



OUTDOOR AND INDOOR COMPETITION

APPROVED CODE OF PRACTICE

**THE SAFE CONDUCT OF TRACK AND
FIELD EVENTS**

Revised February, 2007

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HEALTH AND SAFETY POLICY

UK Athletics is committed to a safe environment for all athletes, officials and coaches. It will promote standards of health, safety and welfare within athletics and will ensure compliance with all relevant statutory provisions.

UK Athletics will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out and that this policy is collectively implemented.

This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

Chief Executive.

27/02/07

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

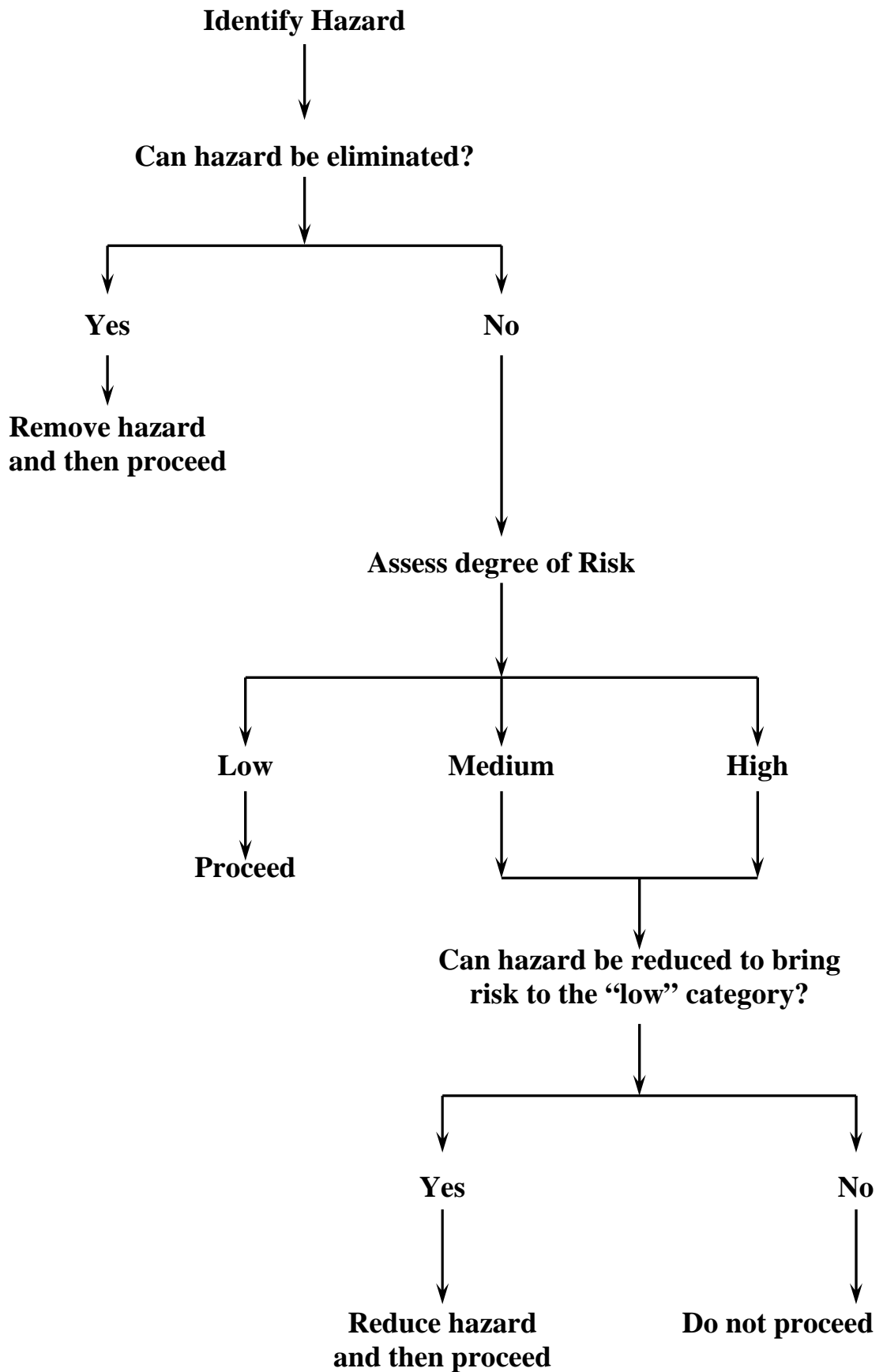
IN ORDER TO DISCHARGE THE DUTY OF CARE TO PROVIDE A SAFE ENVIRONMENT FOR TRACK AND FIELD EVENTS IT IS NECESSARY TO IDENTIFY HAZARDS, ASSESS THE ASSOCIATED POTENTIAL RISKS, THEN TAKE ACTION TO ELIMINATE THE HAZARD, OR FAILING THIS, TAKE ACTION TO EITHER ELIMINATE THE RISKS OR REDUCE THEM TO AN ACCEPTABLE 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 EVENTS”

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.

CERTIFICATION OF TRACKS

COMPETITION SHALL ONLY BE HELD ON TRACKS WITH A CURRENT APPROPRIATE CERTIFICATE.

RESPONSIBILITIES

MANY OF THE OFFICIALS' RESPONSIBILITIES MAY NOT ENTAIL DIRECT ACTION BY THE OFFICIAL IN PERSON BUT RATHER THE NEED TO BRING THE PROBLEM TO THE ATTENTION OF GROUND 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.

GROUNDS STAFF AND GROUND/STADIUM MANAGEMENT

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.

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

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 fuller details officials should refer to the UK Athletics leaflet 'Insurance Cover for Officials' available from UK Athletics.

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 UKA 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 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

Accidents and incidents that happen during competitions must be reported to UK Athletics. Report forms can be downloaded from the UK Athletics website or can be obtained from clubs or regions and should be completed either by the referee or by an appropriate event official.

A reportable accident is one in which a person suffers an accident as a result of which that person requires or is likely to require medical treatment.

A reportable incident is one, which in slightly different circumstances, might have led to a reportable accident.

i.e. A near miss in the javelin or hammer

The Use of Additional Padding and Matting

1. Additional matting or padding may be used to supplement existing landing areas for high jump and pole vault or to cover hard surrounds.
2. Where matting is used to supplement a landing area which is below the UK Athletics specifications, the matting shall be of a depth and density similar to the depth and density of the landing area adjacent to the additional matting.
3. Matting which is used to cover hard surrounds around a landing area which conforms to UK Athletics specifications shall be of an impact absorbing material.

The Weather

Should tracks, run ups and throwing circles become covered in snow/ice or waterlogged the competition should cease as the risk would increase to HIGH.

**GENERIC RISK ASSESSMENTS
FOR SPECIFIC
TRACK AND FIELD EVENTS**

With the following events, if adequate control measures are in place then the risk will be reduced to LOW.

**COMPETITION
TRACK EVENTS - GENERAL**

HAZARD **Weather**

WHO/HOW AFFECTED: Athletes and Officials – Cuts, Strains and other possible injuries from slipping on slippery track.

CONTROL MEASURES

1. Porous surface should be cleaned regularly to allow drainage.
2. Ensure adequate maintenance and regular inspection.
3. Drains on non-porous surfaces should be cleaned regularly to allow drainage.

Control Measure Responsibilities: 1, 2, 3 Ground Staff

Note: Should the track become covered in ice the competition should cease as the risk would increase to HIGH.

HAZARD **Time of Day/lighting conditions**

WHO/HOW AFFECTED: Athletes - Injury from not being able to see event layout

CONTROL MEASURES

1. If installed, ensure adequate flood lighting.

Control Measure Responsibilities: 1 Ground Staff, Officials

HAZARD **Officials and Other Athletes**

WHO/HOW AFFECTED: Athletes – Cuts, Strains and other possible injuries from collisions with other persons.

CONTROL MEASURES

1. An announcement should be made prior to the start of an event that it is about to take place.
2. Starting officials should be positioned at an adequate distance away from the start.

Control Measure Responsibilities: 1, 2 Officials

HAZARD **Track/kerb**

WHO/HOW AFFECTED: Athletes and Officials - Injuries from slipping/tripping due to worn out track and loose kerbing

CONTROL MEASURES

1. Ensure track is level, free of holes and swept regularly to remove debris e.g. stones.
2. Porous surface should be cleaned regularly to allow drainage.
3. Ensure adequate maintenance and regular inspection.
4. Where removable kerbs are in place, any exposed ends should be covered and where sections join together they should be secured.
5. Athletes should wear adequate footwear.

Control Measure Responsibilities:	1, 2, 3, 4	Ground Staff
	4	Officials
	5	Athletes

100m., 200m., 400m., 100m., 110m. and 400m. Hurdles

HAZARD Starting Blocks

WHO/HOW AFFECTED: Athletes – Cuts, Strains and possible injuries from Slipping/ Tripping due to incorrect positioning of blocks, or worn/poorly maintained blocks

CONTROL MEASURES

1. If used, ensure starting blocks are correctly positioned in each lane and firmly secured onto the track.
2. Ensure adequate maintenance and regular inspection.
3. They should be inspected by an official before use.

Control Measure Responsibilities:	1	Athletes
	2	Ground Staff and/or athletes
	3	Officials

HAZARD Start

WHO/HOW AFFECTED: Athletes – Cuts, Strains and other possible injuries due to collision with other athletes encroaching into other lanes

CONTROL MEASURES

1. If used ensure starting blocks are correctly positioned in each lane and firmly secured onto the track.

Control Measure Responsibilities:	1	Athletes and Officials
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HAZARD Hurdles

WHO/HOW AFFECTED: Athletes – Injury from colliding with hurdles

CONTROL MEASURES

Weight adjustable hurdles must be correctly set.

1. The mechanism for fixing the hurdles should be lubricated and well maintained:
 - a. at the required height and
 - b. positioning the counter balance weight
2. Damaged hurdles must be replaced.

markings until water jump comes into use in competition. When not in use cones and removable kerbs to be kept safely away from athletes and officials

Control measure responsibilities: 1 Clerk of course, Ground staff

HAZARD Water Jump

WHO/HOW AFFECTED: Athletes, officials – Injuries from slipping/tripping if landing surface is defective. Injury from loose/defective top rail of barrier and/or loose fixings of barrier uprights.

