



South West Road Runners

**HEALTH & SAFETY
POLICY AND PROCEDURES**



CONTENTS

1. Introduction
 2. Duties of the Health & Safety Officer
 3. Club Organisation relevant to Health & Safety
 4. Members Responsibilities
 5. General Health & Safety Rules
 6. Health & Safety Procedures
 7. Emergency Action Plan
 8. Risk Assessments
 - Adult
 - 8.1 General Road Running Sessions
 - 8.2 General Off-Road Running Sessions
 - 8.3 Exeter Arena Track Sessions
 - 8.4 Weekend Sessions
 - Juniors
 - 8.5 Exeter Arena Sessions (Running)
 - 8.6 Exeter Arena Sessions (Throws and Jumps)
 - 8.7 Exeter Arena Sessions ("Play")
 - 8.8 Arena Fields Sessions
 9. Members Health & Safety Details
 10. Reporting
 11. Disciplinary Procedure
-
- APPENDIX I Guidelines for Leaders
- APPENDIX II SWRR Health & Safety Accident Reporting Form
- APPENDIX III UK Athletics Accident and Incident Report Form
- APPENDIX IV Useful Contact and Web-Addresses



1. INTRODUCTION

- 1.1 Health & Safety issues are an increasing element in a modern life-style. Risk is however, an integral part of all human activity and as such it is each person's responsibility to protect themselves from unacceptable levels of risk.
- 1.2 The Policy and Procedures detailed here are aimed at providing a practical common-sense approach to Health & Safety as it acknowledges that that most of the Club's activities are carried out in pursuit of active recreation by experienced individuals and so a strict code of Health and Safety conduct would be both unnecessarily restrictive and counterproductive in the process of developing athletic ability and performance.
- 1.3 South West Road Runners recognizes its Health & Safety responsibilities to its members and has established the post on the General Committee of Health & Safety Officer (H&S Officer) whose role is to prepare and maintain a Health & Safety code for the Club for all of its activities
- 1.4 The Club's activities are defined as those which are advertised on the Club website, E-mail/Facebook, arranged at Club meetings, funded by the Club, or which use Club equipment. If an official activity is to be carried out without suitably qualified Coaches or Leadership, or it is to be undertaken where there are expected risks that could create H&S issues then the individuals concerned shall be warned of this fact, told of the heightened risk, the risk shall be identified and they shall be informed that their participation is at their own risk.
- 1.5 The nature of many of the Club's activities means that situations change from session to session and may change as a session progresses. Because of this there may be a need for dynamic risk assessment employed to maintain H&S to acceptable levels.
- 1.6 The H&S Policy is to be reviewed annually by the General Committee in consultation with the H&S Officer and this will be presented to the Club at the AGM.
- 1.7 The Club's H&S Policy is to be displayed on the Club website.



2. DUTIES OF THE HEALTH & SAFETY OFFICER

- 2.1 The Health & Safety Officer shall be elected at the AGM to serve for the forthcoming year. Should the H&S Officer resign within their term of office the General Committee shall elect a replacement(s) to serve for the remaining period until the next AGM.
- 2.2 The duties of the Health & Safety Officer are:
- To prepare and maintain the H&S Policy and Procedures for the Club.
 - To ensure the welfare and safety of the Club's Membership through the H&S Policy and Procedures.
 - To provide guidance to the General Committee, Coaches, Race Officials and other officials when required.
 - To work with the General Committee in developing a safe environment for the Club's activities.
 - To co-ordinate the collation and reporting of any accident, incident or "near miss" that has H&S implications.
 - To co-ordinate the reporting of any notifiable accident to UK Athletics.



3. CLUB ORGANISATION RELEVANT TO HEALTH AND SAFETY

Throughout the life of the Club it has developed its own style of delivering the various disciplines of running and athletics to its Members. Some of these are relevant to this Health & Safety Policy.

COACHING AND LEADERSHIP

Club activities are led by suitably qualified people. These are either qualified UK Athletic coaches, coaches from related disciplines (such as British Triathlon Federation), or UK Athletic Leaders in Running and Fitness. These people have been trained to a variety of levels and operate in accordance with the national governing body rules and guidelines.

When there is no such qualified Coach or Leader the participants are informed of this fact and usually told that they are participating at their own risk.

LEADERS

The Club operates guidelines on the role and responsibilities of its Leaders. There are contained in Appendix I. Meetings are arranged with the Leaders (WeNGL's Meetings) in order to discuss how the system is working and where improvements can be made.

STRUCTURED GROUPS

At the weekly Club Nights there are a number of groups that run on the roads and countryside in and around Exeter. These usually run for around an hour and vary in pace from 12 minute/miles to 6 minute/miles.

