



Health And Safety Policy

Aim of Policy

To maintain the health and safety of 100 Marathon Club Members.

Risk Assessment

As a virtual club which does not meet on a regular basis, we have assessed very few health and safety associated risks. Individual members are responsible for their own health and safety whenever they run, advice and information is provided to them via resources on the club website to assist them to maintain their own health and safety whilst running or participating in organised events. The health and safety of events our members run in is the sole responsibility of the event organiser.

The following is a list of identified risks for which the club is responsible.

- AGM Marathon
- Annual General Meeting
- Committee Meetings
- Kit Management

Arrangements for Health and Safety

AGM Marathon. The annual AGM Marathon is contracted out to a recognised event company / event company. As part of contractual arrangement, the organiser to which the event is contracted is required to under a thorough health and safety risk assessment and produce a plan to mitigate identified risk.

Responsibility: Race Director of contracted event organiser / Committee AGM Sub Group.

Annual General Meeting. Once each year the club invites members to attend an annual general meeting. This meeting is held in a different venue each year, which will require a unique health and safety risk assessment and management plan. The risk assessment will consider issues such as accessibility, safe capacity, fire safety, emergency evacuation plan, food hygiene and safety. It is expected that the host venue will provide most of this information and assist the club in the risk assessment and health and safety management plan.

Responsibility: Committee AGM Sub committee

Committee Meetings. Since the start of the Covid – 19 pandemic in 2019 committee meeting have been held virtually via online meeting platforms. Should the committee resume meeting in person

then each venue selected to host meetings will need to be individually risk assessed prior to the meeting in terms of health and safety risk, accessibility, fire safety, evacuation plan, food hygiene and safety. It is expected that the host venue will provide all relevant information and assist the club in undertaking risk assessment and risk management planning.

Responsibility: Club Secretary and Club Chair.

Kit Management: The club orders and holds stock of kit that it sells to members. Several risks have been identified around kit as follows. Each of these should be risk assessed on an individual basis and a risk management plan developed and implemented.

Safe storage of kit considering, fire risk, ease of access, safe moving and handling.

Moving and handling of kit, some kit may be delivered in heavy boxes and need to be moved into safe storage creating a potential risk to individuals moving stock.

The kit manager, and other committee members responsible for posting items out to members need to take items to the post office or couriers for onwards shipping, posting. This may involve risks such as the moving of heavy items, driving to drop off points, taking stock to sales venue, crossing busy roads and more.

Responsibility: Kit Manager, Committee Members moving or posting kit.

Training

Support and training on health and safety, including fire safety and moving and handling will be sourced for any committee member or club member who takes on responsibilities assessed as a health and safety risk, if that individual does not feel competent to undertake their own local risk assessment and develop a local risk management plan.

Day to Day Responsibility for Ensuring This Policy is Put into Practice

The 100 Marathon Club UK Committee

Overall and Final Responsibility for Health and Safety

The 100 Marathon Club Chairperson.

All club members should:

- co-operate with supervisors and managers on health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).