



Health and Safety Guidance

Hazard identification and risk assessment

In order to discharge the duty of care to provide a safe environment for track and field events it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard, or failing this, take action to either eliminate the risks or reduce them to an acceptable level.

Only if the risk has been assessed as “low” should a competition or training session be allowed to proceed.

HAZARD: A hazard is something with the potential to cause harm to an individual.

This can be an object, an activity and even a substance.

In Athletics, examples would include the following:

Objects- javelin, discus, shot, hammer, pole vault pole, high jump stands, hurdles, running track etc.

Activity- running, jumping, throwing, walking etc.

Substance- Water in water jumps and in the form of rain, snow and ice etc. **RISK:** Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as low, medium or high.

The principles of Risk Assessment are:

- a) Identify the hazard
- b) Identify those who might be harmed and how.
- c) Evaluate the risk (low, medium or high) and decide whether there are existing precautions and if these are adequate or are more required.
- d) Record the findings.
- e) Review the assessment and revise if necessary.

The safe conduct of track and field training

It is the responsibility of all coaches and athletes to ensure that all training sessions are conducted in a safe manner. In order to guarantee the above the following approved code of practice shall be followed, however in view of the wide ranging circumstances in which athletic events take place the implementation of the recommended control measures does not preclude the possibility that alternative control measures may be employed which either eliminate any risks or reduce them to an acceptable level.

Accident reporting

What to do in the event of an accident or near miss

As part of AIS Athletics' ongoing commitment to provide a safe sport, anyone who has witnessed either an accident or near miss is asked to complete a short report. The information that you provide will help to prevent future occurrences of similar incidents and provide an overview of the type and frequency of accidents when they do occur.

Compiling our accident/incident information in this way is useful for many reasons and most significantly helps us to identify any specific issues or trends with regards to accidents or injuries.

General

The range of events, exercises, and drills which athletes and coaches use is such that it would be impossible to specify each individually.

Coaches must be aware particularly of the following:

- (a) Any risks attached to the event / exercise which an athlete is undertaking.
- (b) The age and skill level of the athlete
- (c) The potential risks of using any equipment not specifically designed for the purpose it is being used for.

Coaches should be aware that they are responsible for the safety of their athletes not only during a training session at which they are present but also for the training set in training programmes which the athlete has been instructed to carry out. Coaches should make it very clear to their athletes what training it is reasonable for them to do on their own and what training must be supervised.

Training Aids Particular care must be taken by coaches using implements and equipment for purposes which they were not designed for. For example, the use of springboards as an aid in jumping events should only be employed by experienced coaches who have taken into account the age and ability of the athletes. Springboards should only be used from a short approach and must never be used from full approaches. Any training aids manufactured by coaches must be fully risk assessed and used with extreme care.

Weather

Should tracks, runways and throwing circles become covered in snow/ice or waterlogged training should cease as the risk would increase to HIGH.

Alternatively if the weather goes above 40 degrees; outdoor training should also cease.

First Aid/Medical provision during sessions

First Aid kits First aid bags come in a variety of shapes, sizes, and materials. The main considerations should be that the bag is lightweight, portable, waterproof, compartmentalised, and durable and is readily identifiable as the first aid kit (a white cross on a green background is the accepted symbol).

Within the bag, transparent plastic containers are a useful way of retaining items in a clean and easily identifiable location. Every training session should have easy access to appropriate first aid provision at their main training venue - the exact number and composition of first aid kits should be based on the findings of the First Aid Needs Assessment.

There is no mandatory list of items to be included; the contents are determined by an assessment of needs which is based upon the potential injuries/ illnesses that may be sustained by the participants. It is also important that the first aider only carries items that they have been trained (and are competent) to use.

The contents should be checked prior to use (note 'expiry date' of items), restocked after use and protected from dust and damp when not in use. First aiders should not routinely carry tablets or medicines, nor should they dispense them.

In exceptional circumstances: when a participant has been prescribed medication, e.g. anti-asthma inhaler, insulin injection or EpiPen, the medication which must be clearly labelled with the participant's name, may be carried in the first aid bag. It is the first aider's role is to ensure the medication is immediately accessible and assist the participant to take their medication as and when required Basic First Aid Guidelines

- All clubs should be aware of the Emergency Action Plan at their main training venue(s)
- It is essential that all coaches and administrators are aware of the medical history and needs of all members.
- First Aiders should be aware of any allergies a participant has in relation to First Aid (e.g. plasters)
- Coaches and administrators must have ICE contact details (In Case of Emergency) for all participants
- AIS will ensure that there is at least one qualified first aider at every training session. Note: The requirement for additional first aiders should be based upon the First Aid risk assessment.
- Ensure that any accidents, incidents or near misses are recorded
- Designated First Aiders should ensure that they keep their qualification up to date