CONTROL MEASURES

1. Ensure water jump is full, i.e. water is level with track surface and free from debris.
2. Regularly inspect lining material to bottom of water jump for splits, bubbles etc and repair any defects.
3. Check barrier top rail for secure fixings and that surfaces are not damaged so as to cause injury.
4. Check uprights of barrier in ground for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins).
5. Ensure water supply tap is concealed with a manhole cover to prevent unauthorised use and risk of injury to athletes.
6. The water jump should be kept empty except when in use.
7. Clean and disinfect when necessary.

Control measure responsibilities: 1, 2, 3, 4, 6, 7 Ground staff
1 Clerk of course or officials
5 Ground staff, Officials

HAZARD Start

WHO/HOW AFFECTED: Athletes – Injury due to collision resulting from overcrowding.

CONTROL MEASURES

1. Marksmen should ensure adequate positioning of athletes on start line and the formation of another row(s) if number of competitors so requires.
2. For the 3000 Metres event where the water jump is on the outside of the track it is recommended that the first barrier be of double standard length.

Control measure responsibilities: 1 Marksmen
2 Ground staff, Clerk of Course

HAZARD Barriers (Fixed & portable)

WHO/HOW AFFECTED: Athletes, officials, Ground staff – Injury from defective structures and from incorrect handling/lifting.

CONTROL MEASURES

1. Check barrier top rail for secure fixings and that surfaces are not damaged so as to cause injury and check uprights of barrier in ground for secure fixing (particularly check adjustable barriers for correct and secure fixing of adjusting pins).
2. Carry out manual handling safe practice when placing barriers in position on track and on removing them when event is concluded.

Control measure responsibilities:	1, 2	Ground staff
	2	Clerk of course, Track officials, Track personnel

ADDITIONAL POINTS FOR TRACK EVENTS

COMPETITION GENERAL

1. Should there be a need for drinks to be provided during an event, the station should be positioned so as not to constitute a hazard.
2. Lengths of kerbing that have been moved to facilitate high jumping or javelin throwing must be placed in a safe area. They must be replaced after the event has ceased. See also steeplechase competition.
3. In 400m. races, starting blocks must be removed from the track before each race finishes.
4. Cones used to mark the edge of the track must be carefully positioned so as not to cause a tripping hazard.

FIELD EVENTS COMPETITION

JUMPS - GENERAL

HAZARD **Runways (Long Jump, Triple Jump, Pole Vault)**

Long , Triple and Pole Vault Runways must be located either across the ‘D’ at either end or outside the track. The runways must never be positioned along the sprint straight on the infield.

Where long, triple or pole vault runways are located on the infield long throwing events must not take place unless a separate risk assessment indicates that the standard of throwers will pose no risk to jumpers.

WHO/HOW AFFECTED: Athletes and officials - Injuries due to slipping/tripping on worn or damaged runway; injuries due to collision with athletes or their poles.

CONTROL MEASURES

1. Examine runways to ensure there are no worn or damaged areas.
2. Sweep runways regularly to remove any excess water or sand.
3. No obstructions or check marks should be placed on the runway.
4. Any raised surfaces or tripping hazards must be clearly identified.
5. When revolving scoreboards are used ensure they do not revolve over or are sited close to the runway. They must also be firmly anchored down.
6. If a wind sock is available site it off the runway but near to the take off point to indicate the wind direction and strength at the point of take off.

7. Warm up jumps must be supervised and controlled.
8. Ensure that measuring tapes do not encroach onto runway.

Control measure responsibilities:	1,2,4, 6	Ground staff
	3,8	Athletes
	3,4,5 6,7,8	Officials

HAZARD **Crossbars (High Jump, Pole Vault)**

WHO/HOW AFFECTED: Athletes, officials – injuries from falling bar or falling onto bar also loose or damaged end supports.

CONTROL MEASURES

1. Bars must be undamaged and free from splints. Only bars as specified are to be used.
2. Ensure adequate maintenance and regular inspection.
3. Be aware of falling bar.

Control measure responsibilities:	1,3	Officials
	3	Athletes
	1,2	Ground staff

HAZARD **Weather**

WHO/HOW AFFECTED: Athletes and officials – Injuries from slipping on wet/slippery run up area; Athletes – Injuries due to coldness and reduction in body temperature from wet landing beds.

CONTROL MEASURES

1. Ensure run up area - particularly the take off area – is regularly swept and mopped to prevent slipping.
2. Porous surface should be cleaned regularly to allow drainage.
3. Ensure high jump and pole vault beds are covered with a waterproof cover to prevent rain ingress.
4. In pole vault avoid vaulting into the wind if possible.
5. Ensure that vaulters are sufficiently competent to deal with adverse weather conditions.
6. Athletes should wear adequate footwear, e.g. spikes.

Control measure responsibilities:	1,2,3	Ground staff and officials
	4,5	Officials
	6	Athletes

HAZARD **Time of Day**

WHO/HOW AFFECTED: Athletes, Officials - Injuries as a result of poor visibility.

CONTROL MEASURES

1. Ensure adequate floodlighting at night.

Control measure responsibilities:	1	Officials
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HAZARD **Landing Area Covers**

WHO/HOW AFFECTED: Athletes and officials – Injuries as a result of sharp edges.

CONTROL MEASURES

1. Ensure covers are stored in a safe locality.
2. Ensure that there are no sharp edges protruding.

Control measure responsibilities: 1,2 Officials, Ground Staff

HIGH JUMP

HAZARD High Jump fan/, Run up area

WHO/HOW AFFECTED: Athletes and officials – tripping or slipping due to:
i) worn out high jump or run up fan.
ii) track kerbing being in the run up line.

CONTROL MEASURES

1. Ensure run up area is level, free of holes or damage and swept regularly to remove any debris.
2. Porous surfaces should be cleaned regularly to remove any debris – leaves, sand, etc
3. Ensure regular inspection.
4. Any kerbing removed for competition must be stored safely.
5. Ensure athletes are wearing suitable footwear.

Control measure responsibilities 1,2,3,4 Ground staff
3, 4, 5, Officials
5. Athletes

HAZARD **Check marks**

WHO/HOW AFFECTED: Athletes and officials – potential injuries caused by tripping/ treading on sharp pins, obstructive check marks, etc

CONTROL MEASURES

1. Encourage use of adhesive tapes – not shoes, raised objects or other variants held down with pins.

Control measure responsibilities 1 Athletes, Officials

HAZARD **Landing Area**

WHO/HOW AFFECTED: Athletes – Injuries from poorly maintained beds.

CONTROL MEASURES

1. Bed units must be made of foam, securely fastened together and must conform in size to current UKA specifications. The entire area must be covered by an attached spike proof wear sheet.
2. Where beds are placed on other objects - such as timber pallets - these should be not more than 100mm. high and must not protrude beyond the edges of the landing

areas. In addition the front surface of the pallets must be blocked off so that there is no possibility of an athlete's foot penetrating underneath.

3. Ensure adequate maintenance and regular inspection of the landing area with particular attention to impacted foam.
4. Where landing areas remain outside when not in use, the cover should be so designed as to prevent damage to foam sections due to water saturation.
5. Athletes should not wear jewellery or other objects which might result in injury.

Control measure responsibilities:

1, 2	Ground staff and officials
3.	Ground staff
4, 5	Officials, Athletes

HAZARD **Uprights**

WHO/HOW AFFECTED: Athletes and officials – Injuries from being struck by stands.
Athletes – Injuries from running into or landing on fallen stands.

CONTROL MEASURES

1. Bases must be stable and joined onto the upright.
2. Crossbar supports should face each other and must be easily adjusted with clamping screws regularly lubricated.
3. Ensure adequate maintenance and regular inspection.

Control measure responsibilities:

1, 3,	Ground staff
2.	Officials, Ground staff

HAZARD **Warm up/Event**

WHO/HOW AFFECTED: Athletes – injury from collision with other athletes

CONTROL MEASURES

1. Ensure each athlete jumps in turn and does not encroach on other athletes run whilst waiting their turn. Athletes whose approach run conflict with other should be aware of potential collisions.
2. If an athlete commences his/her approach run from the track the athlete and officials must be aware of the potential hazard.

Control measure responsibilities: 1,2 Officials, Athletes

HAZARD **Surrounds and scoreboards**

WHO/HOW AFFECTED: Athletes – Injuries from falling onto surrounds of bed or striking scoreboards. Officials – injuries from revolving scoreboards

CONTROL MEASURES

1. Any hard surface within 2m of the sides and rear of the landing area must be covered with an impact absorbing material with a critical fall height of 1.5m. or suitable additional matting.
2. There should be no objects such as scoreboards placed within 2m. of the sides and rear of the landing area.

Control measure responsibilities: 1, 2 Ground staff, officials

POLE VAULT

HAZARD Runway

WHO/HOW AFFECTED: Athletes and officials - Injuries due to slipping/tripping on worn or damaged runway. Injuries due to collision with athletes or their poles.

CONTROL MEASURES

1. Examine runways to ensure there are no worn or damaged areas.
2. Sweep runways regularly to remove any excess water or sand.
3. No obstructions or checkmarks should be placed on the runway.
4. All vaults, whether in warm up or competition, should be controlled.
5. Ensure runway is kept clear when vaulters are about to start their approach.
6. Any raised surfaces or tripping hazards must be clearly identified.
7. When revolving scoreboards are used ensure they do not revolve over or are sited close to the runway. They must also be firmly anchored down.
8. If a wind sock is available site it off the runway but near to the take off point to indicate the wind direction and strength at the point of take off.

Control measure responsibilities:

1,2,6	Ground staff
3,4,5	Athletes
4,5,7,8	Officials,

HAZARD Vaulting poles –Warm up; Vaulting poles - competition

WHO/HOW AFFECTED: Athletes/officials - Tripping hazards, athletes equipment etc;
Stadium staff - Suitable racking for poles;
Athletes/officials - injuries sustained from poles breaking or falling on to officials.

CONTROL MEASURES

1. Care must be taken to ensure vaulting poles do not constitute a tripping hazard during warm up and competition.
2. If a dedicated pole rack is not available poles should be located in a safe area and suitably identified.
3. Regularly check poles for damage.
4. Prevent poles dropping on to hard surfaces.
5. If possible poles should be caught after each vault.
6. Beware of falling poles.

Control measure responsibilities

1,2	Ground staff
1,2,4,5,6	Officials
3	Athletes

HAZARD Landing areas

WHO/HOW AFFECTED: Athletes – injuries from poorly maintained landing area and surrounds.

