



# **APPROVED CODE OF PRACTICE FOR THE SAFE CONDUCT OF TRACK AND FIELD TRAINING**

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## **2017 UPDATED CODE OF PRACTICE**

In 2017 a basic content review of the 2007 Code of Practice was undertaken and material revisions to the original version have been highlighted in blue text.

# UKA HEALTH AND SAFETY POLICY

It is the policy of UKA that all its employees shall comply with relevant statutory provisions, regulations and codes of practice for the purpose of securing the health, safety and welfare at work of all colleagues, so far as is reasonably practicable.

It is also our policy, so far as is reasonably practicable, to safeguard the health and safety of non-employees including athletes, volunteers, visitors, contractors, agency staff and the public who may be affected by our operations.

UKA will communicate its Health & Safety Policy statement to all staff and make such arrangements as may be considered appropriate to meet their responsibility, paying particular attention to the provision of:

- Adequate resources
- Consultation forums for employees and others
- Premises that are safe for all personnel using them;
- Plant, equipment and systems of work that are safe and without risk to health;
- Safe access and egress to all places of work;
- Safe and healthy working environment;
- Arrangements for the safe use, handling, storage, transport and disposal of articles and substances;
- Information, training and supervision to enable all colleagues to minimise risks and contribute positively to their own health and safety;
- Risk assessment programme for the elimination or reduction of occupational risks and suitable arrangements for continuing the identification, control, monitoring and review of risk.

The Chief Executive has overall responsibility for health and safety and the implementation of this policy within UKA.

All directors and managers have the responsibility for implementing this health and safety policy. They must ensure, so far as reasonably practicable, that health and safety issues are treated as a high priority by promoting good practice and maintain commitment to continuous improvement.



Niels de Vos  
Chief Executive, for and on behalf of the Board  
Date: 8<sup>th</sup> December 2016

# DEFINITIONS

## 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.

# HAZARD IDENTIFICATION AND RISK ASSESSMENT

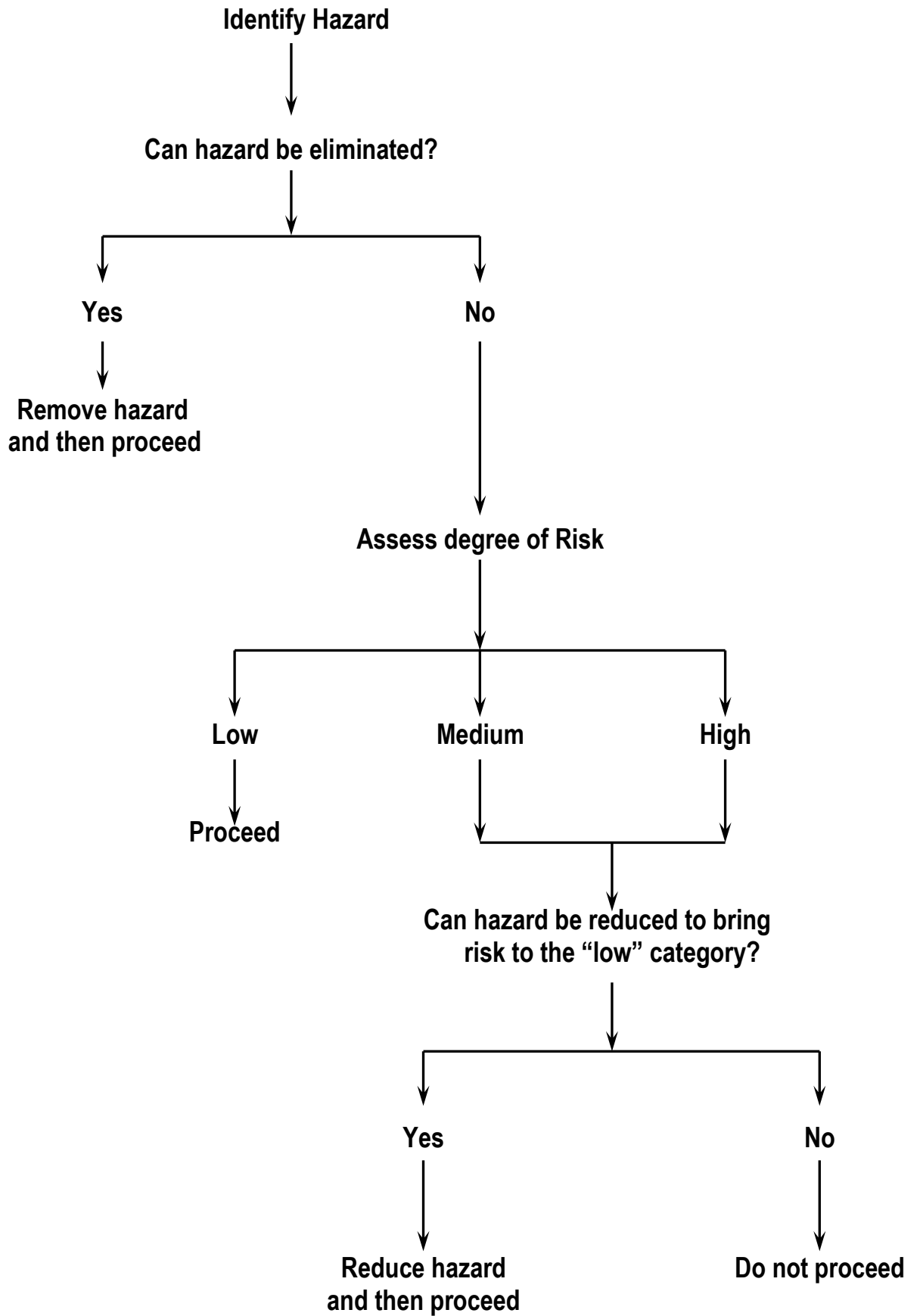
In order to discharge the duty of care to provide a safe environment for track and field events it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard, or failing this, take action to either eliminate the risks or reduce them to an acceptable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