The Leaders of each group are identified by the Chairman at the start of Club Night and each Leader announces the proposed route, distance and speed of their planned run. The Coach/Leader of the track session also announces the planned training.

NEWCOMERS

All potential new members and Guests are introduced to the Club before the start of the weekly Club Night. While this is made friendly and informal, the aim is to assess the newcomers capabilities and experience in order to direct them to a suitable group. If they plan to run on the roads or countryside. It is usual that the person assessing the newcomer is conservative in their assessment in order to ensure the newcomer's first experience is relatively easy. In this way there is a safety advantage in it overcomes any exaggeration by the newcomer of their performance.

The newcomer is usually allocated a "buddy" to look after them on their first session and to be a point of contact for subsequent visits.



4. MEMBERS RESPONSIBILITIES

- 4.1 While the General Committee acknowledges its H&S role, it is the responsibility of every Club member to take reasonable care of their own H&S and for that of others.
- 4.2 This responsibility includes the need to bring to the attention of the Coach or Leader taking the session any illness, injury or other matter that may affect the Health & Safety of themselves or others during the session.
- 4.3 Members are also responsible to report to the H&S Officer any accident, incident or any “near miss” in order for the Club to be able to address any issues that these occurrences raise. This procedure is outlined in the “Reporting” section below.
- 4.4 It is the individual Club Members responsibility to:
- Use all equipment correctly, or to refrain from using it unless instructed on how to use it safely.
 - Report to the Coach or leader any defect in equipment and existence of identified hazard.
 - To develop a personal concern for the safety of themselves and others, particularly newcomers to the Club and young people.
 - Avoid obvious hazardous situations without first considering risk.
 - Warn newcomers of known hazards.
 - Refrain from horseplay.
 - Report all accidents, incidents and near misses (whether injury has been sustained or not) to the H&S Officer.



5. GENERAL HEALTH & SAFETY RULES

5.1 DOGS

- No dogs are allowed on running activities on the track or on urban routes.
- Dogs may be allowed on rural routes at the discretion of the leader providing:
 - They are under the owner's close control at all times.
 - They are "stockproof" with farm animals and wildlife.
 - They are put on a lead when on the road.

(Minute of Committee Meeting)

5.2 PERSONAL STEREOS

The use of personal stereos introduces an unacceptable risk to the wearer and other Club members and is therefore banned from all club activities.

(Minute of Committee Meeting)

5.3 ALCOHOL and DRUGS

No Member shall participate in a Club activity while under the influence of alcohol or non-prescribed drugs. This rule is held in abeyance with regard to the moderate consumption of alcohol at Club social functions.

(Minute of Committee Meeting)

5.4 SMOKING

Smoking is prohibited at all Club indoor and outdoor activities. This rule will include non-members attending these activities.

(Minute of Committee Meeting)



6. HEALTH & SAFETY PROCEDURES

The following Safety Codes outline the organization and conduct during training sessions. These are meant as guidelines for the person running the session and participants.

6.1 ROAD RUNNING

- The Coach/Leader will be responsible for assessing the safety of individuals and their attire and of the route to be taken. The Safety Officer has the final decision on whether a session can proceed.
- Participants should wear suitably retro-reflective and reflective clothing at night.
- Participants shall be aware of and follow Road Safety Rules contained in the Highway Code.
- Participants shall act courteously to all other road users.
- The Coach/Leader should have access to a mobile telephone if the route is remote or long.
- The Coach/leader should have access to first aid materials.

Before taking part in a road running training session participants must:

- Provide the session Leader with information about any medical issues.
- Provide their contact details at Reception if they are guests/Newcomers.
- Be aware of the Club's Safety Code and rules for road running.

6.2 OFF-ROAD RUNNING

- The Coach/Leader will be responsible for assessing the safety of individuals and their attire and of the route to be taken.
- The Coach/Leader has the final decision on whether a session can proceed.
- Participants shall be aware of and follow the Countryside Code.
- Participants shall act courteously to all other users of the countryside.
- The Coach/Leader should have access to a mobile telephone if the route is remote or difficult or the conditions are expected to be severe.
- The Coach/leader should have access to first aid materials if the route is remote or difficult.

Before taking part in an off-road running session participants must:

- Provide the session leader with information about any medical issues.
- Provide their contact details at Reception if they are guests/Newcomers.
- Be aware of the Club's Safety Code and rules for off-road running.

6.3 TRACK RUNNING

- The Coach/Leader will be responsible for assessing the safety of individuals and their attire.

- The Coach/leader has the final decision on whether a session can proceed. Participants shall be aware of and follow the Track Discipline,
 - Lane 1 is for session runners
 - Lane 2 for overtaking
 - Lanes 3 and 4 for recover
 - Lanes 5 and 6 non-participants in the session
 - Lanes 7 and 8 for cool-down
- Participants shall act courteously to all other users.
- The Coach/Leader shall have access to a mobile telephone.
- First aid will be covered by the Arena staff.