CONTROL MEASURES

1. Bed units must be made of foam and securely fastened together. The entire area must be covered by an attached spike proof wear sheet.
2. Where the landing area is placed on other objects, such as pallets, these should not be more than 100mm. high and must not protrude beyond the edges of the landing areas.
3. The front surface of the pallets beyond the box must be blocked off so that there is no possibility of the pole or athlete’s foot penetrating underneath.
4. Ensure adequate maintenance and regular inspection with particular reference to impacted foam, tears and holes.
5. Ensure that beds are the correct size conforming to current UKA Rules.
6. Ensure that the slope away around the box conforms to the correct specification.
7. Ensure that the extension pads in front of the box conform to the current specifications.
8. There is sufficient protection for the vaulter as detailed in the Rules.

Control measure responsibilities: 1,2,3,4,5,6,7,8 Officials, Ground Staff
 3,5,6,7 Athletes

HAZARD The Box

WHO/HOW AFFECTED: Athletes/officials/ground staff –Injuries and pole damage due to box damage (not flush with run up), incorrect back plate angle, weather damage(no cover when not in use)

CONTROL MEASURES

1. Ensure adequate maintenance and regular inspection.
2. Ensure box meets correct specification.
3. Ensure that the box is clearly visible.
4. Good drainage to prevent box filling with water.
5. Cover when not in use.
6. Correct lifter available

Control measure responsibilities: 1,2,3,4,5,6 Ground staff
 2,3 Officials

HAZARD The Stands

WHO/HOW AFFECTED: Athletes, officials – injuries from falling stands, collision into stands; Ground staff - check stands are fully operational .

CONTROL MEASURES

1. Check stands are fully operational before use.
2. Winders and lower section of stands should be protected with foam or similar padding.
3. Base must be well secured.
4. Runners are greased and stands are easy to move.
5. When used droppers must be rigid and firmly fixed.

Control measure responsibilities: 1,2,3,4,5 Ground staff, officials

HAZARD **Event**

WHO/HOW AFFECTED: Athletes – injuries from unorthodox technique, inadequate warm up or collision with other athletes.

CONTROL MEASURES

1. Ensure supervision of athletes during warm up.
2. Ensure run up is kept clear when athletes are waiting.
3. Athletes should not wear jewellery or other objects which might cause injury.
4. Ensure vaulters are sufficiently competent to avoid injury to themselves and others.

Control measure responsibilities

1	Officials
2,3	Athletes, Officials
4	Athletes, Team officials, Coaches

HAZARD **Surrounds**

WHO/HOW AFFECTED: Athletes – injury from falling on to hard surface or objects near landing area.

CONTROL MEASURES

1. Any hard surface from the centre of the box 5m. to the front and sides and 7m. to the rear must be covered with an impact absorbing material for a critical fall height of 1.5m. or suitable additional matting, and must have no obstructions onto which an athlete might fall. Existing fences within this area should be either re-located or covered in suitable padding.
2. There must be no obstructions within 1m. of any runway or landing area.

Control measure responsibilities: 1,2 Officials, ground staff

LONG/TRIPLE JUMP

HAZARD **Take off boards and blanking boards**

WHO/HOW AFFECTED: Athletes – injury due to unstable, ill fitting take off /blanking boards; slipping off top of no jump indicator insert blanking boards.
Officials – back strain and hand injury due to lifting ill-fitting, tight fitting insert boards and blanking boards; use of incorrect lifting equipment.

CONTROL MEASURES

1. Insert board recesses must be cleaned regularly.
2. All adjustable bolts must be cleaned and lubricated regularly.
3. Ensure that all inserts are made of wood or wood composite, soft enough as to absorb the impact of spikes.
4. Ensure that insert boards and blanking boards are stable and level with the runway.
5. Ensure that no jump indicator insert boards and no jump indicator insert blanking boards fit adequately without being too difficult to remove.
6. Ensure that board lifting implements are available and suitable for purpose

Control measure responsibilities :

1,2,3,4,5,6	Ground staff
4,5,6,	Clerk of Course or Referee

HAZARD**Landing area**

- WHO/HOW AFFECTED:** Athletes – Injury due to compacted sand and extraneous material. Collision with concrete edging of landing area. Collision with fixed barriers too close to end of landing area.
- Officials – Tripping over rakes and brooms.

CONTROL MEASURES

1. Ensure that only pure quartz sand without any organic content is used that will not cause injury to an athlete.
2. Ensure that sand is well dug over before use.
3. Check that landing area is free of extraneous material and other contaminants.
4. The edges of the landing areas should be covered with an impact absorbing material and rounded off.
5. The area 12m. beyond the centre of the long and triple jump take-off boards and 1m. from the edge of the sand pit shall have no obstructions.
6. The landing area should be covered when not in use.
7. Rakes and brushes used for levelling and cleaning should be kept away from landing area and that prongs of rakes should face the ground.
8. When distance indicator boards are used these must be positioned away from the landing area.

- Control measure responsibilities:**
- | | |
|-------------|--|
| 1,2,3,4,5,6 | Ground staff |
| 2,3,5,7,8 | Clerk of Course ,Referee,
Officials |

SAFETY PROCEDURES FOR LONG THROWING EVENTS

GENERAL CONSIDERATIONS

1. Event organisers, meeting managers, referees should ensure that the long throwing events are programmed so as not to present a hazard to other events. Where long, triple or pole vault runways are located on the infield long throwing events must not take place unless a separate risk assessment indicates that the standard of throwers will pose no risk to jumpers.
2. The meeting manager or organiser should ensure that all personnel who are liable to enter the infield are made aware of all safety considerations.
3. At least one of the event judges should be suitably qualified.
4. If persons who are not suitably qualified are used they must be instructed in the safety procedures before the start of their duties.

EVENT PROCEDURE

1. Prior to the competition all competitors should be made aware of the safety procedures.
2. Competitors should be called up in 2s or 3s i.e. Number 15 to throw, 27 to get ready, nine to follow etc.
3. The event leader must first check that the circle or runway is clear.

4. The event leader must stand with the athlete at the entrance to the cage for hammer and discus; and for javelin the official must stand on the runway while the athlete takes up his/her starting position.
5. The event leader must sound a warning horn to alert the officials on that event a throw is imminent.
6. When all officials and other personnel in the danger zone have acknowledged the sounding of the horn the athlete should be permitted to take up position in the circle or on the runway to commence their throw and the time will begin at this point.
7. Once the throw has been taken and the measurement recorded the procedure is repeated for each athlete throughout the competition.
8. All safety procedures must also be followed during warm up.

IMPLEMENT RETRIEVAL

During warm up and competition, the retrieval of implements will be undertaken by event officials. If there are insufficient officials the athletes will be directed by the event leader to retrieve implements at the end of a round or as appropriate. Any system of implement retrieval must take place under the control of the event leader

GENERIC RISK ASSESSMENT THROWING EVENTS GENERAL

HAZARD

Sector

WHO / HOW AFFECTED: Athletes, officials, non-associated persons, implement impact injury and/or tripping due to poor condition of in field.

CONTROL MEASURES

1. The central throwing area or the specific safety sector must be roped-off in accordance with current UKA rules.
2. The sector should be smooth and level, in particular ensure that holes in the sector arising from hammer throws or shot puts are filled in to ground level.
3. Ensure that there are no non-associated persons within or in the vicinity of the throwing sector before throws commence.
4. Ensure that grass is not over-long.
5. Ideally grass should be cut the day prior to competition

Shot-put Specific

6. Ash/shale sectors should be raked before and after use.

Control measure responsibilities:

1,2,4,6	Ground staff, officials
3	Officials
5	Ground staff

HAZARD

Circle

WHO / HOW AFFECTED: Athletes – slipping due to wet, gritty surface. Injury due to damaged metal rim of circle; Shot-putters - injury due to loose, damaged stop board.

CONTROL MEASURES

1. Ensure that circle is in good order and not cracking or breaking up.
2. Examine circle rim to ensure that it is free from protrusions of shards of metal.
3. Ensure that circle is free of extraneous material, grit, dirt or standing water.
4. Ensure that drainage holes are kept clear.
5. Ensure that mats are provided for wiping shoes if ground is wet.

Shot-put Specific

6. Ensure that stop board is firm and stable.
7. Ensure that stop board is not damaged so as to cause a foot injury.

Hammer Specific

8. Ensure that the insert ring for concentric hammer and discus circle is in good order, fits snugly and has no protrusions, especially at the joins where the insert ring is sectional.

Control measure responsibilities	1,2,5,6,7,8	Ground staff, officials
	4	Ground staff
	3	Officials

HAZARD

Cage

WHO / HOW AFFECTED: Athletes, officials, public, implement impact injury due to implement escaping due to badly maintained or poorly constructed cage.

CONTROL MEASURES

1. Ensure that cage is constructed and erected in accordance with the UKA rule (cages for hammer and discus).
2. Non-traditional cages – ensure that the cage is constructed and erected in accordance with the appropriate parts of the UKA rule (cages for hammer and discus)
3. Check netting regularly to ensure no damage to the net structure.
4. Ensure that netting is secured or ballasted at ground level.
5. Ensure that netting hangs vertically from the gallows arms and is not tied to the uprights, particularly at the mouth of the cage where the width should not exceed 6m.
6. Check that netting tension has sufficient retardation and minimal bounce.
7. During throwing athletes and officials must maintain a safe distance from the cage netting.

Hammer Specific

8. Ensure that the ends of the hammer wires are securely taped to avoid damage to the netting.

Control measure responsibilities	1,2	Ground staff, facilities inspection team
	3,4,5,6	Ground staff officials
	7, 8	Officials, athletes

HAZARD

Cage Gates

WHO / HOW AFFECTED: Athletes, officials, public, implement, impact injury due to wrongly positions gates or over tensioned netting.
Officials – back injury due to poorly maintained gate hinges and wheels.

CONTROL MEASURES

1. Check that the gates can move freely and be secured in both their open and closed positions.
2. Check that gate netting is not holed and appears in good condition.
3. Check that gate netting tension has sufficient retardation and minimal bounce.
4. Ensure both gates are correctly positioned and locked before each throw in accordance with UKA rules, in particular that the gates are correctly set for right and left handed hammer throws.

Control measure responsibilities 1,2,3 Ground staff, officials
 4 Officials

HAZARD Time of Day

WHO / HOW AFFECTED: Athletes, officials – injury from inability to see well enough.

