



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

Location of first aid facilities: Caldicot Leisure Centre. Mill Ln, Caldicot NP26 4BN

Location of telephones: Caldicot Leisure Centre. Mill Ln, Caldicot NP26 4BN

A first aid kit shall be provided by the Club at all events that are held away from Caldicot Leisure Centre.

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 can 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 or 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. 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.

8. Document Change History

Date	Updates	Prepared by	Approved by
03/09/23	First issue	Julian Guy	CRC Committee