

## ACCRINGTON ROAD RUNNERS HEALTH AND SAFETY GUIDELINES



Accrington Road Runners will aim to protect the health and safety of all members engaged in Club training and participating in Club competition. The following guidance is aimed at all members of the club and aims to provide all runners with tips on safer running when on club runs.

Club committee Health and Safety Representative - Paul Jackson

The scope of the Health and Safety Guidelines extends to training sessions and organised Club events.

In order to achieve its aims the Club will :

- Endeavour to provide helpful guidance to members verbally and make these guidelines available on the Club website.
- Ensure that appropriately trained run leaders and coaches are available on training nights, but not necessarily attached to each running group.
- Ensure that any organised Club race or Club event is subject to a suitable and sufficient risk assessment.

These Guidelines should be read in conjunction with the Club Code of Conduct.

### **General Safety**

- All members have a responsibility to do their best to prevent harm to themselves, running partners and members of the public.
- All club members must take personal responsibility for their own safety - consideration should be given to others and common sense used.
- Run leader direction should be followed at all times.
- At least one member of the group should carry a mobile phone.
- All members of the club declare themselves medically fit to run at their own risk .
- Voluntary disclosure of medical conditions is the responsibility of the individual member. However, members with any medical conditions that could impact on their running must, where appropriate, carry with them relevant details of their condition and emergency phone contact numbers.
- Appropriate clothing and shoes should be worn as dictated by weather conditions and run route.
- When running with a group, all members of the group start and finish together, if you need to return or finish early the run leader must be informed.
- Faster runners should regularly run to the back of the group for slower runners or as directed by run leader.
- Runners wanting a more challenging run should try the next group, members will get more from sessions if they train with the correct ability group.
- Headphone / ear buds should not be worn during run sessions.
- Persons 16 -17 yrs may train with a group if they have a mentor. Further details of the arrangements for junior runners can be found in the Welfare Policy.
- Dogs are not allowed on training sessions.
- First Aid kits are available to be used in line with England Athletics guidance.

### **Road Running**

- Reflective clothing should be worn.
- Pavements should be used where ever possible.
- Areas with street lighting should be used when running in limited light conditions or in the dark.

- Road safety should be adhered to at all times especially when crossing roads.
- Runners should always be considerate to other road/pavement users.
- Always adhere to the Highway Code.

### Off Road Running

- Particular attention should be paid to the run surface. Look out for trip hazards and/ or over-hanging vegetation.
- Wear trail shoes where possible to reduce risk of slipping.
- Always adhere to the Countryside Code and shut gates etc.

### Running at Night

- Runners must wear bright, reflective clothing e.g. High Vis clothing
- A head or body torch could be worn to illuminate runner and run surface.
- Extra attention should be paid to run surface to avoid slips or trips.

### Incidents during a session

- At least one member of the run group should carry a mobile phone.
- In the event of an incident, members should check to see if there are any injuries.
- In cases where injury has occurred help should be sought from - first aider, if one is present and / or calling for an ambulance if deemed appropriate.
- At all times at least one member must stay with the injured party, who should not be moved unless their location is immediately life threatening.
- As soon as is practically possible a committee member should be informed.
- The committee shall record the incident for future reference.

### Policy history and review information

This policy will be reviewed biannually

Action	Date	Meeting	Review date	Secretary
First adopted	22/10/2021	AGM	10/2022	<i>Pam McCullagh</i>
Revised	05/02/2023	committee meeting	09/2024	<i>Pam McCullagh</i>

Appendix 1  
Risk Assessment - Road Running (general)

Appendix 2  
Risk Assessment - Off Road (general) - Draft version to be agreed

Appendix 3  
Accident Form

Appendix 4  
Incident / Near Miss Form  
Appendix 1



## ACCRINGTON ROAD RUNNERS - RISK ASSESSMENT

### Risk Assessment: Road Running

Date:	Assessed by:	Location :	Review :
22/04/2022	Karen Jackson and Run Leaders	Various	09/2024 or earlier if needed

