

# Cambridge University Cycling Club



*Health and Safety Policy*

**2015-16**

V3

## 1.0 Overview

- 1.1 It is the policy of the Cambridge University Cycling Club (CUCC) to ensure, so far as reasonably possible, the health and safety of all athletes engaged in training and competition with the club.
- 1.2 Ultimate responsibility for the discharge of this duty lies with the President of the club, through the safety duties are usually divided amongst the Captains for their respective areas of the club's activities.
- 1.3 Cycling as a sport requires that participants often train in small groups in a variety of locations on both public roads and private land. This puts the emphasis on the individual and the smaller group when it comes to health and safety and all participants are expected to look after themselves and one another when training with and competing for the club.
- 1.4 CUCC is affiliated to British Cycling: Stuart Street, Manchester, M11 4DQ; Cycling Time Trials: C/O DJK Accountants Ltd, Porthill Lodge, High St, Wolstanton, Newcastle-under-Lyme, ST5 0EZ; BUCS: 20-24 Kings Bench Street, London, SE1 0QX.
- 1.5 It is the responsibility of the Junior Treasurer to bring the attention of all new members the club's H&S policy and CUCC Handbook. It is the responsibility of the Captains to ensure everyone at training events has read the H&S policy and relevant parts of the CUCC Handbook.
- 1.6 The Club H&S policy and Handbook are to be displayed on the CUCC website. These are to be taken as the most recent versions, superseding versions printed out.
- 1.7 The policy is to be reviewed annually, by the relevant Captains in consultation with members of the committee, and presented to the CUCC committee at the start of Michaelmas term. The committee shall then approve, where appropriate, any changes, and the new policy displayed and sent to the relevant authorities.

## 2.0 Training

- 2.1 For all matters of training the club's Handbook should be referred to.
- 2.2 It is the responsibility of the Captains to review the documentation for their respective areas of club activities in a timely manner after their appointment.
- 2.3 It is the responsibility of the individual to bring to the attention of a ride or event leader of any illness, injury, or other factor that may affect their health and safety, or that of others, during a session.
- 2.4 It is the responsibility of all leaders taking a session to do everything reasonable to ensure the health and safety of themselves, their group and other groups training in line with the guidance of the Handbook.
- 2.4 All such ride leaders should have their attention specifically drawn to the relevant Handbook guidance before taking the session. This should be done by the relevant Captain.

## 3.0 Other activities

- 3.1 CUCC activities are defined as those which are advertised on the website or via email, announced at a club meeting, funded by the club or using club equipment.
- 3.2 These activities shall be bound by the Health and Safety policy of the club, and associated Handbook guidance.

3.3 When organising a club trip, a plan must be left with a senior member of the committee (elected officers or the Senior Treasurer). This plan must include contact details for at least 2 members of the group taking part. All such trips should be planned by a member travelling with the party.

#### 4.0 Committee

4.1 The club committee shall consist of those elected officers as defined by the constitution and shall be chaired by the President.

#### 5.0 Accident and Incident Procedure.

5.1 In the first instance, the training ride or session should be halted, and the leader assess the seriousness of the incident.

5.2 In most instances, the session will not have a first aid kit, as these are impractical to carry on bikes. Public buildings in the vicinity will have first aid kits, and can be fetched by riders in the group. Sessions at the University Sports Centre will be covered by its first aid provision.

5.3 If the incident is serious, riders should dial 112 (helping mobile phones can be traced, if exact location unknown). Riders are strongly encouraged to carry mobile phones with medical ID functions enabled (if they allow) to provide information to emergency services.

5.4 When an incident has occurred, a report must be made by contacting a member of the committee, who will update the online accident log. This report must be passed to the University Sports Centre Safety Officer within 24 hours, and notice given to the Senior Treasurer. It should be remembered that the Data Protection Act must be followed in all circumstances.

#### 6.0 Equipment

6.1 Club equipment may be used by all members of the club, in most cases this equipment will be used as part of a session and obtained from storage by the session leaders. It is then the session leader's responsibility to ensure safe return of this equipment. It is the responsibility of the individual to check safety of equipment prior to use. Any concerns about condition or safety of club equipment should be raised with the session leader. Club membership cards must be shown at the University Sports Centre front desk to gain access to the club storage cupboard.

6.2 It is the responsibility of the General Secretary to thoroughly check all equipment at least once per year for safety, and update the inventory.

6.4 Any defects found in club equipment should be reported as soon as possible to the President, and removed from use as appropriate.

#### 7.0 Disciplinary procedures

7.1 Any infringement of these rules will be dealt with by the President, with the Senior Treasurer and one elected committee member of their choice. If the President or Senior Treasurer is involved in such infringements, the matter shall be dealt with by the Hon. Sec in their stead.

#### 8.0 Complaints Procedure

8.1 In the first instance, H&S related complaints should be made to the relevant Captain in writing.

8.2 If this does not bring satisfactory conclusion, or the matter is of a particularly serious nature, the complaint may be referred to the President or Senior Treasurer.

