



Rugby and Northampton Athletic Club Health and Safety Policy

This Policy has been prepared in accordance with the guidance of the Health and Safety Executive using the example format provided.

<https://www.hse.gov.uk/toolbox/managing/writing.htm>

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of Rugby & Northampton Athletic Club.

Our health and safety policy is to:

- prevent accidents and cases of ill health associated with the Club's activities
- manage health and safety risks associated with the Club's activities
- provide adequate training, where necessary, to ensure that volunteers and employees are competent to carry out their roles
- provide and maintain safe equipment
- maintain safe and healthy conditions
- arrange first aid cover for the Club's athletics events (track & field meetings, road and cross country races)
- implement emergency procedures, including evacuation of the clubhouse in case of fire or other significant incident
- consult with our volunteers and employees on matters affecting their health and safety
- provide personal protective equipment to individuals, if necessary to carry out their roles
- ensure safe handling and use of substances
- review and revise this policy regularly

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Rugby & Northampton Athletic Club Committee

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

Nick Garner (Rugby hub)

Adrian White (Moulton hub)

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

John Geracs and Janet Wright – risk assessments

Paul Cooper – Rugby clubhouse maintenance and safety inspections

Paul Cooper and Vince Carroll – first aid provision

4. All members, volunteers and employees should:

- co-operate with the Club Committee, coaches, officials and team managers on health and safety matters;
- take reasonable care of their own health and safety; 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 conditions change.

Training:

- We will provide appropriate health and safety training to coaches, officials and other volunteers and employees, where required.

Evacuation:

- We will make sure clubhouse escape routes are well signed and kept clear at all times.