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The 7 Club Standards



Standard 7: Health & Safety

Clubs should implement a **Health & Safety policy** and associated risk assessments. Both the Policy and Risk Assessment should be written down, accepted by the Committee and then communicated to all members in a simple and easy to understand way.

Standard 6: Club Safeguarding Code

Agree and implement the **UKA & HCAF Club Safeguarding Code of Conduct**. This code includes policies and procedures that club should adopt, Welfare Officer guidance, checks on volunteers, coaches and officials and behavioural standards.

Standard 5: Inclusion & Diversity

Clubs should have an inclusion policy that outline how the club will make reasonable adjustments for everybody to take part as well as promote a change in attitudes and perceptions towards the characteristics protected under the Equality Act (2010).

Standard 4: GDPR

Clubs must have a Privacy Statement in place and to ensure members are aware of how their data will be processed and so the club remain compliant with current data protection legislation

Standard 3: Grievance and disciplinary

Clubs should have a policy that provides the club with a clear process on how to manage grievance and disciplinary matters.

Standard 2: Committee

A club committee should include Chair, Secretary, Treasurer, Membership Secretary, Welfare Officer & DBS Verifier. Chair/Treasurer must not be same person

Standard 1: Constitution

A club constitution outlines the clubs' purpose, functions and the rules under which it will operate. A club must have a constitution that is reflective of the legal structure, agreed by all the committee and fit for purpose.



Health & Safety

Reporting accident, incident or fatality

HEALTH & SAFETY - INCIDENT REPORTING



Welcome to our incident reporting page.

Please select one of the four reporting categories, most relevant to the circumstances of your incident.

DND	ACCIDENT	INCIDENT	HEALTH

UKA provide a Health and Safety Helpline, supported by the Royal Society for the Prevention of Accidents. If you need support reporting you can call 0121 248 2275 or email office@safety@ukathletics.com.



- 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 [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.
- You will receive an email confirming receipt of your report.
- 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.



Club Committee responsibilities

An effective club committee exists to serve the club and to ensure that its members receive the best possible service and experiences.

Specifically, the health & safety duty of care is the joint responsibility for all committee members. While duty of care duties may be delegated to the Health & Safety Coordinator, overall responsibility can not. Club Committee members can help by:

- Agreeing and implementing the health and safety policy and the risk assessments.
- Ensuring that the health and safety policy and risk assessment are communicated to club members
- Reviewing regular health & safety reports and seeking clarity to aid understanding (ask questions!)
- With guidance, supporting with administration at key reporting times
- Adopting automated health & safety procedures
- Playing an active role in decision-making for managing risk assessments
- Ultimately it's who controls – remember the contractor/venue



Further support

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