**Please note - All runs are operated under the Club Policies and Procedures which can be accessed on the website -runners and run leaders are expected to be familiar with said policies and procedures.**

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	Any further action required?	Action by whom	Resultant Risk Rating	Date Achieved
Weather conditions - temperature, surface issues	Runner	<p>Cancellation of run or change of activity should be considered if weather conditions make it unsafe for running.</p> <p>Runners are reminded they are responsible for their own safety.</p> <p>Run leader to give appropriate advice to runners dependent on weather conditions - e.g. carry water, wear sunblock / cream, wear waterproof clothing etc.</p>	L	N/A	N/A	N/A	N/A
Ground conditions - uneven, changing, slippery,	Runner	<p>Runners are reminded to be vigilant and warn others of any potential hazards</p> <p>Run leader to select route that is as hazard free as possible and to dynamically assess as run progresses making changes as necessary.</p>	L	N/A	N/A	N/A	N/A

Traffic / Crossing roads during session	Runner	<p>Runners are reminded to take care when crossing roads, driveways or other places where vehicles could be moving.</p> <p>Run leader to use designated crossing points whenever available. When not available runners will be advised that we need to cross and that they should do so <b>only if safe</b>.</p> <p>Runners reminded they are responsible for their own safety and not to assume they have been seen.</p>	M	N/A	N/A	N/A	N/A
Collision hazards -Pedestrians, Parked cars, Street furniture, Vegetation.	Runner, pedestrian or vehicle	<p>Runners reminded to give parked vehicles / pedestrians room.</p> <p>Run leader to advise group to run in single file if pavement is significantly obstructed by vehicles.</p> <p>Run leader to select route that is as hazard free as possible and to dynamically risk assess as run progresses, making changes if necessary.</p> <p>Run leader to advise group to run in single file if pavement is significantly obstructed.</p> <p>Runners reminded to be respectful of other pavement and road users.</p> <p>Whenever possible front runner to verbally warn pedestrians of run group presence.</p>	M	N/A	N/A	N/A	N/A
Runners getting lost	Runner	<p>Run leader to share run route with runners before run.</p> <p>Runners to be reminded - In line with Club Policy (available on website) runners will be expected to run back to back markers as and when run leader advises.</p> <p>Run leader to consider group management strategies - out and back routes, defined re-group points, having an experienced runner as back marker / front runner.</p>	L	N/A	N/A	N/A	N/A

<p>Injury during participation / medical conditions or emergency</p>	<p>Runner</p>	<p>Runners reminded that, in line with Club Policy (available on website), runners should only run if they are fit enough to do so and are running with the group appropriate to their current fitness level.</p> <p>Run leader should remind runners, before the run, if has any injuries or medical issues that could affect their running during this session they should bring it to the attention of run leader.</p> <p>Run leader should provide warm up and cool down activities.</p> <p>First Aid kit should be carried if run will take runners to areas remote from medical assistance.</p> <p>If a group member needs to return to base they should be accompanied by at least one other runner.</p> <p>Run leader will carry a mobile phone.</p>	<p>M</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Inappropriate running kit</p>	<p>Runner</p>	<p>Run leader should do visual check before run.</p> <p>Runners should be advised, before run via group communication, if there is any run specific kit required.</p> <p>Runners to be reminded that - High Vis / bright clothing or lights MUST be worn when running in the dark.</p>	<p>L</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



## Appendix 2

# ACCRINGTON ROAD RUNNERS - RISK ASSESSMENT

## Risk Assessment: Off Road Running - General

Date:	Assessed by:	Location :	Review :
to be agreed	Karen Jackson and Run Leaders	Various	09/2024 or earlier if required

**Please note - All runs are operated under the Club Policies and Procedures which can be accessed on the website- Runners and run leaders are expected to be familiar with said policies and procedures.**

