



# CAMBRIDGE UNIVERSITY CYCLING CLUB HEALTH & SAFETY POLICY

2023-2024

## 1. Statement of General Policy & Overview

- a. Cambridge University Cycling Club is committed to ensuring that our members take part in activities where the health, well-being and safety of each individual is managed effectively, and where that of all external parties is considered and managed.
- b. Cycling as a sport often requires that participants train in small groups in a variety of locations, both on public roads and private land. This puts emphasis on the individual and small groups when it comes to health and safety, and so all participants are expected to look after themselves and one another when training with and competing for the club.
- c. CUCC is affiliated to British Cycling and Cycling Time Trials.
- d. It is the responsibility of the Junior Treasurer to bring the club's Health & Safety Policy and Club Handbook to the attention of all new members.
- e. It is the responsibility of the Ride and Race Captain(s) to ensure everyone at training events has read the Health & Safety Policy and the relevant sections of the Club Handbook.
- f. The Club's Health & Safety Policy and Handbook are to be displayed on the CUCC website, with these versions acting as the most up to date, thereby superseding any physical versions.

## 2. Training

- a. The Club's Handbook should be referred to for all matters of training.
- b. It is the responsibility of the individual to bring any illness, injury or other factor that may affect their health and safety, or that of others, to the attention of a ride or event leader during that session.
- c. It is the responsibility of the session leader to do all they reasonably can to ensure the health and safety of themselves, their group, and others in line with the guidance outlined in the Club Handbook
- d. All such ride leaders should have their attention drawn to the relevant Handbook guidance before a session by the Ride Captain(s).

## 3. Other Activities

- a. The Club's activities are defined as those which are advertised via email or the website, announced at a club meeting, funded by the Club or using the Club's equipment.
- b. These activities are subject to the Club's Health & Safety Policy, and the associated Handbook guidance.
- c. When organising a club trip, a plan must be left with a member of the Executive Committee (President, General Secretary or Junior Treasurer), or the Senior Treasurer. This plan must include contact details for at least 2 members taking part. All trips should be planned by a member travelling with the party.

## 4. Accident and Injury Procedure

- a. In the event of an accident or injury, the training ride or session should be halted immediately, and the leader should assess the seriousness of the incident.
- b. In most instances, the session will not have a first aid kit due to impracticalities. Therefore, medical assistance and supplies should be fetched by members of the group from the nearest public building or other location. Sessions at the University Sports Centre are covered by its first aid provision.
- c. In the event of a serious incident, members should call 112 (their mobile phone can be traced if the exact location is unknown).

- d. Riders are strongly encouraged to carry a mobile phone with medical ID functions enabled, so that emergency services can access information.
- e. After an incident has occurred, a report must be made by contacting a Committee member, who will update the online accident log. This report must be passed to the University Sports Centre Safety Officer within 24 hours, and notice must be given to the Senior Treasurer. The Data Protection Act must be followed in all cases.

**5. Equipment**

- a. Club equipment may be used by all members of the club. In most cases this will be as part of a session, having been obtained from storage by the session leaders. It is then the responsibility of the session leader to ensure the safe return of said equipment.
- b. It is the responsibility of the individual to check the safety of equipment prior to use. Any concerns about the condition or safety of the equipment should be raised with the session leader and/or the Club's General Secretary.
- c. It is the responsibility of the General Secretary to thoroughly check all equipment at least once a year for safety during the club audit or otherwise.
- d. Any defects or faults found in club equipment should be reported immediately to the Club's General Secretary and clearly removed from use as appropriate.

**6. Complaints**

- a. Health & Safety related complaints should be addressed to the Club's Safety Officer in writing in the first instance.
- b. If the complaint is not resolved satisfactorily, or if the matter is of a serious nature, the complaint may be referred to the President or Senior Treasurer.

**7. Safety Responsibilities and Arrangements**

Responsibility	Officer Responsible	Specific Safety Arrangements
General oversight of club safety management	<b>Safety Officer:</b> Ben Proctor  <b>President:</b> Maddie Angwin	<ul style="list-style-type: none"> <li>● Undertake regular, recorded risk assessment of the club's venues and all activities undertaken by the Club.</li> <li>● Create a safe environment by putting in the health and safety measures identified by the assessment in place.</li> <li>● Ensure that the implementation of the policy is regularly reviewed and monitored for effectiveness (minimum of once a year at the AGM).</li> </ul>
Clear communication with club members on safety matters	<b>Safety Officer:</b> Ben Proctor  <b>President:</b> Maddie Angwin	<ul style="list-style-type: none"> <li>● Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability, age and maturity.</li> <li>● Ensure that all members are aware of, understand and follow the Club's Health &amp; Safety Policy.</li> <li>● Ensure that club members are able to raise safety concerns.</li> <li>● Ensure that both normal and emergency operating procedures are in place and known to all members.</li> </ul>
Effective continuous management of safety arrangements	<b>Safety Officer:</b> Ben Proctor	<ul style="list-style-type: none"> <li>● Appoint a competent club member to assist with health and safety responsibilities.</li> <li>● Review safety procedures, arrangements and information at committee meetings.</li> </ul>
Provide appropriate mitigation control measures for injuries	<b>Safety Officer:</b> Ben Proctor	<ul style="list-style-type: none"> <li>● Provide access to adequate first aid facilities, telephone access and a qualified first aider at all times.</li> </ul>

	<b>Events Secretary:</b> Louis Stuart	<ul style="list-style-type: none"> <li>● Report any injuries or accidents sustained during club activity to the Sports Service and investigate when necessary.</li> </ul>
Uphold a culture that supports the safety policy	<b>All club members</b>	<ul style="list-style-type: none"> <li>● Take reasonable care for your own health and safety and that of others who may be affected by your actions.</li> <li>● Cooperate with the Club on health and safety issues.</li> <li>● Correctly use all equipment provided by the Club.</li> <li>● Do not interfere with or misuse anything provided for your health, safety or welfare.</li> </ul>
Ensure that equipment is safe	<b>Kit Secretary:</b> Joe Adlam-Cook	<ul style="list-style-type: none"> <li>● Maintain an up to date equipment inventory.</li> <li>● Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded at least quarterly.</li> </ul>