



Established 1985

Ackworth Road Runners

Risk Assessment and Health & Safety Guidance

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Introduction

To ensure that the Club minimises risk to its members and to the general public, it is necessary to ensure that all events and training takes place in a safe environment.

While the Ackworth Road Runners Club (ARR) has no specific legal responsibility in respect of the Health and Safety of club members, the club wishes to provide guidance to members so that they may make risk based decisions whenever they choose to take part in any club activity. Due to the nature of the activities that ARR engage in, it is difficult to mitigate every area of risk and therefore the Club Coaches and Group Leaders must undertake individual 'Duty of Care' for the athletes under their control.

All activities entered into by members are made purely on a voluntary basis and while the club will do everything within its control to assist in the management of risk. It is essential to acknowledge that no specific members should be held responsible for any acts or omissions leading to personal injury or damage to property.

Any member who has any doubt or concerns about their fitness, or ability to take part in any session or race should consult their GP, or a suitably qualified health professional before considering participation. Runners have a responsibility to do their best to prevent harm to themselves, their running partners or members of the public. It should be acknowledged by all club members that they as individuals owe a duty of care to not wilfully injure themselves or others by their negligent acts or omissions.

Dynamic Risk Assessment

Dynamic risk assessment is something we do many times each day, for example when making a judgment about whether to cross a road. In making that dynamic risk assessment, we are evaluating the chance of injury and likely severity against the likely benefit.

Running, however safely organised, carries a certain amount of risk and those taking part in any running or associated activity (e.g. cross training) need to be aware of those risks in order to minimize and accept them. Equally, the long-term benefits of running even when balanced against the risks should not be underestimated with increased fitness, health, well-being and longevity just to mention a few.

Risk assessment does not only serve to protect the athlete, we also have a responsibility to ensure that non-participants, property and animals are not harmed by anyone carrying out activities whilst operating as a member of ARR. This responsibility only applies during ARR organised activities and does not apply to any activity outside of the Club's control.

Risk assessment during running needs to be a dynamic process. Due to the ever changing environment which makes running so exciting and enjoyable, much can be done in preparation before running to ensure that risks that are foreseeable are appropriately managed. For example, when running at night on or near roadways, wearing something white or reflective and looking left / right and left again before crossing a road.

All ARR training sessions are carried out on either roads, off-road or cross country, therefore the guidance below should be considered by the CiRF/LiRF or Group Leader carrying out the session.

Common Risks

The following guidance is intended to help CiRF/LiRF, Group Leaders and members assess and control hazards that may be present.

There are some factors common to all ARR activity regardless of the type of area we are running in.

- Members are strongly advised not wear headphones or listen to personal players during sessions.
- Members should dress appropriately to ensure their safety during sessions making sure they can be seen at all times by members of the public and other members.
- Members should wear appropriate footwear.
- Members should follow the Highway Code and be aware of other road users, cyclists, pedestrians and animals.
- When running at night every effort should be taken to run in well-lit areas.

Road Running

Where possible members should avoid running routes that necessitate crossing roads. Where crossing is necessary, use a safe route using bridges or underpasses, or use crossings or traffic islands.

We cannot assume that car drivers can see us. Members should wear something visible when running on or across traffic routes.

At night, white clothes, clothes with reflective strips, a head torch or some other high visibility garment must be worn.

On roads with no path, members should run towards oncoming traffic so they can take evasive measures if necessary.

Off-Road Running

Members should be aware of uneven ground; potholes; slippery surfaces; debris; loose stones and ditches and streams and be aware of tree roots, animals, overhanging branches and farm vehicles.

