



Blaydon Harrier and Athletics Club **Health and Safety Policy Statement**

Blaydon Harrier and Athletics Club (the Club) recognises its obligations, so far as is reasonable, to maintain the safety of its members and others associated with the Club when participating in or observing activities at the athletics track and the associated facilities it uses at the Blaydon Leisure Centre.

The Club will appoint Officers from the Club to manage and oversee the safety of its activities and to implement the requirements of this Policy and its associated Safe Systems. For the benefit of doubt the beforementioned Officers are the Club's Trustees.

The Club will make every effort to ensure that the track and associated facilities are safe to enable athletic activities to take place.

The Club will make every effort to ensure that equipment used during its activities is safe, defect free, clean and suitable for purpose.

The Club will ensure that it has suitable and sufficient liability insurance to cover the scope of its activities at the Blaydon Leisure and Primary Care Centre.

The Club reminds its members and associates of the need to always act, when participating in or observing Club activities, in a manner which does not compromise their safety or the safety of others.



Blaydon Harrier and Athletics Club | Club Activities at Blaydon Leisure Centre

Safe Systems

Determining Risk

Hazard = A circumstance which has the potential to cause harm or injury

Risk = The likelihood that harm or injury will occur because of exposure to the Hazard

Control = The means imposed to remove or reduce the Risk associated to its lowest practical level

Understanding the level of Risk is essential to the Risk Assessment Process. Determining Risk requires the rationalisation of the likelihood and severity of harm, injury or ill health being caused by the Hazard(s). This enables appropriate management of the Hazard by implementing necessary controls to ensure that Club activities and practices remain as safe as is reasonably practical.

Likelihood	Certainty	5	10	15	20	25
	Highly Likely	4	8	12	16	20
	Likely	3	6	9	12	15
	Possible	2	4	5	8	10
	Unlikely	1	2	4	5	6
		Minimal	Minor	Major	Serious	Life Critical
Severity						

Uncontrolled Risk Rating: 1 to 5 Low Risk; 6 to 11 Medium Risk; 12 to 16 High Risk; 17 to 25 Extreme Risk


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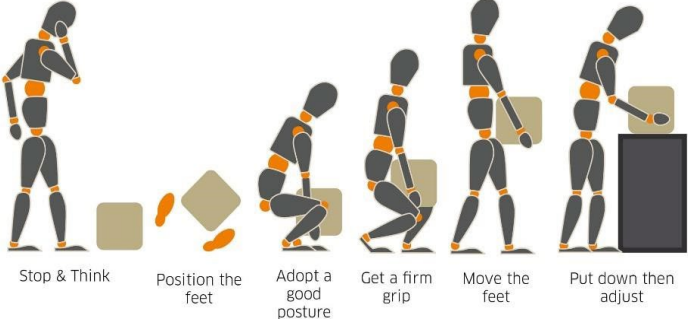
Prepared: January 2026.


Review: January 2027.


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<p>Safe System: Pre Session Preparation</p>	<p>Uncontrolled Risk Rating: Medium</p>	
<p>Description: The Club lease the athletics track from the Blaydon Leisure Centre on a sessional basis so that it can hold training and sporting activities.</p> <p>The track and surrounding land can be accessed and trespassed when not under the control of the Blaydon Harriers.</p> <p>The track is in the open air and can be exposed to extremes of weather.</p> <p>Hazards include</p> <ul style="list-style-type: none"> • Slips, Trips and Falls • Contamination with Hazardous Waste • Collapse or Impact with Structures • Extreme Weather • Conditions Caused by Vandalism <p>Those affected</p> <ul style="list-style-type: none"> • Those using the track and associated facilities. • Those observing the Club's activities. • Those in the above groups under the age of 16 years. 	<p>Safe System</p> <p>Blaydon Harriers should appoint a trained Named Officer to be responsible for safety during the activity session. It can be assumed that this individual is the responsible nominated and suitably qualified Coach or Run Leader for that session.</p> <p>Activities should not take place without the Named Officer being in attendance and ensuring the track and associated facilities is safe. The Named Officer has the ultimate responsibility for suspending a session or activity.</p> <p>Before the session the Named Officer should check the track, infield and associated land, lighting units and track furniture for obvious defects, damage or waste which could be harmful to those using the facilities.</p> <p>When defects, damage or hazardous waste is found the Named Officer should consider dynamic control to prevent harm or injury, up to and including stopping the session.</p> <p>The track and access to the track should be well lit.</p> <p>The Named Officer should advise a member of staff at Blaydon Leisure and Primary Care Centre when hazardous conditions are identified.</p> <p>The Named Officer should consider local weather conditions and weather warnings before allowing a session to proceed or continue.</p> <p>A session should be suspended if there is the likelihood of an electrical storm. Those who could be exposed should be removed to a place of safety.</p> <p>The Named Officer should ensure that a First Aider and First Aid Kit are available at each session and that there is a process for calling the emergency services if needed.</p> <p>The Named Officer should ensure that there are adequate numbers of appropriate adults to supervise those participating who are under the age of 16 years.</p> <p>Have a waste sharps kit ready for use. Train supervisors in its use. Sharps kit available within Blaydon Leisure and Primary Care Centre.</p> <p>If animal faecal matter is present on the athletics track, a member of staff at Blaydon Leisure and Primary Care Centre should be alerted and attend to remove.</p>	