CONTROL MEASURES

1. Check that enough daylight/flood lighting to ensure safety

Control measure responsibilities 1 Officials

HAZARD Scoreboards

WHO / HOW AFFECTED: Athletes, officials – injury from falling scoreboard

CONTROL MEASURES

1. Ensure that scoreboards are not less than 2m from officials’ judging positions, or from athletes waiting to throw.
2. Ensure that scoreboards are well ballasted or secured at ground level.
3. Decide whether or not the wind strength has increased to such a degree that scoreboards are no longer safe to use.

Control measure responsibilities 2,4 Ground staff, officials
 1,3 Officials

HAZARD Lack of Concentration

WHO / HOW AFFECTED: Athletes, officials

CONTROL MEASURES

1. Athletes and officials must be aware at all times for the need of concentration on the event in hand and must not be distracted by other events.

Control measure responsibilities 1 Athletes, officials

SHOT PUT

HAZARD Implements

WHO / HOW AFFECTED: Athletes, officials – hand injury due to damaged surface of shot.

CONTROL MEASURES

1. All implements must be checked for surface damage that may cause injury.

Control measure responsibilities 1 Ground staff, officials, athletes

HAZARD Competition

WHO / HOW AFFECTED: Athletes, officials – implement impact injury

CONTROL MEASURES

1. Ensure all throws and practice throws only take place from within the circle and in the direction of the sector.
2. During a trial, officials should stand outside the sector lines and face the thrower.
3. Ensure that only officials are allowed forward of the throwing circle, except when athletes are allowed to retrieve under supervision.
4. Implements must only be returned by hand or mechanical device.
5. When rotational throwers or those using non-traditional techniques are competing ensure all officials are within a safe distance from the potential flight of the implement.

Control measure responsibilities 2, 5 Officials
 1,3,4 Officials, athletes

HAMMER

HAZARD Implements

WHO / HOW AFFECTED: Athletes, officials, public – hammer should be serviceable to avoid unforeseen and uncontrolled failures and likelihood of injury

CONTROL MEASURES

1. Implements must be checked before commencement of throwing to ensure they conform to UKA rules (reference UK Athletics Handbook “Rules of Competition”) and that they are serviceable, particularly the handle, and the wire and swivel assembly.

Control measure responsibilities 1 Ground staff, officials, athletes

HAZARD Gloves

WHO / HOW AFFECTED: Athletes – injury to hand

CONTROL MEASURES

1. Gloves if worn should give adequate protection, alternatively if optional protection is used it should provide sufficient protection and not become a hazard.

Control measure responsibilities 1 Officials, athletes

HAZARD Competition

WHO / HOW AFFECTED: Athletes, officials, public, implement impact injury

CONTROL MEASURES

1. Ensure both gates are correctly positioned and locked before each throw.
2. Ensure all throws and practice throws only take place from the circle. Within the cage, and under supervision of an official.
3. During a trial, officials should stand outside the sector lines, and must face the thrower. The warning horn must be sounded to warn that a trial is due to commence especially for the officials within or in the proximity of the throwing sector.
4. Throws must not commence until the supervising official signals to the athlete that it is safe to throw.
5. It must be emphasised to the athletes that the warning horn is to warn those within or in the vicinity of the throwing sector that a throw is about to commence and is not a signal for them to commence throwing.
6. Implements must only be returned by hand, or mechanical device.
7. Ensure that only officials are allowed forward of the mouth of the throwing cage, except when athletes are allowed to retrieve under supervision.
8. Officials should not run within the throwing sector in wet, slippery conditions.

Control measure responsibilities	1,2,3,4,5,6,8	Officials
	2,4,6,7	Officials, athletes

DISCUS

HAZARD Implements

WHO / HOW AFFECTED: Athletes – hand injury due to damaged discus

CONTROL MEASURES

1. Ensure that surface, including metal rim is not damaged in such a way as to cause injury.

Control measure responsibilities	1	Ground staff, officials, athletes
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HAZARD Competition

WHO / HOW AFFECTED: Athletes, officials, public, impact injury

CONTROL MEASURES

1. Ensure both gates are correctly positioned and locked in accordance with UK Athletics rules.
2. Ensure all throws and practice throws only take place from the circle, within the cage and under supervision of an official.
3. During a trial, officials should stand outside the sector lines and must face the thrower. The warning horn must be sounded to warn that a trial is due to commence, especially for the officials within, or in the proximity of the throwing sector.
4. Throws must not commence until the supervising official signals to the athlete that it is safe to throw.
5. It must be emphasised to the athletes that the warning horn is to warn those within or in the vicinity of the throwing sector that a throw is about to commence and is not a signal for them to commence throwing.
6. Implements must only be returned by hand or mechanical device.

7. Ensure that only officials are allowed forward of the mouth of the throwing cage, except when athletes are allowed to retrieve under supervision.
8. Officials should not run within the throwing sector in wet, slippery conditions.

Control measure responsibilities	1,2,3,4,5,6,8	Officials
	2,4,6,7	Officials, athletes

JAVELIN

HAZARD **Runway**

WHO / HOW AFFECTED: Athletes, officials – slipping, tripping, due to wet, worn, damaged surface, or encroaching measuring tape or obstructive check markers

CONTROL MEASURES

1. Examine runway to ensure no worn or damaged areas.
2. Regularly clean any drainage ducts around runway.
3. Regularly clean porous surfaces to allow drainage.
4. Sweep runway to remove excess water and/or grit, dirt.
5. Ensure that no obstructive check marks are placed on the runway.
6. Ensure that throws are supervised to ensure athletes throw only when the runway is clear.
7. Ensure measuring tapes do not encroach on the runway.

Control measure responsibilities	2,3	Ground staff
	1, 4	Ground staff, officials
	5,6,7	Officials, athletes

HAZARD **Implements**

WHO / HOW AFFECTED: Athletes – injury caused by loose or damaged grip;
Officials - implement impact injury caused by abnormal flight characteristics of bent/bowed javelin.

CONTROL MEASURES

1. Implements must be checked before commencement of throwing to ensure they conform to UKA rules (reference UK Athletics Handbook “Rules of Competition”) in particular that they have serviceable grip and profile.

Control measure responsibilities	1	Ground staff, officials, athletes
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HAZARD **Competition**

WHO / HOW AFFECTED: Athletes, official, public – implement impact injury;
Athletes, officials – implement impact injury caused by athletes using implements for loosening-up exercises; Athletes – tripping over track kerbing.

CONTROL MEASURES

1. Where track kerbing is in the run up line, ensure that it is removed before the event, placed in a safe area, and replaced after the event.
2. All throws must only take place from the runway in the direction of the throwing sector.

3. During a trial, officials should stand outside the sector lines, and must face the thrower. The warning horn must be sounded to warn that a trial is due to commence, especially for the officials within, or in the proximity of the throwing sector.
4. Throws must not commence until the supervising official signals to the athlete that it is safe to throw.
5. It must be emphasised to the athletes that the warning horn is to warn those within or in the vicinity of the sector that a throw is about to commence, and is not a signal for them to commence throwing.
6. When approaching a thrown javelin to mark the point of landing, or retrieve it, officials must approach the javelin from the side and not from the pointed tail end of the implement.
7. Implement must only be returned by hand, held vertically, or by mechanical device.
8. Ensure that only officials are allowed forward of the throwing line except when athletes are allowed to retrieve under supervision.
9. Officials should not run within the throwing sector in wet, slippery conditions.

Control measure responsibilities	1	Ground staff, officials
	3,5,6,7,9	Officials
	2,4,7,8	Officials, athletes

HAZARD

Weather

WHO / HOW AFFECTED: Officials and others within proximity of sector – implement impact injury – caused by wind strength effect on implement.

CONTROL MEASURES

1. Be aware of the effect of strong winds on the flight characteristics of a javelin in flight.
2. Be positioned upwind of flight during trials.
3. Ensure that any non-associated persons within proximity of the throwing sector are upwind of the flight path of the implement.

Control measure responsibilities	1,2,3	Officials
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HAZARD

Scoreboard Revolving

WHO / HOW AFFECTED: Athletes – impact injury from scoreboard revolving in wind

CONTROL MEASURES

1. When revolving scoreboards are used, ensure they do not revolve over or are sited close to the runway, and are well ballasted or secured at ground level.

Control measure responsibilities	1	Ground staff, officials
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Indoor Competition

The more confined area generally associated with indoor athletics will require greater attention being paid to the following :

1. Uneven, raised and insecure surfaces.
2. The placement of equipment.
3. The risk of collisions.
4. The proximity of walls and ceilings.
5. The programming of activities.

The following highlights event specific hazards to be considered **in addition to the outdoor risk assessments** which are applicable to indoor competition.

HAZARD **Tracks and Runways**

WHO/HOW AFFECTED: Athletes and Officials-Injury from tripping/falling

CONTROL MEASURES

1. In the case of demountable tracks ensure that the track boards are secure and are set up according to the manufacturers' specifications.
2. Any change of height should be clearly identified.

Control measure responsibilities:

1.	Facility staff, Officials
2.	Facility staff

HAZARD **Track Surrounds (Barriers)**

WHO/HOW AFFECTED: Athletes – Injury from collision with barriers on the outside of the track.

CONTROL MEASURES

1. Ensure barriers at the end of the straight are covered with protective foam to prevent direct contact and are secure and that walls are protected where the run off space is limited.
2. Ensure that any protrusions from walls do not present a danger to hurdlers or other athletes

Control measure responsibilities: 1,2 Facility staff

HAZARD **Athletes**

WHO/HOW AFFECTED: Athletes and Officials –Injury from collision with other athletes competing in other events.

CONTROL MEASURES

1. Ensure flag marshals are posted when conflicting activities are taking place.

Control measure responsibilities: 1 Officials, Athletes

HAZARD **Equipment**

WHO/HOW AFFECTED: Athletes and Officials – Injury from tripping and collisions.

CONTROL MEASURES

1. Any moveable equipment and kit must be placed so as not to constitute a hazard to any events or individuals.

Control measure responsibilities: 1 Facility staff , Officials,
Athletes

POLE VAULT

HAZARD Raised runways

WHO/HOW AFFECTED: Athletes, Officials –Falling ,tripping

CONTROL MEASURES

1. Any raised surfaces must be clearly identified.

Control measure responsibilities: 1 Facility staff, Officials

HAZARD Roof

WHO/HOW AFFECTED: Athletes - Injury from hitting low roof

CONTROL MEASURES

1. Ensure that the height of the roof is commensurate with the ability of the vaulters and that any hung equipment does not constitute a hazard.