Club Running Sessions

CiRF/LiRF/Group Leaders Responsibilities

- Remind members that they should have warmed up prior to the session.
- Ensure that a first aid kit is available.
- Ensure that team leaders have a mobile phone.
- Check reflective / hi-visibility garments during darkness.
- Clearly outline route where possible by reference to a map, outlining any particular hazards.
- Break the group into manageable units and ensure that unit leaders know that the group must stay together. Runners should be split into ability groups.
- Where the group includes a session leader or nominated person, they should be aware of the numbers in their group, keep watch for back markers and check all are coping with the session. Members are expected to look out for each other at all times.
- Ensure that all runners are accompanied or in reasonably close proximity of other members.
- During the session, the group leader will maintain an ongoing dynamic risk assessment and if necessary, change the route or terminate the session.
- Ensure runners cool down and debrief re any hazards or difficulties.

Members Responsibilities

All members are expected to take responsibility for their own actions and safety. They should follow the following guidelines:

- Warm up properly.
- Ensure they are suitably dressed.
- Ensure they clearly know the route and are happy with the proposed distance.
- Experienced runners will already be aware of many of the possible risks but novices may not. It falls to the more experienced runner to take on the responsibility to mentor those with less experience.
- Ensure that all runners are accompanied or in reasonably close proximity of other members.
- Inform other members if they notice any hazards or incidents that may have an impact on themselves or other athletes during the session.
- Runners must inform the session leader or other person within the group if they are taking an alternative route or leaving the group. Ideally this should be agreed in advance of the start of the run.
- Seek medical advice from your Doctor if you have a pre-existing medical condition that you think may place you at increased risk when running.

- Notify coaches of any specific medical condition or when returning from long term injury or a debilitating illness
- Make others aware if you carry a SOS talisman for any specific medical condition
- Carry inhalers or any other treatments you might need, ensure your running partner is aware.
- Following illness or injury, take a conservative approach to resuming training
- Members are responsible for knowing their own limitations and bringing them to the attention of the group leader.

For Young Athletes (aged 15-17 years) and Vulnerable Adults

- When attending ARR training sessions you must ALWAYS run with a nominated adult who runs at a similar pace to you.
- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carers
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible.

Group Leadership

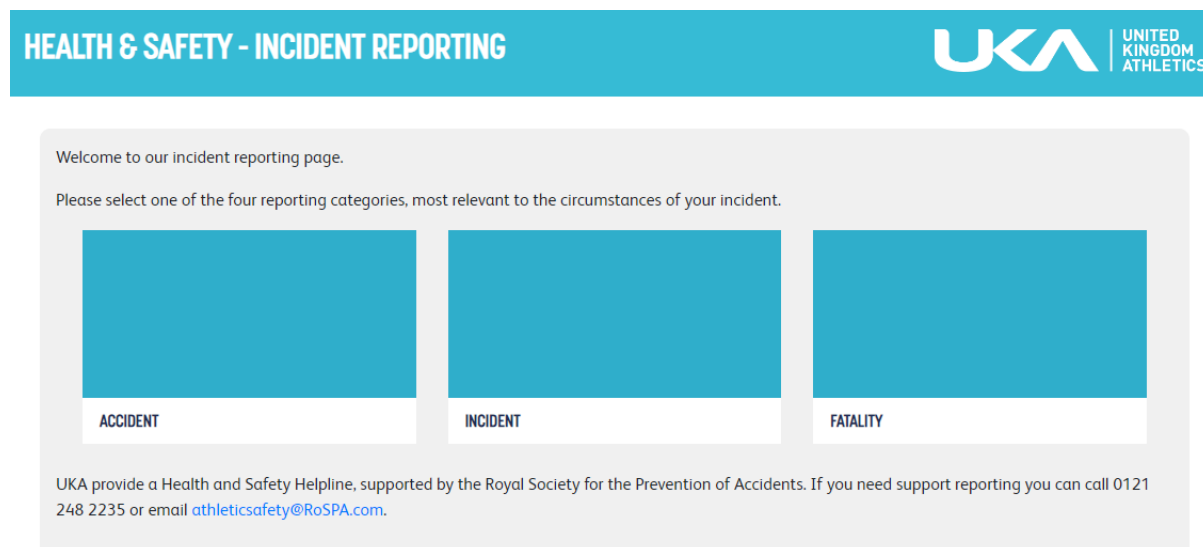
ARR always endeavour to ensure club training sessions and groups are led by EA qualified Leaders in Running Fitness (LiRF) or Coaches in Running Fitness (CiRF). On occasions where this is not possible, running groups will be led by an experienced club member who will lead the group as directed by one of the club's qualified coaches.