<p>Safe System: Use of Athletics Equipment</p>	<p>Uncontrolled Risk Rating: Medium</p>	 
<p>Description: The Club use several types of unpowered equipment used in the sport of athletics.</p> <p>Associated Hazards</p> <ul style="list-style-type: none"> • Damage or Defective Equipment • Incorrect Positioning or Set Up • Incorrect Use • Dirt and Detritus <p>Those affected</p> <ul style="list-style-type: none"> • Those using the track and associated facilities. • Those in the above group under the age of 16 years. 	<p>Safe System</p> <p>All equipment should carry a CE or UKCA mark of conformity.</p> <p>Coaches/Run Leaders should be trained to check equipment for obvious defects and correct set up.</p> <p>Equipment should be checked for defects before the start of each session. Defective equipment should not be used and should be set aside for repair or replacement.</p> <p>All equipment should be correctly set up. Set up should be monitored by a trained supervisor.</p> <p>All equipment should be reasonably clean and free from detritus.</p> <p>When indicated equipment should be safely cleaned (following manufacturer’s instructions) with a sanitising solution and be allowed to dry before use.</p> <p>All equipment should be used in accordance with the manufacturer’s instructions.</p> <p>Users of the equipment should receive suitable training in the equipment use and should be considered competent by the Club before using the equipment unsupervised.</p> <p>Coaches/Run Leaders should ensure that equipment is not incorrectly or inappropriately used.</p> <p>Equipment should be suitably stored as to prevent damage or defects during storage.</p> <p>Equipment should be moved using a safer method of manual handling.</p>	

<p>Safe System: Dealing with Intruders</p> <p>(a person(s) who does not have a legitimate reason for being in a place and when there is a reasonable suspicion that that person(s) is intending to cause harm or injury).</p>	<p>Uncontrolled Risk Rating: High</p>	
<p>Description: The Club leases the track from Blaydon Leisure Centre. The Track is not secure from trespass or by those who are not authorised.</p> <p>Associated Hazards</p> <ul style="list-style-type: none"> • Inappropriate words or deeds by others. • Violet Attack. • Criminal Intent. <p>Those affected</p> <ul style="list-style-type: none"> • Those using the track and associated facilities. • Those observing the Clubs activities. • Those in the above groups under the age of 16 years. <p>NOTE:</p> <p>At the end of the training session those under the age of 16 years should wait within the confines of the track to be collected by a responsible adult, they must not wait in the carpark.</p>	<p>Safe System</p> <p>Ensure that all supervisors and participants are aware of the potential risk.</p> <p>Ensure that all participants, when not participating stay within a designated safe area.</p> <p>Ensure that those under 16 years are kept in line of sight with Coaches/Run Leaders at all times.</p> <p>Train all Supervisors on how to react to potential intruders, violence and aggression.</p> <p>Coaches/Run Leaders are empowered to dial 999 for the Police when they, or others, feel threatened.</p> <p>Without delay dial 999 for the Police if a weapon is suspected.</p> <p>When dealing with those who may become aggressive, maintain a safe distance and a route of exit away from the aggressor (don't get cornered).</p> <p>If confronted, Coaches/Run Leaders should ask those who may be becoming aggressive to leave the immediate area and if they don't, withdraw (taking others with them). Call the Police without delay.</p> <p>No attempt should be made to confront or to apprehend an intruder. Intruders should only be removed by the Police.</p> <p>Coaches/Run Leaders should (taking others with them) move away from aggressive people and should not confront them.</p> <p>Once the intruder has been removed, a Police crime number should be obtained, or a note made of the Officer's number and name.</p> <p>A check (if indicated) should be made to ensure that no one has been injured or is distressed and that any damage is left in a safe or reasonably safe condition.</p> <p>Report the incident to the Club via the incident reporting form and to Blaydon Leisure and Primary Care Centre.</p>	