Control measure responsibilities: 1 Facility staff, Officials

HAZARD Walls

WHO/HOW AFFECTED Athletes – Injury from hitting side walls

CONTROL MEASURES

1. In those cases where the surrounds of the landing area do not conform to UKA recommendations the walls adjacent to the pole vault should be covered with safety material.

Control measure responsibilities: 1 Facility staff, Officials

HAZARD Landing Area

WHO/HOW AFFECTED: Athletes – Injuries from hitting floor.

CONTROL MEASURES

1. Ensure that the landing area is properly secured and checked regularly for movement during the course of a competition.

Control measure responsibilities: 1 Officials

SHOT PUT

HAZARD Sector

WHO/HOW AFFECTED: Athletes, Officials – Tripping due to uneven surface, shot impact injuries.

CONTROL MEASURES

1. Ensure that the sector is covered with impact absorbent material that if in sections is tight fitting so as not to cause a tripping hazard.
2. Ensure that the sector is surrounded at the far end and on both sides as close to the circle as may be necessary for safety, by a barrier which should be adequate to stop a shot whether in flight or bouncing and which conforms to IAAF specifications.

Control measure responsibilities: 1, 2 Facility staff, Officials

HAZARD Implements

WHO/HOW AFFECTED: Athletes, Officials –Hand injury due to damaged surface of shot.

CONTROL MEASURES

1. Regularly inspect shot to ensure a smooth undamaged surface.
2. Ideally use plastic or rubber covered shots.
3. Under no circumstances should metal shots be used unless an adequate safety barrier has been erected.

Control measure responsibilities: 1,2,3 Facility staff, officials, athletes

HAZARD Circle

WHO/HOW AFFECTED: Athletes, Officials – Falls due to unstable circle

CONTROL MEASURES

1. Ensure that the circle is immovable and undamaged.

Control measure responsibilities: 1 Facility staff, Officials

HIGH JUMP

HAZARD Landing Area

WHO/HOW AFFECTED: Athletes – Injuries from hitting floor

CONTROL MEASURES

1. Ensure that the landing area is properly secured and checked regularly for movement during the course of a competition.

Control measure responsibilities: 1 Officials

**APPROVED CODE OF PRACTICE
PHOTO FINISH EQUIPMENT
PHOTOGRAPHIC (WET) & VIDEO CAMERA INSTALLATIONS
COMPETITION**

HAZARD **Temporary/ Permanent Out-field/In-field Scaffold Tower Wet/Video Camera Location.**

WHO/HOW AFFECTED: Injury from falling and collisions to Technical Officials, Athletes

CONTROL MEASURES

1. In the case of temporary scaffolding towers, ensure that the tower is constructed to the manufacturers specifications and correctly tagged. For permanent towers/fixtures ensure safety information plate is in place, legible and in date.
2. Ensure that the working platform flooring is securely attached to the tower framework.
3. Ensure that the working platform safety rail is at the regulation height above the level of the platform floor, notwithstanding the camera's line of view.
4. Ensure that the tower is securely braced and stabilized against the ground environment.
5. Ensure that access to the working platform is preferably from within the ground foot-print of the scaffold tower.
6. Ensure that the working platform access device is safe and secured to both the working platform and ground environment.
7. Ensure that high visibility tape is wound around the lower tower extremities from ground level to a height of 2 metres.

Control measure responsibilities:

1	Facility staff
2,3,4,5,6,7	Facility staff, Technical Officials, PF Equipment Provider(if appropriate)

HAZARD **Permanent Out-field Wet/Video Camera Location**

WHO/HOW AFFECTED: Technical Officials:- Injury from falling

CONTROL MEASURES

1. Ensure that the aperture through which the PF camera points towards the track has a suitable safety rail(s) to prevent PF operatives from falling on to structures below the camera location.
2. Ensure that all PF technical officials are aware of the opening facility.

Control measure responsibilities:

1	Facility staff, PF Equipment Provider (if appropriate)
2	Technical Officials

HAZARD **Temporary Single Pole In-field Video Camera Mounting.**

WHO HOW AFFECTED: Athletes, Officials:-Injury from falling, collision

CONTROL MEASURES

1. Ensure that the pole is securely fastened to its ground anchorage.

2. Ensure that the pole is of a contrasting colour to its surroundings.
3. Ensure that when accessing the camera, an 'A' frame ladder is used suitably braced and steadied by a competent person.

Control measure responsibilities:

1,2	Facility staff, PF Equipment Provider (if appropriate)
3	PF Equipment Provider (if appropriate)

HAZARD Temporary Stand Alone Video Camera Mounting Tri-pod

WHO/HOW AFFECTED: Injury from falling, collision to Athletes, Officials

CONTROL MEASURES

1. Ensure that the tri-pod is securely positioned.
2. Ensure that the tri-pod is of a contrasting colour to its surroundings.
3. Ensure that when accessing the camera, an 'A' frame ladder is used suitably braced and steadied by a competent person.

Control measure responsibilities:

1,2	Technical Official, Athletes, PF Equipment Provider (if appropriate)
3	Technical Official, PF Equipment Provider (if appropriate)

HAZARD Video PF Equipment Installation / Wet Camera Installation

WHO/HOW AFFECTED: Injury from electric shock, tripping and falling to Technical Officials

CONTROL MEASURES

1. Ensure that all Mains power supply outlets have switches and power 'ON' indicators.
2. Ensure that all Mains power supply plugs and associated cables have in-date safety labels.
3. Ensure that all electrical cables are routed away from the operating area and protected on the floor by rubber cable mats.

Control measure responsibilities:

1	Facility staff
2	PF Equipment Provider, Technical Officials, Transducer Operator
3	Facility staff. PF Equipment Provider, Technical Officials, Transducer Operator.

HAZARD Automatic Starting Device(s) Installation

WHO/HOW AFFECTED: Injury from tripping and falling to Athletes/Technical Officials/General Public

CONTROL MEASURES

1. Ensure that all electrical cables are routed via dedicated cable ways, near to the inside of the inside track kerb and protected from athletes/general pedestrian traffic by rubber cable mats.
2. Ensure that where no special provision is made for the egress of cables from manholes, notices are displayed warning of raised manholes.

Control measures responsibilities: 1,2 Facility staff, PF equipment suppliers, Technical Officials

HAZARD

Photographic Chemicals

WHO/HOW AFFECTED: Injury from spillage, splashing and inhalation of fumes to Technical Officials

CONTROL MEASURES

1. Ensure that the preparation, mixing and pouring of individual photographic chemicals are carried out in a well ventilated area, to the chemical manufacturer's guidelines.
2. Ensure that dedicated equipment and utensils are used for each chemical.
3. Ensure that protective glasses, gloves and overalls are used when preparing, mixing and pouring PF chemicals.
4. Ensure that caution is taken when PF film is taken:- a. From the development tank after the normal process of film processing. b. From both the individual developer and fixer tanks;- i. When dismantling and cleaning the PF camera at the end of an Meeting. ii. When changing films.
5. Ensure that an eye wash, copious amounts of cold water and washing facilities are located in the immediate vicinity of the PF camera and operatives.
6. Ensure that food and drink are not consumed in the vicinity of the PF cameras

Control measure responsibilities: 1,4, 6 Technical Officials
2,3,5 Facility staff, Technical Officials

HAZARD

Results Clips

WHO/HOW AFFECTED: Injury through collision with results clips to Technical Officials, Athletes, General Public:-

CONTROL MEASURES

1. Ensure that the area below the PF operating position, in which a results clip is dropped, is cordoned and warning notices displayed.
2. Ensure that the area below the PF operating position is clear of all personal before a results clip is dropped.

Control measure responsibilities: 1 Facility staff, Technical Officials
2 Technical Officials.

APPROVED CODE OF PRACTICE STARTING

It must be recognised that any firearm is potentially dangerous and that careless or irresponsible handling can have serious results. Treat every firearm as being loaded until it is safely and clearly demonstrated that there is no ammunition in it, that is to say, the gun is 'proved'. This applies to firearms loaded with blank ammunition and the following Code of Practice should be observed.

HAZARD **Handling Firearms**

WHO/HOW AFFECTED: Starter, Athletes, Members of the public, Officials –
accidents through use or abuse of equipment

CONTROL MEASURES

1. Whenever handling a firearm, do not touch the trigger.
2. Keep the muzzle pointing downwards and avoid dropping the gun.
3. Never point a firearm, loaded or otherwise, at anyone.
4. Never hold a firearm close to your face.
5. Never indulge in horseplay or joke around with a firearm.
6. Do not allow other people to borrow or examine your firearms.
7. Do not cock the gun until you are ready to commence the starting procedure.
8. Always break open a revolver with care to avoid both used and unused cartridges being ejected in an uncontrolled fashion onto the ground where they can easily be lost.
9. Be aware of obstructions in the barrel, e.g. a cartridge wad, which can result in a blowback or even a bulged barrel if not cleared.
10. Do not tamper with cartridges
11. If a firearm jams, hold it carefully by the grip on your stronger hand, barrel pointing downward. Place the thumb of the other hand on the hammer spur, pressing the hammer back to its full extent and then keep holding it back while pressing the trigger gently with the forefinger of the stronger hand, slowly lowering the hammer into its forward (i.e. 'uncocked') position. **DO NOT ALLOW THE HAMMER TO GO FORWARD QUICKLEY : TO DO SO MAY RESULT IN ANY CARTRIDGE IN THE CYLINDER OPPOSITE THE HAMMER BEING FIRED.** Once a jammed firearm has been released in this way, it will be possible to open it safely in the normal fashion.

Control measure responsibilities: 1 - 11 Starter

HAZARD **Dirty or faulty firearms**

WHO/HOW AFFECTED: Starter - Accidents as a result of badly maintained
equipment

CONTROL MEASURES

1. Always clean firearms after use. This is necessary to maintain reliability and also because black powder residues are highly corrosive and will weaken the metal over a period of neglect. Clean the barrel and chambers with hot water, and then scrub them internally with a phosphor bronze brush using gun cleaning oil. After drying with a lint-free cloth on a pull through, the firearm should be lightly oiled, then

wrapped in a cloth, and stored in a manner approved by the Constabulary which has issued the Firearm certificate.