Members and prospective members are responsible for ensuring they are fit enough to take part in their chosen session or group and always participate at their own risk.

Accident Reporting

Any accidents or near misses that occur during club events or training sessions (Seniors and Juniors) should be reported on the online UKA Accident/Near Miss form either by the individual concerned or the session Group Leader.

<https://health-and-safety.myathletics.uk/>



HEALTH & SAFETY - INCIDENT REPORTING

UKA | UNITED KINGDOM ATHLETICS

Welcome to our incident reporting page.

Please select one of the four reporting categories, most relevant to the circumstances of your incident.

ACCIDENT INCIDENT FATALITY

UKA provide a Health and Safety Helpline, supported by the Royal Society for the Prevention of Accidents. If you need support reporting you can call 0121 248 2235 or email athleticsafety@RoSPA.com.



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When this has been completed the details are emailed back to the email address submitted on the form. This email should then be forwarded to ackworthroadrunnerssec@outlook.com for record keeping purposes and follow up action if required.

Alternatively, all the details can be submitted to ackworthroadrunnerssec@outlook.com for processing.

Emergency Contact (ICE) Details

It is essential that the club holds up to date records of members chosen emergency contact details to ensure that the right person is informed in the case of an emergency.

New members are asked to complete these details on the [Application Form](#) when they join. It is the responsibility of individual members to ensure that the club is in possession of their correct ICE details and to advise the club of any changes.

Generic Risk Assessment for ARR Training Sessions

Group Leader could be CiRF, LiRF or an experienced club member directed by one of our qualified coaches

What are the hazards?	Who might be harmed?	Existing control measures	Any further actions required?	Risk Rating after application of control measures (High/Medium/Low)
Inclement weather – making it too hot/cold/wet or slippy to run.	Participants and group leaders	Group Leader to give appropriate advice to participants dependent on weather conditions, e.g. use of hat and sun cream in the heat, ensure participants are hydrated and carry water in hot conditions. Plan sessions accordingly.	Cancellation of sessions to be considered if weather conditions make it unsafe to run.	Low
Traffic/road crossings on route	Participants and group leaders Members of public	Group Leader to remind participants at the start of the session to use crossings provided and reinforce this weekly. Cross as a group where possible.	Group Leader to remind participants to take personal responsibility within the session.	Low
Ground conditions – uneven/changing ground conditions.	Participants and group leaders	Group Leader to ensure the route is safe as far as is reasonably practicable before taking the group out on the run.	Group Leader to advise participants of any changing/ uneven ground conditions at the start of the session if known.	Low
Injuries through participation/medical conditions	Participants and group leaders	Group Leader to ask participants at the start of each session whether anyone has any injuries they should know about. Group Leader to plan sessions to suit the abilities present in the group. 1 st aid kit to be carried by Group Leader. Group Leader to carry a mobile phone in case of emergencies.	CiRF or LiRF (where available) to deliver an appropriate warm up and cool down activity.	Low

Participants getting lost	Participants	Group Leader to share route with the group before each run and explain the route at the start of the session. Group Leader to consider group management strategies such as loop backs and out and back routes to help keep group together when necessary.	Back markers nominated where required.	Low
Inappropriate running kit/equipment	Participants	Participants must ensure their running kit/shoes are in good condition.	Participants must wear high vis/bright clothing when running in the dark.	Low
Members of the public getting in the way of runners	Participants, group leaders and members of public	Group leader to plan appropriate routes for the group.	Group leaders to remind participants to be respectful to members of the public.	Low