



APPROVED CODE OF PRACTICE FOR THE SAFE CONDUCT OF TRACK AND FIELD COMPETITION

Revised August 2017

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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.

In 2018 UKA will publish new Safety Guidance for all Track and Field disciplines that will supersede this document.

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: 8th 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

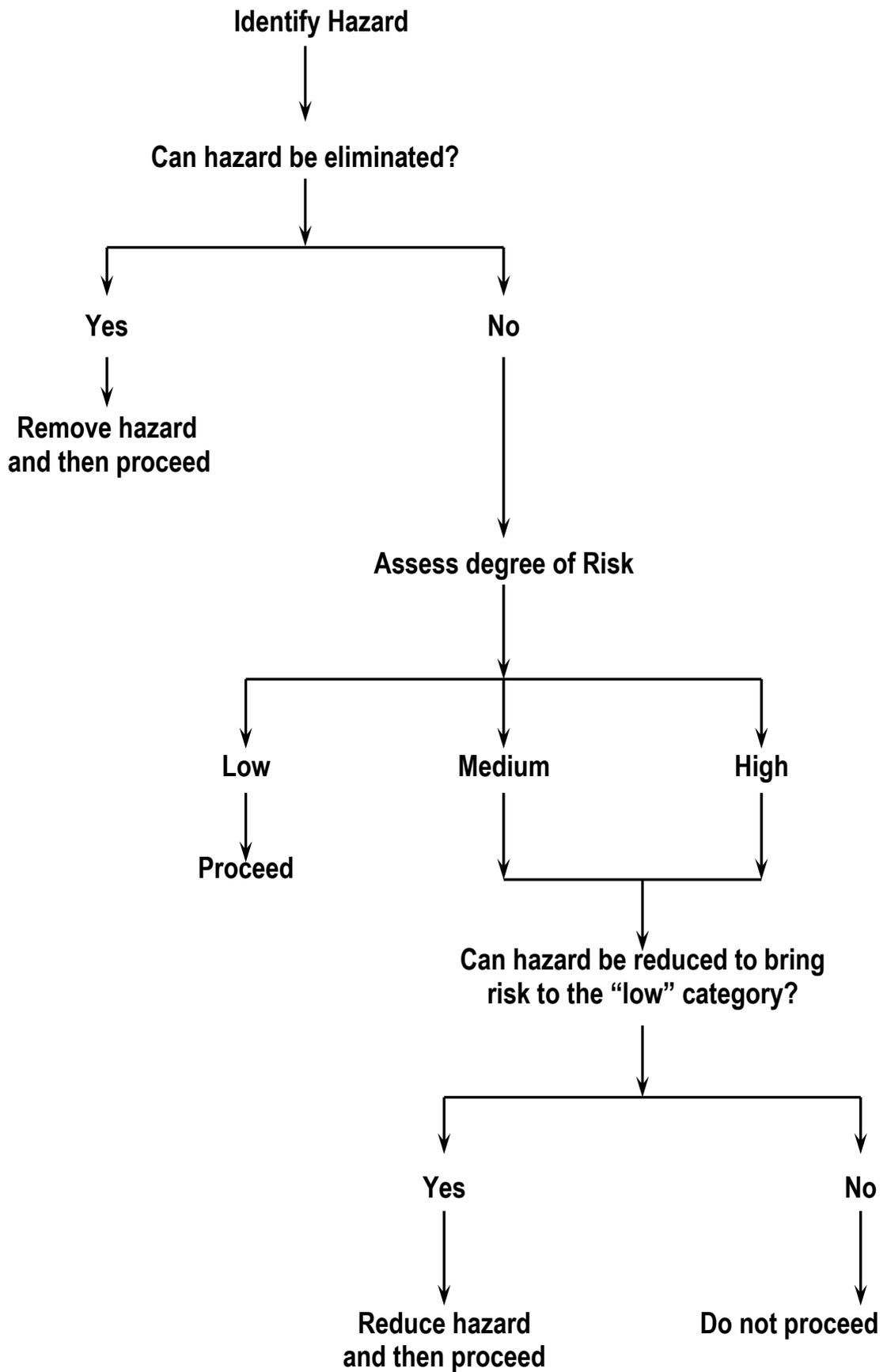
In order to discharge the duty of care to provide a safe environment for track and field events it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard, or failing this, take action to either eliminate the risks or reduce them to an acceptable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

RISK SHOULD BE ASSESSED IN TERMS OF:

LOW	NO RISK, OR MINIMAL RISK OF INJURY
MEDIUM	SOME RISK OF INJURY
HIGH	HIGH RISK OF INJURY

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 COMPETITION”

It is the responsibility of all officials 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 Official's responsibilities may not entail direct action by the official 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.

