Policy statement

# Part 1: Statement of intent

This is the health and safety policy statement of:

PLYMOUTH MUSKETEERS RUNNING CLUB

Our health and safety policy is to:

Darren Dunridge

* Provide the members and volunteers with a reference for Health and Safety matters.
* Identify any training needs.
* Provide measures for identifying and reducing risk. (Risk Assessments)
* Reduce the likelihood of accidents - Aiming to prevent accidents where possible.
* Manage health and safety risks within our club
* Provide clear instructions and information, and adequate training to ensure volunteers are competent to do their roles
* Consult with members on matters affecting their health and safety
* Provide suitable safety clothing (hi viz clothing) when necessary
* Maintain a safe and healthy club environment for all
* Review and revise this policy regularly

07/02/2022

**Signed Date**

Darren Dunridge

07/02/2023

**Print name Review date**

# Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Darren Dunridge is a volunteer official of the Plymouth Musketeers Running Club.

Darren has undertaken health and safety training and is a holder of the Institute of Occupational Safety and Health Cert.

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

Darren Dunridge has day to day responsibility for ensuring the policy is put into practice. He will do this by ensuring that volunteers and members have access to this policy and the club's health and safety risk assessments.

Carly Wardle will liaise with Darren and have input into both the policy and health and safety risk assessments as the club’s coaching coordinator.

The elected committee are volunteers of the club. They will have an input into the policy and associated reviews and this will be minuted as part of the committee meetings minutes.

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

Darren Dunridge - Darren will ensure the policy is completed and reviewed. He will also monitor the overall health and safety of the club, providing an environment that is as safe as reasonably possible for the club athletes to train in. Darren will also complete the risk assessments of the club, including running and coaching. Darren is also responsible for maintaining a first aid kit that is suitable and sufficient.

Carly Wardle - Carly is responsible for the coaching aspect of the club, this incudes arranging weekly running sessions and allocating trained leaders. Carly is also responsible for identifying training and arranging training courses.

1. All members should:
   * co-operate 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*

Darren Dunridge - Darren will complete relevant risk assessments and take action to reduce or eliminate risks identified.

Darren Dunridge - Darren will review risk assessments when conditions /routes change.

Darren Dunridge - Darren will undertake an annual review of health and safety measures including policy and risk assessments.

Darren Dunridge - Darren will ensure that health and safety information is shared with volunteers and members.

*Training*

The club elected committee - Will give volunteers appropriate training in leading running groups safety. Leaders/Coaches will undertake appropriate training through UK Athletics.

The clubs elected committee will ensure adequate first aiders are identified.

The clubs elected committee will ensure we will provide hi viz (safety clothing) when necessary

*Consultation*

The clubs elected committee will inform and update members routinely on health and safety matters as they arise and formally when we review health and safety.

Darren Dunridge - Darren will ensure the clubs Health and Safety policy and all risk assessments are available for members and members are aware of their location.

*Evacuation*

The clubs elected committee will ensure members are aware of the club house's (Kings Tamerton Community Centre) evacuation policy and assembly points.

The clubs elected committee will ensure evacuation routes are kept clear at all times. The clubs elected committee will undertake an evacuation drill 6 monthly.