,
6. Not interfere, tamper with or misuse anything provided for your health, safety or welfare.
7. If you have an illness that could be contagious to other Club members, please avoid attending Club events and activities and notify a Welfare Officer, Coach or Run Leader that you will not be able to attend. Medical data is not required to be shared.
8. If you have a medical condition that could result in a health incident during a Club event or activity it is your responsibility to seek medical advice from a recognised medical professional. All exercise programs contain certain risks. You are participating of your **own free will.** Each activity or event has some risk that it could in a major injury or even death.
9. If at any time you feel *pain* or *discomfort* you must *stop immediately* and inform the coach or run leader.
10. Notify a Welfare Officer, Coach or Run Leader if you feel you should not do a particular exercise or feel you are not well enough to participate for any reason.

4. Club Health and Safety Officer

The Club Health and Safety officer shall oversee all health and safety policies and procedures and provide health and safety support and guidance to the committee and members of the club.

4.1. First Aid

The session leader shall have a first aid kit available in the car at the location of the meet up point to start the training session.

The session leader coach or LiRF shall carry a mobile phone for emergency use for the duration of the training session.

Additional emergency facilities and telephone are also available at Caldicot Leisure Centre. Mill Ln, Caldicot NP26 4BN

4.2. First Aiders

A list of qualified first aiders shall be kept by the Club. The Health and Safety Officer shall validate that first aider training qualifications are current and endorsed by UKA.

First aiders will need to complete the UKA First Aid Essentials in Sport and Active Leisure Course or have any alternative first aid qualification endorsed by UKA. To obtain equivalence approval of non UKA First Aid Courses certificates shall be sent to firstaidtrainingcertification@britishathletics.org.uk

5. Alcohol and Drugs

All members of the Club are prohibited from selling, distributing, possessing or consuming drugs when on the premises of the Club or at any Club event. Members must not attend a Club event break under the influence of alcohol or other drugs.

The Club has the right to not allow the member to participate in the event if there is a concern about the member being under the influence of alcohol or drugs.

6. Club Safety Code

1. Wellness - consider your own fitness to participate in the session
2. Visibility - SEE & BE SEEN (wear high visibility gear &/or lights)
3. Capability - chose an appropriate training group for your capability
4. Security - run with others, never leave anyone behind
5. Awareness - look, listen, take care of your club mates, stop at junctions & crossings, beware of other road users
6. Courtesy - give way to pedestrians & slower runners

7. Safety Code Explanation

Wellness

Please ensure that you are fit enough to complete the session. If you feel unwell, fatigued or carrying an injury then you should reconsider whether to run. The coaching team (Coaches & Run Leaders) are always happy & willing to advise. The temperature (hot or cold) can have a major affect on your well being. Consider hydration & protection from the sun in hot conditions. In extremely cold & wet conditions consider if your clothing is appropriate.

Visibility

You can never be too visible! During the day, always wear bright or light-coloured clothing - hi viz is good. Wearing a head torch or carrying a light is an ideal way of being seen even in the daytime or in gloomy conditions. At night it is mandatory to wear reflective clothing and appropriate lighting. It is advised to have a light in front and behind you. Wear a light, head torch or take a small hand torch! It helps drivers & other road users see you. Always be cautious in traffic. If you cannot see where you are putting your feet in the dark, SLOW DOWN OR WALK!

Capability

The club offers many different speed groups. Select a running group appropriate to your intended running speed and distance. Then please stay in touch & follow the advice of the Run Leader. The handicapping system used on some club sessions not only offers the best physical challenge but provides security & support. PLEASE DON'T endanger others by running (to fast or too slow) in the wrong group! The coaching team are always happy to advise.

Security

We pride ourselves with never leaving anyone behind or on their own for security & safety reasons. Taking a mobile phone ensures you can obtain help for yourself & for others, so it is a recommended piece of safety equipment.

Awareness

Look & listen. Your ears are part of your personal safety equipment! If you listen to music while you run you are placing yourself at a higher risk of an accident. The wearing of headphones is banned for all club sessions.
Please take care of others during our sessions and by identifying risks and concerns to the

coaching team & club officers so improvements can be made. In this way we can protect our members and preserve the club's reputation for exemplary standards of safety.

8. The Highway Code

ALWAYS OBEY THE HIGHWAY CODE!

1. NEVER run on the road when there are adequate pavements. NEVER run across the road in front of cars!
2. DO NOT step off the pavement without checking ahead & behind. Pay particular attention at road junctions or entrances.
3. WHEN THERE'S NO PAVEMENT, run on the safest side of the road to see & be seen. If this means crossing, do so with care.
4. DOG OWNERS - regrettably we cannot allow dogs on our training events or activities as they can become trip hazards.

5. Courtesy

It is expected that every member acts as a safety role model BE AWARE & BE CONSIDERATE OF OTHER ROAD/PAVEMENT USERS! Do NOT force pedestrians into the road Be polite, responsible and set a good example. Don't put others at risk.