OFFICIAL AND TECHNICAL OFFICIAL

Any person, qualified or not, who has been given responsibility for the conduct and regulation of an event.

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

Officials

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

1. Officials 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, officials should ensure that all relevant details of the accident / incident are recorded and that all correspondence is conducted through the Insurers.
3. Unqualified persons used to officiate are covered by insurance provided they operate under the jurisdiction of a qualified official. Meeting organisers and referees must ensure that unqualified persons used to officiate are **competent** aware of any safety issues related to the event.
4. Insurance is linked to affiliation not permits. The issue of a permit does not in itself provide insurance for an event or race. Officials are covered by UK Athletics Insurance only when officiating at events promoted or organised by affiliated clubs and organisations.

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 or Local Authority Health & Safety Manager.

SAFETY RECOMMENDATIONS FOR CLUBS, MEETING PROMOTERS AND MEETING ORGANISERS

Prior to a Track & Field competition, UKA recommends that organisers:

1. Request copies of venue risk assessments.
2. Make a site visit to the venue at least 2 weeks prior to the event to check the facility layout and condition of fixed equipment (particularly throws cages/netting and jumps landing areas) as well as loose equipment (hurdles, implements etc)
3. Carefully timetable events to take account of any possible conflicts / safety issues.

During competition organisers should ensure:

1. That consideration is given to the safety of athletes, officials, spectators and other personnel while the hammer event is in progress. Depending upon the location of the hammer competition and the competence of the competitors it may be necessary to restrict the use of the track and any other event sites in the vicinity of the hammer event.
2. That in the event of non-qualified personnel being used to assist in officiating, prior to starting the event all such persons must be added to the meeting organiser's list of officials and should be made aware of any safety issues associated with their events. Only in exceptional circumstances should non-qualified personnel be used in the proximity of landing implements in the long throwing events and then only under the direct supervision of a suitably experienced and **competent** technical official.
3. That the recommendations regarding personnel entering the competition area are complied with.

During a meeting clubs and team managers should ensure that their athletes have sufficient competence in their events such that they do not pose a danger either to themselves or to others.

Personnel Entering the Competition Area

The following information should be displayed as widely as possible:

1. No-one other than the relevant appointed Technical Officials and Field Event athletes should enter the roped-off area in the competition area without authorisation.
2. Tours by guests/dignitaries must be led by a competent authorised person.

UKA recommends that this information is displayed:

- On entry to meeting (if controlled access)
- At some prominent position outside the track (outside the clubhouse, announcers caravan, etc.)
- On leaflets given out to competing clubs.
- Where appropriate printed in the programme.

Instructions to Personnel

1. Report presence to officials in charge of event.
2. Comply with requests from officials to move location.
3. Be aware of roped restrictions.
4. Take notice of and acknowledge warning horns.
5. Look both ways before crossing tracks and runways.
6. Do not use the centre field as a short cut.
7. Do not obstruct the progress of any event.

SPECIFIC RULES

1. Track athletes and Seeding sheet/Draw Sheet/Results Runners must never go inside the roped off area. Only if necessary may they cross the track and go round the competition area on the grass.
2. Press/photographers must be easily identifiable and must report to the official in charge of the event and should only be allowed on to the competition area with the meeting organiser's permission.
3. In the event of doctors or first aiders needing to enter the competition area they must make their presence known to the event officials.
4. Refreshment personnel must never use the central competition area as a short cut.
5. There shall be a statutory public H & S announcement at the beginning of every meeting with repeated announcements at suitable intervals.
6. It is recommended that while in a competition area headphones should not be worn.
7. In meetings where kit carriers are used they must be under the supervision of a **competent** person who must be aware of all safety procedures.

MEDICAL PROVISION AT TRACK AND FIELD COMPETITIONS

The minimum provision at track and field meetings should be the following:

1. First aiders: number to be determined by meeting organiser.
2. Ability to contact emergency services.

Alternatively in the absence of first aiders a responsible person should be appointed whose role would be the following:

1. To be aware of the nearest accident and emergency hospital.
2. To be able to arrange transport to a hospital if necessary.
3. To make all necessary telephone communications.

Note: This person would not be responsible for any first aid treatment

At larger meetings more specialist medical support may need to be considered.

GENERIC RISK ASSESSMENTS FOR TRACK & FIELD COMPETITION

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

- [Outdoor Track generic risk assessment](#)
- [Outdoor Jumps generic risk assessment](#)
- [Outdoor Throws generic risk assessment](#)
- [Starting generic risk assessment](#)
- [Photo Finish generic risk assessment](#)
- [Timekeeping generic risk assessment](#)
- [Televised Events generic risk assessment](#)
- [Indoor competition generic risk assessment](#)
- [Sportshall athletics generic risk assessment](#)

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 the venue.

FURTHER INFORMATION

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

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