Control measure responsibilities: 1 Starter

HAZARD Lack of security for firearms and ammunition

WHO/HOW AFFECTED: Starter, Athletes, Members of the public, Officials – accidents through use or abuse of equipment

CONTROL MEASURES

1. Ensure the meeting promoter provides reserved car parking as near to the entrance as possible so that the starter walks the minimum distance from the car through areas frequented by the public. (This reserved parking should not be marked ‘starter’.)
2. Do not wear a red jacket outside the track, nor use a bag marked starter.

Control measure responsibilities: 1,2 Starter

HAZARD Unauthorised handling of firearms.

WHO/HOW AFFECTED: Athletes, officials and other personnel in the competition area - accidents through use or abuse of equipment.

CONTROL MEASURES

1. When not in use, keep firearms out of sight in a bag with other personal kit which shall be kept in the owner’s possession at all times.

Control measure responsibilities: 1 Starter

HAZARD Starting locations

WHO/HOW AFFECTED: Athletes, Officials, Spectators - Accidents /injuries as a result of proximity of starting positions.

CONTROL MEASURES

1. Check the locations prior to the start of the meeting and ensure that they are in a safe position and do not conflict with the safety requirements of other events.
2. Liaise with officials in other events before the meeting starts wherever necessary.
3. If safety ropes are adjusted for any purpose, they must be immediately replaced .

Control measure responsibilities: 1,2,3 Starter

HAZARD Firing

WHO/HOW AFFECTED: Athletes, Starter, Officials and others in the competition area. – Injuries from powder burns or blast.

CONTROL MEASURES

1. Ensure that a loud blast is blown on a whistle before the start of each race or heat to indicate to the competitors that the race is about to start and also as a warning to everyone else.

2. Ensure that the starting gun is always fired straight up in to the air and the recall gun down to the ground.
3. Check that the ground in the vicinity is clear and that nobody has approached unnoticed.

Control measure responsibilities: 1,2,3 Starter

HAZARD **Unauthorised handling of firearms between races**

WHO/HOW AFFECTED: FA certificate holder and others in the competition area.

CONTROL MEASURES

1. Ensure that firearms are never left on the rostrum or on other exposed and unprotected places.
2. Ensure that firearms are kept out of sight in a bag.

Control measure responsibilities: 1,2 Starter

HAZARD **Cartridges**

WHO/HOW AFFECTED: Athletes, Starter, Officials and others in the competition area. – Injuries from powder burns or blast.

CONTROL MEASURES

1. Ensure that firearms are loaded carefully and that cartridges are not spilled on to the ground.
2. Ensure that empty cases are not discarded at a meeting and that they are collected up and disposed of as scrap metal or by some other reliable method.
3. Ensure that spent cases are never given away as souvenirs.

Control measure responsibilities: 1,2,3 Starter

HAZARD **Storage of guns during pre-meeting briefings refreshment intervals and at the conclusion of meetings.**

WHO/HOW AFFECTED: Starter, Athletes, Members of the public, Officials – accidents through use or abuse of equipment.

CONTROL MEASURES

1. Ensure that firearms are kept in the starter's possession at all times and that they are not left in a locker or car.

Control measure responsibilities: 1 Starter

HAZARD **Noise**

WHO/HOW AFFECTED: Starter, Athletes, Members of the public, Officials – breaches of noise regulations.

CONTROL MEASURES

1. Ensure that with privately loaded ammunition 140Db is not exceeded.

2. Ensure that .45” cartridges are not used indoors and that the volume of a commercially produced 9mm cartridge is the limit.

Control measure responsibilities: 1,2 Starter

HAZARD Cabled False Start Equipment

WHO/HOW AFFECTED: Starters, Starter’s Assistants, Athletes, Track Team, Host Broadcaster Personnel, Event Presentation Personnel, Timing Company – injury due to tripping hazard or injury due to mishandling of equipment

CONTROL MEASURES

1. All cables should be laid in an orderly manner to each of the start blocks
2. The cables from the start blocks to the console should be laid in an orderly manner and routed to avoid as far as possible the ‘normal’ pathways of all personnel at the start
3. Cables from the start console to the starters podium should be laid in an orderly manner and secured as necessary to the podium
4. Any audio system should be set at a comfortable position and noise level
5. Transducer system or electronic gun system should have been set to the satisfaction of the starter.
6. Position of starter’s podium and false start equipment to be agreed prior to start of competition
7. Movement of start blocks and false start equipment when appropriate before and after a heat or final.

Control measure responsibilities:

1, 2, 3, 4, 5	Starter, Timing Company
1, 2	Athletes, Starter’s Assistants
2	Host Broadcaster Personnel, Event Presentation Personnel
6	Starter, Timing Company, Host Broadcaster, UKA Technical Director
7	Track Team, Starter’s Assistants, Timing Company

HAZARD Wireless False Start Equipment

WHO/HOW AFFECTED: Starters, Starter’s Assistants, Timing Company

CONTROL MEASURES

1. Any audio system should be set at a comfortable position and noise level
2. Transducer system or electronic gun system should have been set to the satisfaction of the starter
3. Position of starter’s podium and false start equipment to be agreed prior to start of competition
4. Movement of start blocks and false start equipment when appropriate before and after a heat or final.

Control measure responsibilities: 1,2 Starter, Timing Company

- | | |
|---|---|
| 3 | Starter, Timing Company, Host
Broadcaster, UKA Technical
Director |
| 4 | Track Team, Starter's
Assistants, Timing Company |

APPROVED CODE OF PRACTICE TIMEKEEPERS' LOCATIONS - OUTDOOR COMPETITION

HAZARD

Stand alone/Temporary/ Mobile Out-field locations

WHO/HOW AFFECTED: Technical Officials, Athletes, General Public - Injury from falling and collision

CONTROL MEASURES

1. In the case of stand-alone/temporary/mobile timekeepers stands, ensure that the stand is constructed to the manufacturers specifications. For stand-alone and mobile stands of metal modular construction, ensure safety information plate is in place, legible and in date.
2. Ensure that the flooring of the working platforms (steps) are in good repair, of a non-slip material and securely attached to the stand framework.
3. Ensure that the safety rail to the sides and rear of modular constructed stands are securely attached to the main body of the stand, at a satisfactory height above the level of the platform floor that will not obscure the timekeepers view of the start and finish areas.
4. Ensure that the stand is stable upon the ground environment.
5. If wheels are fitted to a mobile stand and the stand is repositioned ensure that these are in the retracted position before use by the timekeeping team.
6. Ensure that a rope cordon wound with high visibility tape is positioned around the stand-alone/mobile stand, to prevent access by the general public.
7. Ensure that the ground environment surrounding the stand-alone/mobile stand is suitably surfaced for the safe movement of timekeepers whilst in that area.
8. Ensure that where an overhead weather protection facility is provided, the device is securely attached to the main body of the stand-alone/mobile stand.

Control Measure Responsibilities: 1,2,3,4,5,6,7,8 Facility staff, Technical Officials

HAZARD

Permanent Out-field locations

WHO/HOW AFFECTED: Technical Officials, General Public:-Injury from falling, tripping, collision

CONTROL MEASURES

1. Ensure that the timekeepers allocated position/seats are clearly defined as not for use by the General Public.
2. Ensure that the access and gangways to the timekeepers allocated position/ seats are kept free from obstruction and where practicable, not accessible by the General Public.
3. Ensure that the flooring of the working platforms (steps) are in good repair

Control Measure Responsibilities:	1	Event Organisers, Ground staff.
	2	Officials, Ground Staff.
	3	Organisers, Officials.
	4,5,6	Officials.
	7	Event Organiser, Ground Staff.

HAZARD **Hurdles**

WHO/HOW AFFECTED: Athletes - Injuries from collisions

CONTROL MEASURES

1. Ensure that all hurdles are removed to designated storage area

Control Measure Responsibilities:	1	Officials, Athletes, Ground Staff
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HAZARD **Water Jump**

WHO/HOW AFFECTED: Athletes - Injuries from falls.

CONTROL MEASURES

1. Ensure that the water jump area is cordoned off or that the water jump is covered

Control Measure Responsibilities:	1	Officials, Ground Staff.
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FIELD EVENTS
HIGH JUMP

HAZARD **Track (Run up)**

WHO/HOW AFFECTED: Athletes – Injuries from tripping or falling.

CONTROL MEASURES

1. Ensure no pins etc. are around from a previous competition.
2. Ensure that no equipment is left on the area used for the run up and that the athletes' kit is stored in a suitable location.
3. Ensure that checkmarks are flush with the ground.

Control Measure Responsibilities:	1	Ground Staff
	2,3	Officials, Athletes

HAZARD **Landing Area**

WHO/HOW AFFECTED: Athletes - Injuries from hitting floor

CONTROL MEASURES

1. Ensure that the landing area is properly secured.

Control Measure Responsibilities:	1	Officials, Ground Staff.
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HAZARD**Cross bars**

WHO/HOW AFFECTED: Athletes - Injuries from tripping.

CONTROL MEASURES

1. Ensure that the cross bars are stored safely in a designated area.
2. Ensure that any visual aids used by VI jumpers are securely tied to the bar.

Control Measure Responsibilities: 1,2 Officials.

LONG AND TRIPLE JUMP**HAZARD****Competition site**

WHO/HOW AFFECTED: Athletes - Injuries from tripping or falling.

CONTROL MEASURES

1. Ensure that there is a common surface both sides of the runway and that the runway is flush with the surrounding area.
2. Ensure that the take – off area and the area to the sides of the runway and landing area and beyond the landing area are free from obstructions.

Control Measure Responsibilities: 1,2 Officials, Ground Staff

HAZARD**Landing Area**

WHO/HOW AFFECTED: Athletes - Injuries from edges of landing area.

CONTROL MEASURES

1. In the case of blind competitors the distance between the axis of the runway and the sides of the landing area should conform to the specifications of the IBSA Technical Rulebook. If this is not possible suitable padding should be put around the edge of the landing area.

Control Measure Responsibilities: 1 Officials

SHOT, DISCUS, JAVELIN**HAZARD****Throw Frames**

WHO/HOW AFFECTED: Athletes - Injuries from unstable frames.

CONTROL MEASURES

1. Ensure that there is a suitable area for securing frames.
2. Ensure that suitable holding devices are provided.
3. Assistance in transferring athletes between wheelchairs and throwing frames, if required, should be carried out by suitably qualified persons.

