

1. It is the responsibility of all club officials, coaches, team managers and other volunteers, whilst acting on behalf of the club, to ensure that the relevant health and safety guidelines are adhered to. Of particular relevance is their duty to take responsibility for those under their charge, other groups that may be affected by their actions, and themselves.
2. A register of all participants must be taken before each session. On the young athletes' training evening, this will be arranged centrally by the reception team. On other training evenings/weekends, it is the responsibility of the individual coaches to keep a register of the athletes training in their group. When athletes are leaving the venue for a training run, the register must be left at the venue with a responsible person. Coaches must retain the day's register for at least one year in case it is required for use either for incident investigation or for club statistical purposes.
3. All activities are covered by the specific risk assessments for the activity and venue concerned. Coaches should familiarise themselves with any restrictions imposed by the venue owners or by the UKA track certification process, and act accordingly.
4. During any training session, the minimum requirement is that a mobile or other telephone is available on site. During the young athletes' training evening, a First Aider or Appointed Person should be present. In the case of winter sports-hall training, this can be the sports centre staff.
5. If an accident involving equipment failure, or an incident occurs (an incident is defined as any mishap which could have resulted in an injury, but did not – i.e. a near miss), the activity should be stopped until the safety has been reviewed and preventative measures implemented where necessary. A UKA accident/incident form¹ should be completed, and submitted via the Club Chairman or the Committee Secretary, within 48 hours, who will also notify the owner of the premises. (Note – activities need not be stopped in the case of normal athletic risks already defined and accepted, such as falling whilst hurdling, pole vault poles breaking etc., unless there is an abnormal equipment failure, but any injuries may still need to be reported.)
6. In the event of an accident involving death or major injury to any athlete, spectator or member of the general public, the owners of the premises must be contacted immediately. They will follow their own procedures for notification of the HSE, and any site/equipment involved should be left undisturbed pending an investigation. A club officer (Chairman, President, or Committee Secretary) should also be notified immediately.
7. If an accident occurs (involving an injury which requires medical treatment) the First Aider or Appointed Person should be called if present, and they will assess the situation and act as necessary. Where there is no First Aider present, the coach must assess the situation, and arrange emergency services attendance if the patient is unable to move themselves, has suspected broken or fractured bones, or has serious bleeding. Under no circumstances should an injured person be moved by an unqualified 3rd party. They should not be moved unless they are able and willing to move themselves.
8. If there are any concerns about the ability of an individual to deal with a particular injury then the emergency services should be called immediately. Of particular note are any injuries involving the head or spine: in such cases the injured person should not be moved and the emergency services should be called immediately.
9. A UKA accident form must be completed and submitted via the Club Committee, in the case of any accident involving treatment by the emergency services, attendance at a casualty department, or where any equipment failure is involved or suspected.
10. Assistance and first-aid treatment should always occur in the presence of another responsible adult. Ensure that any young people who were being supervised by an adult dealing with an incident continue to be supervised in some way.

¹ Forms are available on the UKA website
Cambridge & Coleridge AC.

11. If an accident or Incident occurs affecting a young person, the parent/guardian of that athlete should be informed at the earliest opportunity. If an accident is deemed serious (e.g. – the emergency services are called), the parent/guardian must be telephoned immediately if not present on site. Parents/guardians must be informed of any accident however minor, or any reportable incident involving their child. For this purpose a list of all club members' telephone numbers will be held at the university track clubhouse. Club reception staff and university ground-staff will have access to the list. If training when the facility is not formally open, it is the responsibility of the coach to ensure that he/she has the appropriate contact details in their register (see 2 above)

12. Reporting of accidents/incidents should be carried out according to the guidelines of the facility being used. Both Chesterton Sports Centre and Wilberforce Road athletic track have reporting procedures and staff are able to give advice on these. In addition, a report must be submitted to UKA via the Club Chairman, Committee Secretary, or other person approved by the committee (see also 5 above).

13. In case of fire, or emergency evacuation of buildings/sites, the procedures of the building/site in question must be followed. Emergency evacuation procedures for the University Clubhouse, and the Chesterton Sports Centre are displayed on site and instructions from University or Sports Centre Staff must be followed.

14. In the unlikely event that it is necessary to evacuate the actual athletics track area during training or competition (for example – in event of a bomb threat), coaches and officials should direct all persons to leave immediately the stadium area completely, including all car parks, and to assemble on the pavements in Wilberforce Road. The entrance road should be kept clear for use by the emergency services.

15. In case of incidents involving drunken, violent or threatening behaviour, which cannot be immediately defused, the police should be called by dialling 999. All parties who are not directly involved should be advised to move away to a safe distance until the incident has been dealt with by the police. Coaches and club officials should not put themselves at risk by attempting to intervene.