Before taking part in a track session participants must:

- Provide the session leader with information about any medical issues.
- Provide their contact details at Reception if they are guests/Newcomers.
- Be aware of the Club's Safety Code and rules for track running.



7. EMERGENCY ACTION PLAN

This section deals with incidents/accidents resulting in minor and major injuries and threat to life.

7.1 MINOR INJURY

Coach/Leader(s) to assess the casualty and to co-ordinate treatment either using the first aid equipment available at the session, or the first aid facilities at the training venue.

7.2 MAJOR INJURY

Coach/Leader(s) to ensure safety at the location, assess the casualty, contact the appropriate Emergency Service(s) and co-ordinate first aid treatment until relieved by the Emergency service.

GUIDELINES FOR DEALING WITH AN INCIDENT/ ACCIDENT

IMMEDIATELY

- **Stay calm but act swiftly and observe the situation. Is there danger of further injuries?**
- **Listen to what the injured person is saying.**
- **Alert the first aider who should take appropriate action for minor injuries.**
- **In the event of an injury requiring specialist treatment, call the emergency services.**
- **Deal with the rest of the group and ensure that they are adequately supervised.**
- **Do not move someone with major injuries. Wait for the emergency medics.**

AS SOON AS POSSIBLE AFTER THE INCIDENT

- **Contact the injured person's parent/partner/carer.**

WITHIN 24 HOURS

- **Contact the Club Health & Safety Officer.**
- **Complete the Club's Health & Safety Accident Reporting Form.**
- **Complete a UK Athletics Accident and Incident Report Form in cases where the casualty has required medical treatment)**

7.3 ROAD RUNNING

RESPONSIBILITIES – Coach/Leader(s) to co-ordinate safety at accident site, to contact the Emergency Services where appropriate and to co-ordinate first aid treatment until the Emergency Service(s) arrive and take over.

Once the casualty had passed into the care of the Emergency Service the Coach/Leader(s) to take appropriate action to ensure the safe conclusion of the session.

The Coach/Leader should notify the casualty's Emergency Contact as soon as possible.

The Club's Health & Safety Officer should be informed of the incident/accident. The H&S Officer will then assist to co-ordinate any necessary action on behalf of the club.

7.4 OFF-ROAD RUNNING

RESPONSIBILITIES – Coach/Leader(s) to co-ordinate safety at accident site, to contact the Emergency Services where appropriate, co-ordinate guiding them to the casualty and to co-ordinate first aid treatment until the Emergency Service(s) arrive and take over. The Coach/Leader should ensure the well being of all participants while the emergency is being dealt with.

In situations where the group has to be split the Coach/Leader should ensure that smaller groups should contain no fewer than three participants.

Once the casualty had passed into the care of the Emergency Service the Coach/Leader(s) to take appropriate action to ensure the safe conclusion of the session.

The Coach/Leader should notify the casualty's Emergency Contact as soon as possible.

The Club's Health & Safety Officer should be informed of the incident/accident. The H&S Officer will then assist to co-ordinate any necessary action on behalf of the club.

7.5 TRACK RUNNING

RESPONSIBILITIES – Coach/Leader(s) to contact and co-ordinate with the Arena staff (who are trained first aiders and who will take control of the situation, contacting the Emergency Services if they consider the situation warrants their attendance). The Coach/Leader should ensure the well being of all participants while the emergency is being dealt with.

Once the casualty had passed into the care of the Emergency Service the Coach/Leader(s) to take appropriate action to ensure the safe conclusion of the session.

The Coach/Leader should notify the casualty's Emergency Contact as soon as possible.

The Club's Health & Safety Officer should be informed of the incident/accident. The H&S Officer will then assist to co-ordinate any necessary action on behalf of the club.

7.6 INCIDENT/ACCIDENT REPORT FORMS

The Coach/Leader should complete the Club's Health & Safety Accident Reporting Form as soon after the incident as possible and forward a copy to the Club Health & Safety Officer. A copy of the form is contained in Appendix II and can be taken from the Club website.

In cases where the casualty required medical treatment the Leader should complete the UK Athletics Accident and Incident Reporting Form as soon after the incident as possible. A copy of this form is contained in Appendix III and can be obtained from the H&S Officer or from the UK Athletics website.



8. RISK ASSESSMENTS

8.1 All Club training sessions and activities are required to have some form of risk assessment carried out to ensure that they are undertaken as safely as possible.

8.2 The following Generic Risk Assessments have been prepared to reduce the administrative load on Officials and Leaders by preventing unnecessary repetition of the general risks in the Club's normal activities.

