



Basingstoke & Mid Hants Athletic Club

Health & Safety Framework

In partnership with
ORIGINSAFETY

Basingstoke & Mid Hants Athletic Club

Health & Safety Framework



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1 Introduction and Committee Approval

This Health & Safety (H&S) Framework sets out Basingstoke & Mid Hants Athletic Club's (BMHAC's) arrangements for managing the H&S aspects of its activities. It has been prepared by Origin Safety on behalf of BMHAC and has been designed to meet UK Athletics (UKA) H&S guidance.

The BMHAC committee has approved this Health & Safety Framework and supports its implementation. The club remains committed to ensuring the H&S of all its members, volunteers, and all other stakeholders which may be affected by its activities.

Health & Safety Coordinator

Signed:

Name: Neil Barton
Title: Health & Safety Coordinator
Date: 10 December 2024

Signed on behalf of the committee

Signed:

Name: Leigh Henderson
Title: Club Chair
Date: 10 December 2024

2 Health & Safety Policy

BMHAC shall maintain a written H&S Policy. The H&S Policy is maintained as a standalone document (ref. OSL-0325-A) and is available on the club's website. The H&S Policy shall be:

- Prepared by the club's H&S Coordinator
- Agreed by the committee
- Made available on the club's website
- Reviewed on an annual basis, or whenever there is a change in UKA H&S guidance or the club's affairs which could impact H&S



3 Health & Safety Responsibilities

3.1 Health & Safety Coordinator

The role of H&S Coordinator shall be one of BMHAC’s formally designated posts. The H&S Coordinator’s responsibilities and activities are defined in the H&S Coordinator Role Description document (ref. OSL-0325-B).

It is BMHAC’s intention that this post is always filled by a suitable person. Should the H&S Coordinator post be vacant, the committee shall make appropriate arrangements to ensure that the H&S requirements set out by this framework remain adhered to.

3.2 Other roles

Other club roles with specific H&S responsibilities are as follows:

Role	H&S responsibilities
H&S Coordinator	(Defined in the H&S Coordinator Role Description document (ref. OSL-0325-B))
Committee	<ul style="list-style-type: none"> • Endorse this H&S Framework • Endorse the club H&S Policy • Ensure sufficient budget is allocated for H&S matters • Arrange First Aid training for Coaches & Leaders, as required • Ensure that the club’s facilities, equipment and activities are safe
Coaches & Leaders	<ul style="list-style-type: none"> • Ensure training sessions are carried out in a safe manner and suitably risk assessed • Ensure equipment used during training sessions is visually inspected prior to use • Maintain suitable First Aid qualifications and competency, and request First Aid training if deemed necessary. • Be familiar with UKA’s H&S Policy • Be familiar with the club’s first aid arrangements, including the location of first aid equipment and the code for the club’s defibrillator. • Be familiar with the club’s ‘Track Etiquette’ document and ensure their athletes comply with it • Ensure any accidents, incidents or near misses are recorded in the club’s ‘First Aid & Accident’ book. • Be familiar with the club’s Emergency Procedure • Ensure First Aid provisions are available for off-track training sessions, as appropriate.
Event organisers	<ul style="list-style-type: none"> • Ensure events are suitably risk assessed • Ensure equipment used in events is visually inspected prior to use • Ensure suitable First Aid arrangements are in place for events

Table 1 – Health & Safety responsibilities



4 Risk Assessments

4.1 Approach to Risk Assessments

In support of ensuring all club facilities, equipment and activities are safe, BMHAC undertakes suitable and appropriate risk assessments. All risk assessments are proportionate for the facility, equipment or activity in question. The most suitable type of risk assessment depends on the nature of the facility, equipment or activity in question. The following guidelines apply:

- **Formally documented risk assessments** should be conducted where significant hazards or risk of harm exist. Use of [UKA risk assessment templates](#) is encouraged.

Example: club training nights (multiple groups undertaking running, jumping and throwing activities at the same time).