Control Measure Responsibilities: 1,2 Officials, Ground Staff, Event Organiser

HAZARD Throwing Implements**WHO/HOW AFFECTED:** Athletes - Injuries from tripping, dropping.**CONTROL MEASURES**

1. Ensure that implements are not transported by athletes in classes:F32-F34, F51-F58 & F11.
2. Ensure that an athlete has complete control of an implement before total release during transfer to them
3. Ensure that all implements are retrieved by officials or designated volunteers.

Control Measure Responsibilities:

1	Officials, Ground Staff, Athletes, Coaches.
2,3	Officials.

HAZARD Throwing Sectors**WHO/HOW AFFECTED:** Athletes - Injuries from flying implements.**CONTROL MEASURES**

1. Control access to throwing sectors.
2. Ensure that VI athletes are informed when sector is clear.

Control Measure Responsibilities: 1,2 Officials.

ADDITIONAL POINTS**HAZARD** Scoreboard**WHO/HOW AFFECTED:** Athletes - Injuries from collisions.**CONTROL MEASURES**

1. Scoreboards should be placed so as not to be a danger to athletes and should be removed when not in use.

Control Measure Responsibilities: 1 Officials, Ground Staff.

HAZARD Weather**WHO/HOW AFFECTED:** Athletes - Injuries from slipping and poor visibility, health risks as a result of hot weather.**CONTROL MEASURES**

1. Ensure that degrees of impairment together with adverse weather conditions are taken into account during competitions.
2. Ensure that visibility is sufficient for all competitors.
3. Ensure that adequate shade and water are available when appropriate.

Control Measure Responsibilities:

1	Officials
3	Meeting Organiser

SPORTSHALL ATHLETICS PROGRAMME GENERIC RISK ASSESSMENT

HAZARD Sports Hall Surface Track and Field.

WHO/HOW AFFECTED: Athletes and Officials –Injuries caused by wet floor, dirty or dusty floor. Athlete/official and chalk on floor dirty wet shoes

CONTROL MEASURES

1. Ensure that Sports Hall is surface is dry. The event must stop if the sports hall surface becomes wet/or unsafe.
2. Ensure that the Sports Hall surface is clean of dust and dirt. If young athletes shoes are wet, muddy or unsafe, an official will inform the team managers that the young athlete will not be allowed to carry on competing until their shoes are clean and safe.
3. Ensure that the Sports hall floor is free from chalk.
4. Ensure that the chalk is controlled at the Vertical jump area.
5. Ensure that athletes and officials do not walk into field event areas while the field event is taking place.
6. Ensure that athletes and officials do not walk across track while races are taking place.

Control Measure Responsibilities:	1,2,3	Leisure centre staff and Officials
	4,5,6	Athletes and Officials.

HAZARD Officials and athletes

WHO/HOW AFFECTED: Athletes/Officials. Injury caused by: Cuts and strains from collisions with other persons.

CONTROL MEASURES

1. An announcement should be made prior to when the race starts.
2. Starting officials should be positioned at an adequate distance away from the start.
3. In relays ensure that runners stay on their mat at all times other than when running.
4. Ensure that other persons do not cross the lanes when running is taking place.
5. Ensure that running lanes are clearly designated.

Control Measure Responsibilities: 1,2,3,4,5 Officials

HAZARD Obstacle race and circuit Relay

WHO/HOW AFFECTED: Young athlete/official - Injury caused by: Incorrect setting out of equipment, unsafe equipment, tripping over equipment, young athlete slipping on floor or equipment or collision with other athlete or official.

CONTROL MEASURES

1. Tumble/Team Mats: mats must be clean of dirt and dust. The sports hall surface under the mat must be clean of dirt and dust.
2. Hi-Stepper: All wedges must be placed correctly on the mat. Mats should be placed together. Boards should be in pockets of the mats. The sports hall surface under

- the Hi-stepper must be clean of dirt and dust and there should be adequate run off at each end of the high stepper.
3. Speed Bounce Mat: Wedge must be placed on to mat correctly. The sports hall surface under the mat must be clean of dirt and dust and helpers should be at hand to ensure speed bounce mats do not slip.
 4. PAK Hurdles: Hurdles must be put together correctly and be placed an adequate distance apart.
 5. Reversaboards: must be of safe and sound condition and facing right way up against the wall. The boards must be placed against a flat surface. Ensure that boards sit correctly to wall and floor (see manual).
 6. Where reversaboards are used ensure that participants know the correct turning technique.

Control Measure Responsibilities: 1,2,3,4,5,6 Officials and organisers

HAZARD Over/Under Relay

WHO/HOW AFFECTED: Young athletes/official : Injury caused by incorrect setting out of equipment, unsafe equipment, tripping over equipment, young athlete slipping on floor or equipment, collision with other athlete or official.

CONTROL MEASURES

1. Tumble/Team Mats: mats must be clean of dirt and dust. The sports hall surface under the mat must be clean of dirt and dust.
2. Hi-Stepper: All wedges must be placed correctly on the mat. Mats should be placed together. Boards should be in pockets of the mats. The sports hall surface under the Hi-stepper must be clean of dirt and dust and there should be adequate run off at each end of the high stepper.
3. Speed Bounce Mat: Wedge must be placed on to mat correctly. The sports hall surface under the mat must be clean of dirt and dust and helpers should be at hand to ensure speed bounce mats do not slip.
4. PAK Hurdles: Hurdles must be put together correctly and are placed an adequate distance apart.
5. Reversaboards: Of safe and sound condition and facing right way up against the wall. The boards must be placed against a flat surface. Ensure that boards sit correctly to wall and floor (see manual).
6. Where reversaboards are used ensure that participants know the correct turning technique.

Control Measure Responsibilities: 1,2,3,4,5,6 Track Officials and organisers

HAZARD 4 x 1 Relay, 6 and 8 Lap Paarlauf 2 + 2 Lap pairs, 1 + 1 Lap Pairs

WHO/HOW AFFECTED: Young athletes/Official : Injury caused by incorrect setting out of equipment, unsafe equipment, tripping over equipment, young athlete slipping on floor or equipment, collision with other athlete or official.

CONTROL MEASURES

1. Reversaboards: Must be of safe and sound condition and facing right way up against the wall. The boards must be placed against a flat surface. Ensure that boards sit correctly to wall and floor (see manual).

2. Where reversaboard are used ensure that participants know the correct turning technique.
3. Tumble/Team Mats: mats must be clean of dirt and dust. The sports hall surface under the mat must be clean of dirt and dust.

Control Measure Responsibilities: 1,2,3 Officials and organisers

HAZARD **Standing Long Jump (Intermediate) and Triple Jump**

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by athlete slipping on dirty mat, athlete not jumping on mat, athletes twisting ankle on edge of mat, collision with the wall or fixed apparatus, safety mats not placed against the wall, collision with other athlete or official

CONTROL MEASURES

1. Standing Long Jump/Triple Jump mat must be of an approved type.
2. Mat must be clean and of sound condition.
3. Mat must be safely away from the walls or fixed apparatus.
4. If the hall is small then safety measures must be taken to avoid clashes with fixed apparatus or wall.

Control Measure Responsibilities: 1,2,3,4 Officials and organisers.

HAZARD **Target throw**

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Young athletes misuse of bean bag, tripping or slipping on apparatus, misuse of Target Throw Trays

CONTROL MEASURES

1. Young athlete must be in control of beanbag.
2. Ensure that correct distance between other events.

Control Measure Responsibilities: 1,2 Officials and organisers

HAZARD **Chest push**

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Young athlete misuse of 1kg ball, tripping/slipping on apparatus.

CONTROL MEASURES

1. Young athlete must be in control of 1kg ball.
2. Ensure that correct distance between other events.
3. Where ever possible throws should take place towards a wall.

Control Measure Responsibilities: 1, 2, 3 Officials and organisers

HAZARD **Sitting throw**

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Young athlete misuse of size 4 footballs, tripping/slipping on apparatus, or Tripping over bench

CONTROL MEASURES

1. Young athlete must be in control of size 4 footballs.
2. Ensure that correct distance between other events.
3. Where ever possible throws should take place towards a wall.

Control Measure Responsibilities: 1,2,3 Officials and organisers.

HAZARD Balance test

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Athlete slipping off Balance Beam, tripping/slipping on apparatus, balance bar too near wall or fixed apparatus

CONTROL MEASURES

1. Safety matting must be placed around the Balance beam.
2. Balance Beam should be secured to the floor (Velcro).

Control Measure Responsibilities: 1,2 Officials and organisers

HAZARD Speed Bounce

WHO/HOW AFFECTED: Young athlete/Official- Injury caused by: Wedge not placed on mat correctly, athlete hitting wedge and falling on to floor due to tiredness, athlete falling on to floor due to tiredness

CONTROL MEASURES

1. Wedge must be placed on to mat correctly.
2. The sports hall surface under the mat must be clean of dirt and dust and helpers should be at hand to ensure speed bounce mats do not slip.
3. Ensure that the mat does not slip.
4. Ensure that competitors wear appropriate footwear and that footwear is correctly fastened.

Control Measure Responsibilities: 1, 2 Officials and organisers

HAZARD Vertical Jump

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Vertical Jump board falling off the wall, young athlete falling

CONTROL MEASURES

1. Vertical jump board should be secured to wall by way of fixing screws or Velcro.
2. Due to the use of chalk, the surrounding floor must be checked and cleaned at regular intervals.

Control Measure Responsibilities: 1,2 Officials and organisers

HAZARD Tossing the caber

WHO/HOW AFFECTED: Young athlete/Official- Injury caused by: The caber being misused by young athletes, young athletes in the throwing area, and tripping/slipping on apparatus, officials standing in the throwing area

CONTROL MEASURES

1. The caber must never be left on its own.
2. Young athletes must not stand behind the thrower.
3. The throwing area must be clear when competition is taking place.

Control Measure Responsibilities: 1,2,3 Officials and organisers.

HAZARD Soft Javelin

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Misuse of the javelin and tripping/slipping on apparatus

CONTROL MEASURES

1. The throwing area must be clean at all times.
2. Young athletes must understand the safety rules of throwing a javelin.

Control Measure Responsibilities: 1, 2 Officials and organisers

HAZARD Senior standing Long Jump

WHO/HOW AFFECTED: Young athlete/Official- Injury caused by: Athlete slipping on dirty mat, athlete not jumping on mat, athletes twisting ankle on edge of mat, mat not placed against wall, collision with other athlete/official, take off board not fixed to mat position

CONTROL MEASURES

1. Senior standing long jump mat must be of an approved type.
2. Mat must be clean and of sound condition.
3. Mat must be safely away from the walls of fixed apparatus.
4. If hall is small then safety measures must be taken to avoid clashes with fixed apparatus or walls.
5. Take off board must be in good condition.