6. Improving the Safety Code

We ask our members to report any incidents, near misses, concerns about safety or security etc to the coaching team as soon as possible. It will help us improve safety standards in the future.

7. Weather

Our priority is the safety and wellbeing of all members. Sessions will go ahead in most weather conditions, but adjustments or cancellations will be made when conditions present significant risks. Weather assessments will be based on the forecast from Met Office and checked on the day of the scheduled session. The decision will be made by the club captains and communicated to members through the 'Notice board' on WhatsApp no later than 5:00pm on the day of the session. Dynamic risk assessments will be conducted if conditions change during a session.

The captains will make their decision based on the following traffic light system:

Green – Session Goes Ahead

Conditions are within safe limits and session will go ahead as normal. This includes:

- Temperature between Min 5°C /Max 25 °C.
- Light–moderate wind speeds under 20 MPH.
- Low risk from ice, flooding, or lightning.

Recommendations: Members dress appropriately bringing extra layers in cooler weather and stay hydrated.

Amber – Caution: Modify Session

Conditions are considered safe. However, recommendations will be sent out via the 'Notice board' WhatsApp page.

If too hot (temp above 25°C):

- Shorten distance or reduce pace.
- Increase rest breaks in shade where possible.
- Encourage light, breathable clothing and light-coloured hats.
- Make it mandatory to bring water and allow extra time for hydration stops.
- Monitor participants with individual risk factors (recent illness, fatigue, unacclimatised runners).

If too cold temp below 5°C or wind chill below 5°C:

- Ensure layered clothing with windproof outer shell.
- Reduce stationary time—keep moving to maintain warmth.
- Avoid long exposure before/after the run (e.g. prolonged briefings outside).
- Monitor for early signs of hypothermia (shivering, clumsiness, confusion) or cold injury (numbness, tingling).

If windy (steady winds above 20 mph or gusts above 20 mph):

- Adjust route to avoid exposed ridges or open areas (e.g. bridge run)
- Avoid routes with high debris risk (trees, loose signage).

If wet (heavy rain or surface water):

- Modify route to avoid flooded or slippery sections.
- Shorten session if persistent heavy rain lowers body temperature risk.
- Consider alternative training (indoor circuit or gym).

Red – Session Cancelled

Conditions are unsafe to run. This includes:

- Lightning storms.
- Extreme winds above 30 MPH.
- Severe ice/snow or flooding – likely to be an amber or red weather warning.
- Extreme heat exceeding 30 °C or extreme cold below 0°C.

Actions: All outdoor club activity is suspended. Members are advised not to train outdoors until conditions improve.

8. Off-Road Sessions

TRAIL SHOES ARE ADVISORY AND COMPULSARY FOR SOME EVENTS

Trail running can involve climbing over stiles, running on uneven terrain such as fields, forest roads, rocky tracks, muddy paths. Depending upon weather conditions they will be compulsory on some events which will be advised prior the event by the event organiser.

WATERPROOF/WINDPROOF JACKET IS ADVISORY

Weather conditions can suddenly change, especially at height.

EMERGENCY CONTACT DETAILS

It is advised that you carry emergency contact details on you person in-case of a major health incident.

BEFORE STARTING

Check the demands of the planned route. Trails are never flat so please ensure you are capable of finishing, otherwise you may become a danger to the group.

CONSIDER HOW YOU WOULD GET HELP

Stay with the group or regroup regularly. Make sure that you buddy up with a fellow runner for the duration of the session. Take a mobile & have contact details of the Leader. Consider carrying a whistle & spare/emergency clothing. In hot weather, always carry water.

TAKE CARE WHEN APPROACHING LIVESTOCK

Slow down or walk. Be particularly cautious & give a wide berth to cattle with calves. TICKS: If running through long grass where livestock has been, always check for ticks. If you get a tick bite followed by a red ring round the bite, or start getting flu-like symptoms, see your doctor urgently - Lyme's disease can be serious!

FOLLOW THE COUNTRY CODE

Close gates behind you. If you have to climb over gates, always climb over at the hinged end.

9. Buggies

Buggies are not normally suitable for Club Monday and Wednesday training sessions due to health and safety concerns due to unsuitability of training routes. On Fridays they are welcome. Buggies shall be manufactured and approved for this purpose (and not a standard pushchair). All runs must be on suitable surfaces which can accommodate a buggy safely (e.g. rough terrain/trail paths, crossing road side kerbs would not be suitable for buggy use). It is the responsibility of the club member who wishes to use a buggy to confirm with the session leader if the training session is suitable for a buggy.
The session leader shall perform an inspection of the buggy before they are used to ensure that they are fit for purpose.
The length of the training run should be a suitable for a child to be strapped in a buggy.

10. Document Change History

Date	Updates	Prepared by	Approved by
03/09/23	First issue	Julian Guy	CRC Committee
11/03/25	Section 4.1 First aid revised due to Caldicot Leisure Centre no longer	Julian Guy	CRC Committee

	used as regular club training meet up location. Added Section 8 Buggies		
04/04/26	Weather policy added	Julian Guy	CRC Committee