## RISK SHOULD BE ASSESSED IN TERMS OF:

<b>LOW</b>	<b>NO RISK, OR MINIMAL RISK OF INJURY</b>
<b>MEDIUM</b>	<b>SOME RISK OF INJURY</b>
<b>HIGH</b>	<b>HIGH RISK OF INJURY</b>

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

The following schematic outlines the procedure to be followed





## **APPROVED CODE OF PRACTICE**

### **“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.

### **RESPONSIBILITIES**

Many of the coaches' responsibilities may not entail direct action by the coach in person but rather the need to bring the problem to the attention of facility staff.



# GLOSSARY

## NOTE

Attention is drawn to the fact that in the Code of Practice the words 'must', 'ensure', 'shall' and 'should' are frequently used. The words 'must', 'ensure' and 'shall' indicate a compulsory measure; while the word 'should' indicates a strong recommendation.

## COACH

One who teaches, coaches, gives advice or assists in these processes.

## FACILITY STAFF AND FACILITY OPERATORS

Those persons delegated by the local authority or employed at a stadium or track whose responsibility it is to ensure that the track and equipment are serviceable and in good working order.

## COMPETENT

'Competence is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience.' HSE Management of Health & Safety at Work Regulations (1999)

When competence is used in this document it refers to person who has the necessary skills, experience and/or qualifications that would, in the eyes of a reasonable person, deem them competent to carry out/supervise an activity.

## CRITICAL FALL HEIGHT

The ability of a surface to absorb an impact is measured by its Critical fall Height. A surface's Critical fall Height represents the greatest height of a head-first fall from which a person, landing on a surface, could be expected to avoid sustaining a critical head injury.

# INSURANCE

## Coaches

UK Athletics Insurance provides UKA Coaches with Public Liability and Third Party Insurance, Personal Accident Insurance and Travel Insurance for all events organised by affiliated bodies. For further details coaches should refer to the [Insurance section of the UKA website](#).

1. Coaches should always ensure that they have Insurance cover for any activities that they undertake.
2. In the event of an accident occurring in which a claim is likely to be made, coaches should ensure that all relevant details of the accident / incident are recorded and that all correspondence is conducted through the Insurers.
3. Insurance is linked to affiliation in consequence coaches are only covered by UKA Insurance when coaching on behalf of an affiliated club or organisation.
4. Coaches and athletes are not insured when they are on warm-weather training trips abroad unless those trips are organised by UK Athletics.
5. Coaches who are paid are covered by UK Athletics insurance provided they are coaching on behalf of an affiliated club or organisation.
6. Coaches are covered by UK Athletics Insurance when coaching the event for which they are qualified or for coaching an event related to their event or for training related to their event. I.e. a long jump coach would be covered to coach sprinting but not hammer.

# ACCIDENT REPORTING

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

Definitions for the purpose of reporting

- Accident: An event that results in injury or ill health
- Near miss: an event not causing harm, but has the potential to cause injury or ill health

As part of UK Athletics' ongoing commitment to provide a safe sport, anyone who has witnessed either an accident or near miss is asked to complete a short [online report](#).

This is done using [UKAs online Accident/Near Miss Report Form](#). The information that you provide will help to prevent future occurrences of similar incidents and also 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.

