

CUHH Safety Policy

Statement of General Policy:

Cambridge University Hare and Hounds is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed.

Safety Responsibilities and Arrangements:

| Responsibility | Officer Responsible | Specific Safety Arrangements |
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| <p>General oversight of club safety management</p> | <p>Joseph Massingham, James Coxon, Nancy Scott</p> <p>(Club Captain and Welfare Officers)</p> | <p>Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.</p> <p>Create a safe environment by putting health and safety measures in place as identified by the assessment.</p> <p>Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).</p> <p>A male and female health and safety officer should be elected each year at the Club's Annual General Meeting.</p> <p>It is the responsibility of the Captain or anyone in their place leading a session to do everything reasonable to ensure the health and safety of themselves and their group.</p> |
| <p>Clear communication with club members on safety matters</p> | <p>Joseph Massingham, James Coxon, Nancy Scott</p> <p>(Club Captain and Welfare Officers)</p> | <p>Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.</p> <p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p> |

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| | | <p>The Club health and safety policy is to be displayed on the CUH&H website. This is to be taken as the most recent version, superseding versions printed out.</p> <p>The policy is to be reviewed annually, by the relevant Captains in consultation with members of the senior committee and the health and safety officers, and presented to the CUH&H committee. The committee shall then approve, where appropriate, any changes, and the new policy displayed and sent out to all Club members.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>It is the responsibility of the individual member of the Club to bring to the attention of the Captain or Coach any illness, injury, or other factor that may affect their health and safety, or that of others, during a session.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p> |
| <p>Effective continuous management of safety arrangements</p> | <p>James Coxon, Nancy Scott (Welfare Officers)</p> | <p>Appoint a competent club member to assist with health and safety responsibilities.</p> <p>Review safety procedures, arrangements and information at committee meetings.</p> |
| <p>Provide appropriate mitigation control measures for injuries</p> | <p>James Coxon, Nancy Scott (Welfare Officers)</p> | <p>Provide access to adequate first aid facilities, telephone and qualified first aider at all times.</p> <p>Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.</p> <p>Running is a sport that requires that participants often train in small</p> |

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| | | <p>groups in a variety of locations on both public roads and private land, where there may not be direct access to health and safety facilities. 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.</p> |
| <p>Uphold a culture that supports the safety policy</p> | <p>All club members</p> | <p>Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.</p> <p>Co-operate with the club on health and safety issues.</p> <p>Correctly use all equipment provided by the club.</p> <p>Not interfere with or misuse anything provided for your health, safety or welfare.</p> |
| <p>Ensure that Equipment is safe</p> | <p>James Coxon, Nancy Scott (Welfare Officers)</p> | <p>Maintain equipment inventory.</p> <p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly.</p> <p>Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.</p> |
| <p>Other Activities</p> | <p>All Club Members</p> | <p>CUH&H activities are defined as those which are advertised on the website or via email, announced at a club meeting or funded by the club.</p> <p>These activities shall be bound by the health and safety policy of the Club.</p> <p>The club has a risk assessment in place for training and races. It is the responsibility of the Health and</p> |

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| | | <p>Safety Officers to undertake a new recorded risk assessment of Club activities when it is thought the activity significantly differs from those covered by the current risk assessment.</p> |
| <p>Accident and Injury Procedure</p> | <p>Joseph Massingham, James Coxon, Nancy Scott</p> <p>(Club Captain, Welfare Officers)</p> | <p>In the first instance of an incident, the captain or run leader should assess the seriousness of the incident and if necessary the training run or session should be halted.</p> <p>In most instances, there will not be a first aid kit, as these are impractical to carry on runs.</p> <p>Public buildings in the vicinity will have first aid kits, and can be fetched by runners in the group, adhering to social distancing guidelines.</p> <p>Sessions at the University Sports Centre or University Sports Ground will be covered by its first aid provision.</p> <p>If the incident is serious, runners should dial 112. It is encouraged that at least one runner of the group carries a mobile phone in order to contact emergency services.</p> <p>When a serious health and safety incident has occurred, a report must be made by contacting a member of the committee. This report must be passed to the University Sports Centre Safety Officer within 24 hours, and notice given to the senior committee. It should be remembered that the Data Protection Act must be followed in all circumstances.</p> |
| <p>Disciplinary Procedure</p> | <p>Joseph Massingham (Club Captain)</p> | <p>Any infringement of these rules will be dealt with by the senior Committee; the President, the Senior Treasurer, the Club Captains and the Honorary Secretary.</p> |

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| Complaints Procedure | Joseph Massingham, James Coxon, Nancy Scott (Club Captain, Welfare Officers) | <p>In the first instance, health and safety related complaints should be made to the relevant health and safety officer in writing.</p> <p>If this does not bring satisfactory conclusion, or the matter is of a particularly serious nature, the complaint may be referred to the Captain or President.</p> |
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It may be that several sections of the above table may be covered by one person, but the roles should be shared out as much as is practicable and effective within the club committee, to avoid a single point of failure and overloading individuals and to ensure appropriate input from individuals.