

## Health and Safety Policy

### **Part 1 - Statement of Intent:**

This is the health and safety policy statement of:  
Birmingham Swifts LGBT Running Club.

Our health and safety policy is to:

- prevent accidents and running/event related cases of ill health
- identify and manage environmental risks ahead of and during runs or events
- provide clear instructions and information to members for safe participation
- provide training to leaders and coaches responsible for instructing and informing others
- provide equipment necessary for leaders and coaches to carry out this policy
- consult with our members on matters affecting their health and safety
- dynamically risk assess during each run, putting the health and safety of all members first at all times
- review and revise this policy regularly

Signed (Chair): I Bush (on behalf of Committee)

Print Name: Ian Bush

Date: Friday 20th January 2023

## Part 2 - Responsibilities for Health and Safety

*\* Birmingham Swifts LGBT Running Club is managed by an elected committee, and will always have a minimum of a Chair, a Secretary and a Treasurer.*

*The incumbents of committee roles may change at times that do not coincide with revisions of this policy, and responsibilities lie with the role holder at any given time.*

1) Overall and final responsibility for health and safety:

**Club Chair**

2) Day-to-day responsibility for ensuring this policy is put into practice:

**Club Chair, Club Secretary, Club Treasurer, and all other elected committee members**

3) To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**Club Chair and Club Secretary:** updating and publishing this policy as needed, maintaining and providing equipment, ensuring all Run Leaders and Coaches hold in-date and appropriate licences or qualifications, arrange training or upskilling where necessary, provide forums for feedback

**Run Leaders and Coaches:** risk assessing new routes, dynamically risk assessing routes before and during runs, reporting any accidents (including near-misses), carrying first-aid kits (reporting any used or missing items)

4) All members should:

- follow instructions from Run Leaders, Coaches during runs (including warm-ups and cool-downs)
- inform Run Leaders and/or Coaches of any known medical issues that may affect them during the run
- keep membership information up to date - particularly medical disclosures and emergency contacts
- take reasonable care of their own health and safety, understanding they run at their own risk; and
- report all health and safety concerns to an appropriate person (as detailed above).

### **Part 3: Arrangements for health and safety:**

#### Risk assessment:

- We will complete relevant risk assessments and take action
- We will review risk assessments when habits or conditions change

#### Training:

- We will ensure all Run Leaders and Coaches hold up to date licences or qualifications, providing relevant training when needed to maintain this under England Athletics guidelines

#### Consultation:

- We will consult members on health and safety matters as they arise
- Provide opportunity (including but not limited to the AGM) for members to feedback on matters of health and safety

#### Evacuation:

- While we do not have ownership of any spaces we use as a club, we will ensure that any venues we use in the course of our activities have clear evacuation routes and procedures