Control Measure Responsibilities: 1, 2, 3, 4, 5 Officials and organisers

HAZARD High Jump Run Up

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Slipping or tripping due to wet or dirty surface, standing falling over

CONTROL MEASURES

1. Ensure the run up area is dry and swept to remove any debris e.g. sand.
2. Ensure athletes wear suitable footwear.

Control Measure Responsibilities: 1,2 Officials and organisers

HAZARD High Jump Landing Bed

WHO/HOW AFFECTED: Young athlete/Official- Injury caused by: Poor bar, stands in the incorrect position

CONTROL MEASURES

1. Bed must be made of foam and securely fastened together.
2. An attached wear sheet must cover the bed.
3. Ensure adequate maintenance and regular inspection with particular attention to impacted foam.
4. Ensure that stands are placed in the correct position.
5. Ensure that bar is sound.
6. Mat must be clean and of sound condition.

Control Measure Responsibilities: 1,2,3,4,5,6 Officials and organisers

HAZARD **Portable Shot Circle**

WHO/HOW AFFECTED: Young athlete/Official - Injury caused by: Slipping due to wet or gritty surface, injury due to damaged metal rim of circle, injury due to damaged or loose stop board, chalk on floor

CONTROL MEASURES

1. Check circle is free of wet surface.
2. Sweep circle free of dirt and grit.
3. Examine metal rim to ensure there is no protrusion of shards of metal.
4. Ensure that stop board is not damaged and is stable.

Control Measure Responsibilities: 1,2,3,4 Officials and organisers

HAZARD **Shot competition Sector**

WHO/HOW AFFECTED: Young athlete/Official- Injury caused by: Misuse of shots, sector not secure

CONTROL MEASURES

1. Make sure that the area is secure so that athletes and officials cannot walk into shot sector.
2. Spare shots should be placed into a box.
3. Athletes must not use chalk.
4. Athletes should wear the correct footwear.
5. Athletes must use the correct weighted shot.
6. Provision of landing mats to absorb impact of shot.
7. Provision of a protective barrier to prevent the shot encroaching on the track.

Control Measure Responsibilities: 1,2,3,4,5,6,7 Officials and organisers

**SPORTSHALL ATHLETICS PROGRAMME
NOTES**

- All sports hall Athletics equipment shall be of an approved type and in a safe and serviceable condition.

- Any liquid on the sports hall floor is dangerous to all athletes and officials, if a spillage occurs then the event must be stopped immediately. The event must not restart until all liquid has been cleared and the floor is dry.
- At all events practice sessions must only take place under the supervision of a suitable official.
- First aid provision must always be available.
- For more information on sports hall athletics see Track and Field rules manual.

CODE OF PRACTICE TELEVISED EVENTS

General Considerations

1. All track and field televised events should be conducted on certificated facilities.
2. Facilities which have been modified to accommodate the needs of a televised meet must not rely on certification but will need a specific written risk assessment.
3. In particular risk assessments need to be compiled for any additional facilities such as doping control, warm up areas, practice areas etc.
4. All events must be conducted in accordance with the UK Athletics Approved Code of Practice The Safe Conduct of Track and Field Events and with the Codes of Practice relating to Endurance Events.

HAZARD **TV Cables**

WHO HOW AFFECTED: Tripping hazard for Technical Officials, Athletes, TV Crew, Photographers, Track Team, Event Presentation Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessments
2. Discussion with Host Broadcaster Installation Engineer
3. Continual assessment of risks during build as well as before sign off time

Control Measure Responsibilities: 1, 2, 3 Broadcaster Engineer, UKA
Technical Director

HAZARD **Cameras Static**

WHO HOW AFFECTED: Collision for Athletes, Technical Officials, Photographers, Track Team, Host Broadcaster Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussion with Technical Director prior to set up
3. Continual assessment of risks when position agreed

Control Measure Responsibilities:	1, 2	Broadcaster Engineer, UKA Technical Director
	3	Broadcaster Engineer, UKA Technical Director, Competition Officials

HAZARD **Infield Interviews**

WHO HOW AFFECTED: Obstruction of other personnel, injuries from throwing activities to Host Broadcaster Personnel, Event Presentation Personnel, Athletes, Technical Officials, Advertising Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussions with Technical Director and Event Presentation prior to set up
3. Continual assessment during competition

Control Measure Responsibilities:	1	Host Broadcaster, Fast Track
	2,3	UKA Technical Director, Fast Track

HAZARD **Tracking Camera**

WHO HOW AFFECTED: Tripping hazard for Technical Officials, Athletes, Track Team, Host Broadcaster Personnel, Photographers, Advertising Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussions with Technical Director prior to installation
3. Continual Assessment prior to start of competition

Control Measure Responsibilities:	1,2,3,	Host Broadcaster, UKA Technical Director
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HAZARD **Camera Hoists and Booms**

WHO HOW AFFECTED: Collisions for Athletes, Technical Officials, Track Team, Photographers, Advertising Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussions with Technical Director prior to set up
3. Continual Assessment of risks when position and function agreed

Control Measure Responsibilities:	1, 2, 3	Host Broadcaster, UKA Technical Director
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HAZARD **Cable Reels**

WHO HOW AFFECTED: Tripping hazard for Athletes, Technical Officials, Track Team, Photographers, Advertising Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussions with Technical Director
3. Continual Assessment prior to start of competition

Control Measure Responsibilities: 1, 2, 3 Host Broadcaster, UKA
Technical Director

HAZARD **Buggy**

WHO HOW AFFECTED: Collision with Athletes, Technical Officials, Track Team, Photographers, Media

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Venue Risk Assessment
3. Discussions with Technical Director and Event Presentation
4. Continual Assessment during rehearsal and competition

Control Measure Responsibilities: 1, 3, 4 Host Broadcaster, UKA
Technical Director
2 Host Broadcaster, Fast Track, Venue

HAZARD **Mini cams**

WHO HOW AFFECTED: Tripping, collision for Athletes, Technical Officials, Track Team, Host Broadcaster Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussions with Technical Director prior to set up
3. Continual Assessment during competition

Control Measure Responsibilities: 1, 2 Host Broadcaster, UKA
Technical Director
3 Host Broadcaster, UKA
Technical Director,
Competition Officials

HAZARD **Lighting**

WHO HOW AFFECTED: Interference with necessary competition equipment, wrongly directed Athletes, Technical Officials, Host Broadcaster Personnel, Media

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Continual Assessment during competition

Control Measure Responsibilities: 1, 2 Host Broadcaster, UKA
Technical Director

HAZARD Ducting covers

WHO HOW AFFECTED: Tripping or collision for Athletes, Technical Officials, Host Broadcaster Personnel, Track Team, Photographers, Event Presentation Personnel, Advertising Personnel

CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Venue Risk Assessment
3. Continual Assessment during set up and competition
4. Barrier any uncovered ducts at all times

Control Measure Responsibilities: 1, 2, 3, 4 Host Broadcaster, Venue, UKA Technical Director, Fast Track

PHOTOGRAPHERS

HAZARD Access to trackside

WHO/HOW AFFECTED: Collision with Athletes, Technical Officials, Track Team, Equipment, Kit Carriers, Host Broadcaster Personnel, Event Presentation Personnel

CONTROL MEASURES

1. Only agreed number of photographers who have been given trackside access and are wearing identifiable clothing should be allowed on the track
2. All trackside photographers should have been given code of conduct and been briefed by photographer liaison

Control measure responsibility: 1 Photographer liaison, Fast Track, UKA Technical Director
2 Photographer liaison, Fast Track

HAZARD Access to infield

WHO/HOW AFFECTED: Collision with Athletes, Technical Officials, Track Team, Equipment, Kit Carriers, Host Broadcaster Personnel, Event Presentation Personnel

CONTROL MEASURES

1. Only agreed number of photographers who have been given infield access and are wearing identifiable clothing should be allowed on the infield
2. Continual assessment during warm up of field events and competition

Control Measure Responsibility: 1, 2 Photographer liaison, Fast Track, UKA Technical Director

HAZARD Infield positions

WHO/HOW AFFECTED: Injuries from equipment and throwing implements

CONTROL MEASURES

1. Only positions agreed during warm up and competition to be used
2. Continual assessment during warm up and competition

Control Measure Responsibility: 1 Photographer liaison, Fast Track, UKA Technical Director
2 Photographer liaison, Fast Track, UKA Technical Director, Competition Officials

HAZARD Cameras and equipment

WHO/HOW AFFECTED: Tripping hazard for: Athletes, Technical Officials, Track Team, Host Broadcaster Personnel, Event Presentation Personnel

CONTROL MEASURES

1. Cameras, lenses, camera bags, tripods should be placed in positions that do not cause an obstruction or a hazard

Control measure responsibilities: 1 Photographers, photographer liaison, Host Broadcaster Personnel, Competition Officials, Fast Track, UKA Technical Director

CODE OF CONDUCT FOR PHOTOGRAPHERS

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.

Photographers entering the competition area must:

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. Not use the centre field as a short cut.
7. Not obstruct the progress of any event.

SAFETY RECOMMENDATIONS FOR CLUBS, MEETING PROMOTERS AND MEETING ORGANISERS

Track and Field Athletics

Prior to a meeting, organisers should ensure:

1. That tracks have a current certificate and risk assessment document.
2. That any exclusions on the certificate are noted.
3. That the timetable of the meeting takes into account possible event conflicts.
4. That all facilities meet the requirements as set out in the Approved Code of Practice for Track and Field Events or that suitable alternatives are available.

During a meeting, 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 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.

SAFETY RECOMMENDATIONS PERSONNEL ENTERING THE COMPETITION AREA AT TRACK AND FIELD MEETINGS.

The following information should be displayed as widely as possible:

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

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 walkmans and similar devices should not be used.
7. In meetings where kit carriers are used they must be under the supervision of a suitably experienced person and 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:

- (a) To be aware of the nearest accident and emergency hospital.
- (b) To be able to arrange transport to a hospital if necessary.
- (c) 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.

CONTACTS

Health and Safety

Peter Sutcliffe - UK Athletics Health and Safety Manager

Facilities

David Young - UK Athletics Facilities Manager

Certification

Nichola Sykes - UK Athletics Athletic Certification Office