



Warrington AC

Health & Safety Policy

Updated 24/03/2025

Introduction

Our Health & Safety policy is:

1. Prevent accidents or cases of ill health within club activity
2. Manage health and safety risks within club activities
3. Provide clear instructions, information and training to ensure all committee members, coaches, volunteers, to ensure they are competent to carry out their voluntary duties.
4. Provide clear instructions, information and guidance to ensure all committee members, coaches, volunteers, athletes, parents/ carers on all matters pertinent to health and safety.
5. Work with local authority partners to ensure all facilities and equipment are maintained as required and fit for purpose.
6. Ensure safe handling and use of all substances.
7. Implement emergency procedures as detailed in site evacuation procedures in case of fire or other significant incidents.
8. Review and revise this policy on an annual basis.

Policy Scope:

This policy will cover all standard activity within an athletics club including; training sessions, hosting and/or attending competitions including travel.

Responsibilities for health and safety:

1. **Overall and final responsibility for health and safety:**
 - Club Chairperson.
2. **Day to day Responsibility for ensuring this policy is put into practice:**
 - All committee members attending club activity.
 - All licensed coaches attending club activity.
 - All club volunteers attending club activity.
3. **To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:**



- Club Chair & Club Secretary – risk assessments, consulting with local authorities and their employees, emergency procedures, fire and evacuation.
- Club Chair, Club Coach co-ordinator & EWG Team Lead – risk assessments
- Welfare Officers – monitoring accidents, ill health, incident in line with NGB guidance and codes of conduct.
- Events Secretary – Maintaining equipment, information and supervision including event specific training.

4. All volunteers should:

- Be aware of this policy
- Co-operate with the committee on all health and safety matters
- Take responsibility for their own safety.
- Take responsibility for the safety of any persons in their care.
- Report all health and safety concerns to the Club Chair or Club Secretary.

Arrangements for health and safety

Risk Assessments:

- We will carry out risk assessments using the NGB template for all club activities.
- Maintain a library of risk assessments and records.
- Review risk assessments on an annual basis.

Training:

- Licensed coaches receive training around health and safety within their discipline within their NGB training programs.
- Licensed officials receive training around health and safety within their discipline within their NGB training programs.
- Volunteers will be given appropriate guidance by competent supervising persons.

First Aid:

- The club will ensure all activity will have sufficient first aid cover, and those administering first aid will be appropriately qualified. Additionally the club will provide first aid provisions.

Consultation:

- The club will consult volunteers as appropriate on all health and safety matters as they arise or during the review of health and safety policies.



Evacuation:

- Evacuation policies as per WAC Fire/Bomb Evac and Invacuation Plan March 2025 will be followed specific to the site where the activity is taking place.
- Refresher for VP

Document Control

Prepared by: Dom Ellis/Julian Field – Officials & Events Secretary

Reviewed By: Julian Field – Chair

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Health and Safety Appendix 1

Annual Fire/Bomb/Evac and Invacuation Training encompassing:

1. Location of fire alarms at Victoria Park Track and Field Arena Warrington
2. Location of Fire extinguishers 7 Fire Blanket (noted no training provided on use)
3. Instruction to vacate premises immediately on discovering a fire/Bomb Threat.
4. Instructions to ring fire brigade/police in the event a fire/bomb/External Threat.
5. Location of emergency assembly areas and Invacuation assembly areas
6. Importance of recording number of athlete attendees by coaches at each session to expedite a robust roll call to support emergency services.
7. Directed at WAC coaches and key volunteers.
8. Reminder of DEFIB location and access code – Located on outside wall of main stand facing the home straight access code is **C159X**

Names and dates of training delivered 2025.

Russ Tart 03/25

Anne Gregory 03/25

Gareth Blizzard 03/25

Emma Pryor 03/25

Georgina Walker 03/25

Andy Clare 03/25

Tom Greaves 03/25

Dominic Ellis 03/25

Dave Spencer 03/25

Helen Derbyshire 03/25

Janice Hardwicke 03/25

Neal Petley 03/25

Brian Shaw 03/25

Sharon Taylor 03/25



Faye Lawton 03/25

Claire Demaine-Farrell 03/25

Ali Roberts 03/25

Health and Safety Appendix 2

Club First Aiders

Volunteer	Training Date
Julian Field	November 2024
Merv Ward	March 2025
Jack Pilkington	TBC

Health and Safety Appendix 3

Club welfare officers

Male Welfare Officer	David Pryor	WACWelfareB@gmail.com
Female Welfare Officer	Louise Blizzard	WACWelfareA@gmail.com