- **Dynamic (non-documented) risk assessments** may be appropriate for specific activities. Where this approach is employed the risk assessment must be conducted by competent Coaches, Leaders or Event Organisers and continually reviewed throughout the activity.

Example: risk assessment of a cross-country course (hazards will depend on the specific route and local conditions on the day e.g. standing water may require route to be changed at the last minute).

- **Checklists** may be used for club-owned facilities or activities which do not pose specific hazards beyond general day-to-day activities. The [HSE's Health and safety checklist for village and community halls](#) may be used for club-owned buildings.

Example: BMHAC's Main Clubhouse (standard building hazards e.g. electrical, kitchen area).

- **Pre-use visual inspection** is appropriate for all athletic and electrical equipment.

Example: checking of pole vault bed and poles prior to training and competitions.

- **PAT testing** shall be carried out on club-owned electrical equipment – see Section 6.

Example: club PA system.

- **Specific risk assessments may not be necessary** for activities with no significant hazards or undertaken in a benign environment.

Example: club administration activities performed at home, committee meetings etc.

4.2 Risk Assessment Register

Risk Assessment Register (OSL-0325-C) provides a means for ensuring that all club facilities, equipment and activities are covered by suitable risk assessments. It does this by:

- Listing all BMHAC facilities, equipment and activities
- Determining whether a risk assessment is needed, and the appropriate type of risk assessment
- Identifying relevant risk assessments, where documented

The Risk Assessment Register shall be reviewed annually or on any changes to the club's facilities, equipment or activities.



5 First Aid

5.1 First Aid Policy

BMHAC is committed to providing immediate and effective first aid care in the event of injury or illness during any club-related activity, whether at training sessions, competitions, or other club events. It is the club's policy to:

- Ensure appropriate first aid arrangements are in place for all club activities.
- Provide first aid assistance to individuals in the event of injury or sudden illness.
- Reduce the severity and impact of any injury or illness by delivering prompt and efficient care.
- Ensure that all accidents and incidents requiring first aid are recorded and followed up appropriately.

5.2 First Aid Arrangements

The First Aid Policy is implemented through the following:

- **First Aid Personnel:** BMHAC will ensure that an adequate number of trained and certified first aiders are present at all training sessions and events. First aiders will be equipped to handle a variety of injuries and medical conditions specific to athletics.
- **First Aid Kits & Equipment:** Appropriate First Aid requirements shall be determined through risk assessments. Well-stocked first aid kits will be available and maintained at Down Grange. These will be regularly checked and replenished to ensure that they meet current first aid standards. First Aid provisions shall also be made available at other training / competition sites, as appropriate for the location and activities.
- **Reporting:** All accidents, injuries, or illnesses requiring first aid will be appropriately recorded and reported – see section 8.
- **Emergency Procedures:** In the event of a serious incident or emergency, the club will invoke its Emergency Procedure – see section 9.
- **Athlete Welfare:** Any athlete who receives first aid treatment for an injury or illness will be assessed for their ability to safely continue participation in club activities. If deemed necessary, they will be referred for further medical assessment and treatment.
- **First Aid Training:** The club will regularly review and ensure that sufficient numbers of members, especially Coaches and Leaders, receive first aid training, including refresher courses as necessary.

5.3 First Aid Register

BMHAC maintains First Aid Register (document ref. OSL-0325-D) which includes:

- A list of the club's first aiders.
- A record of formal first aid training completed.



6 Fire Equipment Testing

The Main Clubhouse is fitted with a fire alarm system, which shall be regularly tested in line with relevant fire regulations. Instructions for conducting the tests are provided in the fire documents case, which is located below the panel.

