



Hadleigh Hares Safe Practice Guidelines.

Adult run sessions, including club 5K series

Coaches to arrive members on the APP at the beginning of session. All members should have booked in via the App, including those on a month free trial. No exceptions. Any persons wishing to join a session who are not currently members must contact the club via the website, using the contacts form to arrange a month's free trial, which includes access to the booking App. All session leaders should have a charged mobile phone on them enabling the access to the App for registration and ICE details if necessary.

There are first aid kits and first aid supplies in the locker and hut. All run leaders must take a first aid kit with them from the locker and either keep it in your own rucksack or take a bag from the locker before you leave. 5k series sessions first aid kit to be carried by tail bike. We suggest run leaders carry an ice pack, foil blanket, plasters, small wipes, a bandage and a face shield. If you cannot find any of these items, please let the committee know and they can be bought. Likewise, if there is anything else you feel we need please say.

If any minor accident or incident takes place there is a form to be filled in through the app. This will be picked up by the Chair and filled. Any serious accidents or those requiring hospital treatment need to be reported to England Athletics. [Health & Safety - Incident Reporting \(mysporthost.com\)](https://www.mysporthost.com) Please fill this in as soon as possible and let a member of the committee know via email or face to face. Please advise the Chair as soon as possible enquiries@hadleigh-hares.co.uk

Junior Sessions

Juniors, when they train on Abbeycroft grounds, are also required to complete accident forms for Abbeycroft. It is important that parents are informed of any accidents. If a child suffers from a head injury, and it is not thought to be severe enough for parents to be contacted straight away, then please speak to parents / carers at the end of session and give child a head injury information letter.

Session Safety

All session Leaders are expected to run sessions they know to be safe. If they are concerned about the safety of a session, they should stop the session and either change activity / location or return to original meeting place. Session Leaders are not expected to complete a risk assessment for every session. The club has general risk assessments to be followed, but they should use areas / routes they know to be safe, check the health of participants before starting a session and use safe equipment. There is also an England Athletics Coach Risk Assessment Guidance document for reference.

<https://www.englandathletics.org/clubhub/resource/health-and-safety/>

No juniors under 16 years old are allowed to attend senior sessions, this due to insurance and a safeguarding point of view. All juniors 16-18 can run in a session if they are accompanied by a designated responsible adult.

No accompanied bikes, i.e pacing bikes or other are aloud at any session. The only exemption is the tail bike on the 5K series.