To report an accident, incident or near miss, please use UKAs Online Accident / Incident Reporting Form. [Click here](#).

Once completed, you will receive a text version of your accident/incident report via email. Please ensure that you retain a copy for your own records.

Note: If an accident has resulted in serious injury, or a hazard is so serious that it could result in an accident in the immediate future, it is important that these facts are reported immediately to the relevant Facility Operator, Race Director or Local Authority Health & Safety Manager.

# 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.

## **The Use of Additional Padding and Matting**

- Additional matting or padding may be used to supplement existing landing areas for high jump and pole vault or to cover hard surrounds.
- Where matting is used to supplement a landing area which is below the UK Athletics specifications, the matting shall be of a depth and density similar to the depth and density of the landing area adjacent to the additional matting.
- Matting which is used to cover hard surrounds around a landing area which conforms to UK Athletics specifications shall be of an impact absorbing material.

## **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.

# SUPERVISION OF TRAINING

- A. Young athletes** (Under 17 years)  
Always supervised by a **competent person**
- B Junior Athletes** (Under 20 years) or inexperienced senior athletes
- (a) Supervised by a *competent person***  
Events (including drills and exercises) in which there is a risk of accidents to themselves or others. (i.e. pole vault, throwing events, gymnastic exercises etc.)
- (b) Unsupervised but with other athletes/coaches being present.**  
Events (including drills and exercises) which have low risk of accidents to the athlete and others ( i.e. Horizontal jumps, hurdles, high jump etc.)
- (c) Alone**  
Events (including drills and exercises) which are relatively risk free. ( i.e. most track events, warm ups etc.)
- C. Experienced Senior Athletes**
- (a) Supervised by a *competent person***  
Events (including drills and exercises) in which there is a risk of accidents to themselves or others (i.e. pole vault, gymnastic exercises etc.)
- (b) Unsupervised but with other athletes/coaches being present.**  
Events (including drills and exercises) which have a low risk of accidents (i.e. Horizontal jumps, hurdles, high jump etc.)
- (c) Alone**  
Events (including drills and exercises) which are relatively risk free. (i.e. most track events, warm ups etc.)

## Weight Training

- A.** Junior, younger and inexperienced senior athletes must be supervised at all times by a **competent person**.
- B.** Experienced senior athletes if unsupervised should always ensure that at least one other **competent** coach or athlete is present.

# FIRST AID / MEDICAL PROVISION DURING TRAINING SESSIONS

## **First Aid provision at club training sessions**

Athletics Clubs have a duty of care to ensure that participants can enjoy athletics in a safe environment; part of that responsibility is to conduct a first aid needs assessment\* and ensure that there is appropriate first aid provision available at all training sessions.

\*For further information on carrying out a first aid needs assessment and specific first aid needs assessment case studies visit the Health & Safety Executive website:

- [First Aid Needs Assessment](#)
- [First Aid Needs Assessment Case Studies](#)

*Note: UKA recommends that any appointed First Aiders are trained to a minimum level of Emergency First Aid at Work / L2 Sports First Aider (or equivalent) while individuals appointed to a role to oversee first aid should be trained to a minimum level of First Aid at Work (or equivalent).*

## **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 club 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. Note: If training sessions are taking place “off-site” e.g. on Road or Parkland then the coach/leader should carry a portable first aid kit.

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 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 club administrators are aware of the medical history and needs of all club members.
- First Aiders should be aware of any allergies a participant has in relation to First Aid (e.g. plasters)
- Coaches and club administrators must have ICE contact details (In Case of Emergency) for all participants
- Clubs should 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 using UKAs online incident reporting form:  
<http://www.britishathletics.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/>
- Designated First Aiders should ensure that they keep their qualification up to date

# GENERIC RISK ASSESSMENTS FOR TRACK & FIELD TRAINING

The links below provide generic risk assessments that highlight some of the common safety hazards associated with track and field training and the recommended steps required to control the risks.

- [Generic risk assessment – Outdoor Track Training](#)
- [Generic risk assessment – Outdoor Jumps Training](#)
- [Generic risk assessment – Outdoor Throws Training](#)
- [Generic risk assessment – Indoor Training](#)

UKA recommends that every venue and event conducts a risk assessment and it is important that the following generic risk assessments are not just copied and pasted with your facility/event/club name added at the top as this would not satisfy the law and would not protect participants. Every venue and event is different so you need to think about the hazards and controls relevant to your facility/activity and document accordingly. (Click [here](#) for templates and guidance on carrying out a risk assessment).

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions at your venue



## FURTHER INFORMATION

For further information visit the [Health & Safety section of UKAs website](#) :

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