Fire extinguishers are subject to annual tests by an approved third-party organisation. Details of current provider:

Company:	Basingstoke Fire Protection Ltd,
Address:	Unit 6a, Hackwood Business Park, Water End, Basingstoke, RG24 7BA
Telephone:	01256 323733, sales@b-f-p.co.uk
Agreement No.:	BASI004, expires 01 st Nov 2026
Point of contact:	Libby Foster

7 PAT Testing

All BMHAC-owned portable electrical equipment must be suitably safe for its intended use. To this extent, BMHAC shall ensure that all such equipment is subject to Portable Appliance Testing (PAT). PAT testing shall be arranged by the H&S Coordinator and conducted by a suitably qualified electrician on a nominally annual basis.

BMHAC maintains a PAT Testing Register which identifies all club-owned electrical items, and their PAT test dates (ref. OSL-0325-F).

8 Health & Safety Reporting

8.1 First Aid & Accident Book

All accidents, incidents and near-misses should be reported to the H&S Coordinator and recorded in BMHAC's First Aid & Accident Books. These are kept next to the First Aid kits in the kitchen areas of the Main Clubhouse and Clubhouse Cabin kitchen areas. The club's Accident Reporting Form template (document ref. OSL-0325-E) is the preferred method of reporting.

8.2 Reporting to UKA

All accidents, incidents and near-misses should also be reported to UKA via their [Health & Safety Incident Reporting system](#), regardless of their severity.¹ As a general rule, it is recommended that all incidents recorded in the First Aid & Accident Book are also reported to UKA.

¹ Email from Safety@britishathletics.org.uk to Neil Barton 14/10/2024 advised that 'We support all incidents being reported. Incidents can't be over reported for the purposes we use, so we are supportive of clubs reporting anything they feel is appropriate'.



8.3 Review and trend analysis

The H&S Coordinator shall undertake regular (nominally quarterly) reviews of reported accidents & incidents. Where trends or other underlying issues are identified, these shall be reported to the committee and appropriate actions taken at the earliest opportunity.

8.4 Reporting to BMHAC Committee

Any pressing or significant H&S issues shall be reported to the committee immediately. H&S shall be a standing agenda item for committee meetings.

8.5 Damaged Equipment

It is recognised that equipment owned or used by BMHAC may become damaged from time to time. BMHAC encourages reporting of damage at the earliest opportunity and will not penalise anybody for any damage caused by an accident or through general wear & tear.

- **Club-owned athletic equipment (e.g. javelins, hurdles, starting blocks, rakes, tape measures etc.):** – damaged equipment is to be identified as damaged / not to be used and safely stored in the Equipment Store. Damage is to be reported to the club's Supplies Officer.
- **Club-owned buildings and general equipment (e.g. electrical items)** – Damage is to be reported to the Committee.
- **BDBC-owned facilities and equipment (e.g. discus cage, pole vault mat etc.):** Damage is to be reported to BDBC as described below.

In all cases, appropriate restrictions and remedial action will be identified, implemented, and communicated to relevant stakeholders at the earliest opportunity. Any damage with a potential safety impact is to also be reported to the H&S Coordinator.

8.6 Reporting to Basingstoke & Deane Borough Council

Any health and safety issues relating to council-owned infrastructure or equipment are to be reported at the earliest opportunity to BDBC via the Down Grange ground staff (noting that ground staff are not always on duty).

The current point of contact is Gerard Beschizza (Gerard.Beschizza@basingstoke.gov.uk).

9 Emergency Procedures

BMHAC's Emergency Procedure provides instructions on how emergency situations should be managed, along with information which may be useful (e.g. details of nearest hospital). The Emergency Procedure is maintained as a separate document (ref. OSL-0325-G). A hard copy of the Emergency Procedure shall be kept in the Main Clubhouse and the Clubhouse Cabin.

All athletes, coaches, and volunteers are encouraged to familiarise themselves with the club's Emergency Procedure.



