

CUAC Health and Safety Policy

1.0 Overview

- 1.1 It is the policy of the Cambridge University Athletic Club (CUAC) to ensure, so far as reasonably possible, the health and safety of all athletes and coaches engaged in training and competition with the club. This is within the framework of the university's statement on general health and safety matters (Cambridge Reporter 7 Aug 1996 p 1031 and 11 Feb 1998 p382).
- 1.2 Ultimate responsibility for the discharge of this duty lies with the President of the club, through the safety officer who will normally be the Junior Treasurer.
- 1.3 Athletics as a sport requires that participants often train at different times for different events. This puts the emphasis on the individual and the smaller group when it comes to health and safety and all participants are expected to look after themselves and one another when training with and competing for the club.
- 1.4 CUAC is affiliated to UK Athletics, of Athletics House, 10 Harbourne Rd, Edgbaston, Birmingham. B15 3AA. It is also affiliated to the South of England Athletic Association.
- 1.5 It is the responsibility of the Junior Treasurer to bring the attention of all new members the club's health and safety policy. It is the responsibility of the Captain who is not also the President to bring the attention of all club coaches to the club's health and safety policy.
- 1.6 The Club health and safety policy is to be displayed on the website, and at Wilberforce Road.
- 1.7 The policy is to be reviewed annually, by the club safety officer in consultation with members of the committee, and presented to the CUAC committee at the start of Michaelmas term. The committee shall then approve, where appropriate, any changes, and the new policy displayed and sent to the relevant authorities.

2.0 Training

- 2.1 For all day to day matters of training the club's "Code of conduct (training)" should be referred to. This document should be displayed at

Wilberforce Rd with the Health and Safety and attached as the first appendix in all instances.

2.2 It is the responsibility of the Squad leaders to review the code of conduct for their own event before the end of the summer term after they have been co-opted to the committee, or within 3 weeks of appointment if co-opted at a later time.

2.3 It is the responsibility of the individual to bring to the attention of a coach or squad leader running a particular session any illness, injury, or other factor that may affect their health and safety, or that of others, during a session.

2.4 It is the responsibility of all coaches or Squad leaders taking a session to do everything reasonable to ensure the health and safety of themselves, their group and other groups training.

2.4 All such squad leaders should have their attention specifically drawn to the codes of conduct (training) at the beginning of their tenure. This should be done by the President.

3.0 Other activities

3.1 CUAC activities are defined as those which are advertised on the website or via email, announced at a club meeting, funded by the club or using club equipment.

3.2 These activities shall be bound by the Health and Safety policy of the club, and associated codes of conduct.

3.3 When organising a club trip, a plan must be left with a senior member of the committee (elected officers or the Senior Treasurer). This plan must include contact details for at least 2 members of the group taking part. All such trips should be planned by a member travelling with the party.

4.0 Committee

4.1 The club committee shall consist of those elected officers as defined by the constitution, which should be attached as an appendix to this document, and shall be chaired by the President, or in his absence the Hon. Sec. The Squad leaders are made members of the committee in this way.

4.2 Other members may be co-opted onto the committee by the President, and are bound by the Health and Safety policy and associated codes of conduct.

5.0 Accident and Incident Procedure.

5.1 In the first instance, the attached document: 'Wilberforce Road Sports Ground, Safety Information' will provide procedure to be followed in the event of an accident.

5.2 In most instances, the club pavilion will be open during training, and the Groundsman will be on hand to provide first aid cover. A First aid kit is available in the treatment room. A secondary first aid kit is available in the club's under stair cupboard.

5.3 When an incident has occurred, a report must be made using the available books, located with each first aid kit. This report must be passed to the Groundsman within 24 hours, or to the P.E. Department if he is not available. It should be remembered that the Data Protection Act must be followed in all circumstances.

6.0 Equipment

6.1 Club equipment may be used by all members of the club, in most cases this equipment will be used as part of a squad session and obtained from storage by the squad leaders. It is then the squad leader's responsibility to ensure safe return of this equipment, as well as checking it is safe for use in the first instance.

6.2 It is the responsibility of the Alverstons Captain to thoroughly check all throwing equipment twice a year for safety, and complete an inventory of the same.

6.3 It is the responsibility of the Alligators Captain to thoroughly check all other club equipment twice a year for safety and complete an inventory of the same.

6.4 Any defects found in club equipment should be reported as soon as possible to the President, and removed from use as appropriate.

6.5 The secretary shall obtain the inventories from the second team captains and hold an inventory permanently for reference.

7.0 Disciplinary procedures

7.1 Any infringement of these rules will be dealt with by the President, with the Senior Treasurer and one elected committee member of their choice. If the President or Senior Treasurer is involved in such infringements, the matter shall be dealt with by the Hon. Sec in their stead.

8.0 Complaints Procedure

8.1 In the first instance, complaints should be made to the Safety Officer.

8.2 If this does not bring satisfactory conclusion, or the matter is of a particularly serious nature, the complaint may be referred to the President or Senior Treasurer.