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	Any further action required?	Action by whom	Resultant Risk Rating	Date Achieved
Ground conditions - uneven, changing, slippery etc.	Runner	Runners are reminded to be vigilant and warn others of any potential hazards  Run leader to select route that is as hazard free as possible and to dynamically assess as run progresses making changes as necessary.  Run will follow paths where ever possible.	M	N/A	N/A	N/A	N/A
Weather conditions - temperature, surface issues	Runner	Cancellation of run or change of activity should be considered if weather conditions make it unsafe for running.  Runners are reminded they are responsible for their own safety.  Run leader to give appropriate advice to runners dependent on weather conditions - e.g. carry water, wear sunblock / cream, wear waterproof clothing etc.	L	N/A	N/A	N/A	N/A

Use of styles and gates	Runner	<p>Gates should be opened and NOT climbed over.</p> <p>Styles should be used as appropriate to their design.</p> <p>Run leader should ask runners to queue for style and NOT climb any fences or gates in the vicinity.</p>	L	N/A	N/A	N/A	N/A
Obstacles - fences, streams, gullies etc.	Runner	<p>Runners to be reminded that it is unsafe to climb fences, gates or other fixed obstacles.</p> <p>Streams and gullies should be crossed with great care, in single file each runner helping the next if necessary.</p>	L	N/A	N/A	N/A	N/A
Farm animals	Runner Animal	<p>Group leader will attempt to select route where farm animals are less likely to be encountered.</p> <p>Group leader to warn runners that farm animals can be encountered on run and ask if anyone has any difficulties with being in proximity of any such animals.</p> <p>If in any doubt about safety an alternative route should be sought.</p>	L	N/A	N/A	N/A	N/A
Farm vehicles	Runner	<p>Group leader to warn runners that farm vehicles can be present anywhere on run. These vehicles should be given way to at all times.</p> <p>Group leader will attempt to select route where farm vehicles are less likely to be encountered.</p>	L	N/A	N/A	N/A	N/A
Farm worker or Walkers	Runner Walke	<p>Runners should give way to walkers / farm workers.</p> <p>Runners should give walkers / farm workers the space required and manoeuvre round them safely.</p>	L	N/A	N/A	N/A	N/A

Group getting lost	Runners	<p>Run leader to reeky or know route or enlist help from group member who knows the area well.</p> <p>Run leader should carry a map and compass or instructions for route if they are in any doubt.</p> <p>Detours should only be taken if original route is unsafe or blocked.</p>	L	N/A	N/A	N/A	N/A
Runners getting lost	Runner	<p>Run leader to share run route with runners before run.</p> <p>Runners to be reminded - In line with Club Policy (available on website) runners will be expected to run back to back markers as and when run leader advises.</p> <p>Run leader to consider group management strategies - out and back routes, defined re-group points, having an experienced runner as back marker / front runner.</p>	L	N/A	N/A	N/A	N/A

### Appendix 3

<b>Section 1 - Accident Details</b>	
Please state what happened	
Date of Accident	
Time of Accident	
Site of Accident	
Activity participating in	
Type of Injury	
Was First Aid given?	
Was injured party taken to hospital?	
If yes give details of outcome	

<b>Section 2 - Injured Person Details</b>	
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Name	
Age (if under 18yrs)	
Injured Person's Club	
Contact Address	
Post Code	
Telephone / Mobile Number	
Email Address	

<b>Section 3 - Reporting Person Details</b>	
Name	
Contact Address	
Post Code	
Telephone / Mobile Number	
Email Address	
Role within club	

<b>Section 4 - Venue Details</b>	Only complete this section if accident happened at a venue or event
Venue Address	
Venue Post Code	
Event (if applicable)	
Leader Person or Organiser	

<b>Section 5 - Evaluation</b>	
What could have been done to avoid this accident ?	
What can be done to prevent recurrence ?	

Has the accident been reported to eA and UKA?	

Appendix 4

## ACCRINGTON ROAD RUNNERS INCIDENT / NEAR MISS FORM (DRAFT)

### Section 1 Incident or Near miss

Please state why you consider this to be an incident or near miss	
Please state what happened	
Lead runners name	
Place where did the incident happened	
Event	
Date of incident	
Time of incident	

### Section 2 Reporting Persons Details

Name	
Address	
Contact number	
Role in Club	

### Section 3 Declaration

I declare that the information provided is accurate  
Your Name :