10 Health & Safety Budget

While a fixed 'Health & Safety budget' is not specified, the BMHAC committee guarantees that sufficient funding will be provided to support the implementation of this Framework and all other pertinent H&S matters. As a minimum, BMHAC commits to providing suitable budget for:

- First aid kits and equipment
- First aid training (e.g. refresher training for Coaches & Leaders)
- Provision of external medical support, where deemed necessary (e.g. St John's Ambulance support at competitions)
- PAT testing of BMHAC-owned electrical equipment

11 Review

This Health & Safety Framework shall be reviewed annually, or on changes to UKA H&S guidance or the club's arrangements which could impact H&S.



Appendix A Supporting Documents & Guidance

A.1 BMHAC Health & Safety Framework documents

Document	Reference
Health & Safety Framework (this document)	OSL-0325
Health & Safety Policy	OSL-0325-A
Health & Safety Coordinator Role Description	OSL-0325-B
Risk Assessment Register	OSL-0325-C
First Aid Register	OSL-0325-D
Accident Report Form	OSL-0325-E
PAT Testing Register	OSL-0325-F
Emergency Procedure	OSL-0325-G

Table 2 – Health & Safety Framework documents

A.2 UKA and HSE links

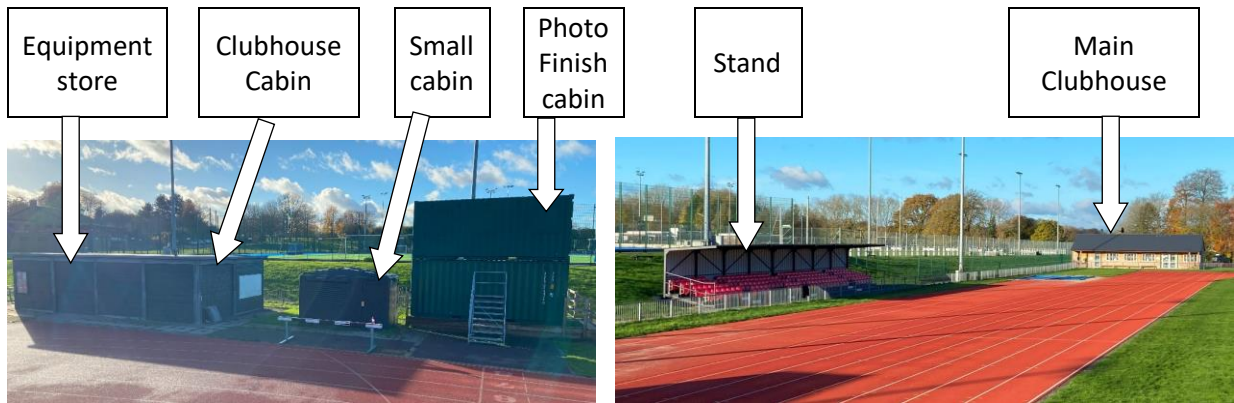
Document	Link
UKA Health & Safety	link
UKA Risk Assessment guidance (including templates)	link
UKA Health & Safety Incident Reporting system	link
HSE guidance: Amateur Sports Clubs – Guidance on running a safe sports club	link
UKA Approved Codes of Practice and Guidance	link
UKA Approved Code of Practice for Training	link
UKA: First Aid Kit Guidance for Coaches and Clubs	link
UKA: Competitions - Information for Event Organisers and Officials	link
EA: Club Health and Safety	link
EA: What should clubs have in place for health and safety?	link
EA Club Template - Health and Safety Policy	link
EA Club Template - Health and Safety coordinator role description	link
HSE Health and safety checklist for village and community halls	link
HSE: Voluntary work - Village and community halls: Legal responsibilities	link

Table 3 – Links to UKA, EA and HSE guidance



Appendix B Building naming conventions

The following names are used for the 'buildings' at the Down Grange track:





Appendix C Abbreviations

Abbreviation	Definition
BDBC	Basingstoke & Deane Borough Council
BMHAC	Basingstoke & Mid Hants Athletic Club
EA	England Athletics
H&S	Health & Safety
HSE	Health & Safety Executive
OSL	Origin Safety Limited
PAT	Portable Appliance Testing
UKA	UK Athletics