

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

**Bognor Regis Tone Zone Runners**

Our health and safety policy is to:

**Prevent accidents and avoid ill health.**

**Manage health and safety risks within all club activities.**

**Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their role.**

**Provide personal protective equipment as required.**

**Consult with all our club members on matters affecting their health and safety.**

**Provide and maintain safe equipment if required.**

**Maintain safe and healthy club activity conditions.**

**Implement first aid procedures as required.**

**Review and revise this policy regularly.**

**Signed:**



**Date:**

24.03.22

**Print name:**

Carolyn Stapely

**Review date:**

24.03.23

## **Part 2: Responsibilities for health and safety**

Overall and final responsibility for health and safety:

**Club Chair**

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

**Club Secretary**

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

**Club Chair and Club Secretary – safety, risk assessments, consulting with club members, accidents and first aid.**

**Club Secretary – monitoring accident situations.**

**Head Coach – maintaining equipment, information, instruction and supervision, training.**

All club members should:

- Co-operate with coaches and committee members 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 as required and take relevant action.**

**We will review risk assessments when club activities or conditions change.**

Training:

**We will provide adequate training for coaches to carry out their roles.**

Consultation:

**We will consult with all club members routinely on health and safety matters as they arise and on an annual basis.**