<p>The person responsible for the training session should wait with under 16-year-olds until picked up.</p>			
<p>Safe System: Medical Emergency</p>	<p>Uncontrolled Risk Rating: Medium</p>		
<p>Description: Injury or illness is possible.</p> <p>Associated Hazards</p> <ul style="list-style-type: none"> • Injury or illness resulting from physical activity. • A participant or observer with an underlying medical condition becoming unwell. <p>Those affected</p> <ul style="list-style-type: none"> • Those using the track and associated facilities. • Bystanders and observers. • Those in the above groups under the age of 16 years. 	<p>Safe System</p> <p>A trained first aider should attend all track sessions.</p> <p>A fully stocked first aid kit [and if possible, a Defibrillator] should be available.</p> <p>The first aider should check the first aid kit [and Defibrillator] before the start of each session. Used and out of date items should be replaced.</p> <p>The first aider should carry a mobile phone to contact the emergency services and should ‘check signal’ before each session.</p> <p>Ensure that hand washing or hand sanitising is close at hand.</p> <p>Provide PPE (Nitrile Gloves and Disposable waterproof aprons).</p> <p>Ensure drinking water is available.</p> <p>The Coaches/Run Leaders should have access to contact details for all participants and parent/guardian details for all those under 16.</p> <p>Parents and guardians should be advised of any treatments to those under 16.</p> <p>All treatment and outcomes should be recorded by the first aider and passed to the Club’s Trustees for safe processing in accordance with GDPR, in addition, the Club’s incident reporting form should be completed.</p>		

<p>Safe System: Off Track Training</p>	<p>Uncontrolled Risk Rating: High</p>	
<p>Description: Groups of runners (up to 20) will go on training runs away from the track, using local roads and paths.</p> <p>Training sessions can take place during darkness.</p> <p>Associated Hazards</p> <ul style="list-style-type: none"> • Trips and falls • Impact with pedestrians • Impact with motor vehicles <p>Those affected</p> <ul style="list-style-type: none"> • Runners • Drivers • Pedestrians <p>Off track training is not undertaken by those under 16 years of age.</p>	<p>Safe System</p> <p>Ensure that the route the run will take is planned and known by all those participating.</p> <p>Before and at the end of the training session all participants should be accounted for.</p> <p>All runners should be warned of known road works, or hazardous conditions which may be on route.</p> <p>The Highway Code Rules 1 to 35 should be observed (www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35).</p> <p>Do not conduct off track training in icy or foggy conditions.</p> <p>The runner leading the training should stop the training session if, at the time, conditions appear too hazardous.</p> <p>All those participating should wear hi-vis clothing.</p> <p>Runners should wear appropriate footwear for underfoot conditions.</p> <p>When running in the road runners should run in single file and in accordance with the highway.</p> <p>Running on major or busy roads should be avoided.</p> <p>When running on paths care should be taken when approaching other pedestrians when runners should run in single file.</p> <p>Care should be taken not to force pedestrians into the road or the path of oncoming vehicles.</p> <p>When possible, roads should be crossed at formal crossing points. In all cases the Highway Code should be applied.</p>	

<p>Safe System: Potential or Actual Claim for Harm or Injury Caused</p>	<p>Uncontrolled Risk Rating: Moderate</p>	
<p>Description:</p> <p>Those participating or observing could be harmed or injured or, could allege that they have been harmed or injured as the result of the Club's activities.</p> <p>Ineffective management of a potential claim can make the claim undefendable and can cause premiums to rise.</p>	<p>Safe System</p> <p>No Officer of the Club, Coach or Run Leader should, in words or deeds, admit liability.</p> <p>The Club should not offer any form of compensation or enticement without first gaining the approval of its insurers.</p> <p>Ensure that the Club has adequate and suitable insurance to cover its activities.</p> <p>Ensure that the Leisure Centre has adequate and suitable insurance.</p> <p>Ensure that the Club has a Named Responsible Officer for Dealing with claims, Letters of Claim and allegations.</p> <p>Ensure that the Clubs Safety Policy and Safe Systems are always observed.</p> <p>Ensure that all Officers of the Club receive training in how to deal with an allegation, claim or potential claim.</p> <p>Ensure that all accidents or untoward incidents are reported, without delay, to the Clubs Trustees via the Club's incident reporting form should be completed. UKA guidance should be consulted as to ascertain if the accident/incident is also reportable to UKA.</p> <p>Ensure that incidents, accidents (real or suspected) and allegations are quickly and formally investigated by a competent person.</p> <p>Ensure that all claims, Letters of Claim and allegations are passed to the Club's insurers in a timely fashion.</p> <p>Ensure when indicated that an injury accident or dangerous occurrence is reported to the HSE under RIDDOR.</p>	