8.3 GENERAL RISK ASSESSMENTS

These have been prepared for the following locations frequently used by the Club:

Adults

- 8.1 General Road Running Sessions
- 8.2 General Off-Road Running Sessions
- 8.3 Exeter Arena Track Sessions
- 8.4 Weekend Runs

Juniors

- 8.5 Exeter Arena Session (Running)
- 8.6 Exeter Arena Sessions (Throws and Jumps)
- 8.7 Exeter Arena Sessions ("Play")
- 8.8 Arena Fields Sessions

8.4 DYNAMIC RISK ASSESSMENTS

Changes in weather conditions, temperature and athletic performance of the participants throughout the activity require the use of Dynamic Risk Assessment which is a continuous process of identifying risk, assessing its implications and coming up with a way to eliminate the risk or reduce it to an acceptable level.

Almost all of the identifiable risks in the following section require an element of Dynamic Risk Assessment.

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.1 General Road Running (Adult)

LOCATION:

Public Highway

GENERAL:

The level of risk in road running will depend on the ambient conditions, time of day, amount of daylight, weather and how busy the route is with traffic and other pedestrians as well as the make-up of the group of athletes taking part and their state of alertness caused by physical exertion.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.1.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other.	Risk reduced to acceptable levels	
8.1.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement. Low risk	Leader to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.2.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other.	Risk reduced to acceptable levels	
8.1.4	Collisions with obstacles such as street furniture etc.	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels
8.1.5	Collisions with vehicles	Various injuries to athlete. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other of approaching vehicles	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels

	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.1.6	Minor health problems	Range of debilitating conditions to athlete. Low risk	Leader to ensure that nobody is dropped by the group	Risk reduced to acceptable levels	Leader to respond to problems if they occur and amend the route accordingly
8.1.7	Major health problems	Range of debilitating and potentially life-threatening conditions to athlete. Low to high risk	Leader to summon Emergency Services using an available telephone. In the likelihood of a telephone not being available the Leader to ensure that a mobile phone is available.	Risk reduced to acceptable levels	Leader to manage the incident, inform the athlete's emergency contact and to report the incident to the Health & Safety Officer.
8.1.8	Hypothermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel (or take extra clothing/equipment with them and to choose appropriate route).	Risk reduced to acceptable levels	This risk can increase/decrease with changes to ambient conditions.
8.1.9	Hyperthermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel and to choose appropriate route.	Risk reduced to acceptable levels	This risk can increase/decrease with changes to ambient conditions.
8.1.10	Dehydration	Reduced performance of athlete Low to medium risk	Leader to advise athletes to correctly hydrate before the training session. Organise a drinks station on the route.	Risk reduced to acceptable levels	
8.1.11	Getting lost	Low to medium risk	Leader to adequately plan the route and know the location of short-cut or shorter/easier alternative routes.	Risk reduced to acceptable levels	Getting lost will have implications on other risks outline here if the session is extended in duration
8.1.12	Weather conditions	Increased incidence of many risks. Low to high risk	Leader to maintain dynamic risk assessment of conditions and to react to these to maintain acceptable level of risk for the group.	Risk reduced to acceptable levels	

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.2 General Off-Road Running (Adult)

LOCATION:

Countryside

GENERAL:

The level of risk in off-road running will depend on the choice of venue and the ambient conditions, time of day, amount of daylight and the weather as well as the make-up of the group of athletes taking part and their state of alertness caused by physical exertion.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.2.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	
8.2.2	Pulled muscles, cramps and sprains	Partially debilitating injury to athlete. Low risk	Leader to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.2.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other.	Risk reduced to acceptable levels	
8.2.4	Collisions with obstacles,	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels
8.2.5	Collisions with animals	Various injuries to athlete. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other where animal are present	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels

	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.2.6	Minor health problems	Range of debilitating conditions to athlete. Low risk	Leader to ensure that nobody is dropped by the group	Risk reduced to acceptable levels	Leader to respond to problems if they occur and amend the route accordingly
8.2.7	Major health problems	Range of debilitating and potentially life-threatening conditions to athlete. Low to high risk	Leader to summon Emergency Services using an available telephone. In the likelihood of a telephone not being available the Leader to ensure that a mobile phone is available.	Risk reduced to acceptable levels	Leader to manage the incident, inform the athlete's emergency contact and to report the incident to the Health & Safety Officer.
8.2.8	Hypothermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel (or take extra clothing/equipment with them and to choose appropriate route	Risk reduced to acceptable levels	This risk can increase/decrease with changes to ambient conditions.
8.2.9	Hyperthermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel and to choose appropriate route	Risk reduced to acceptable levels	This risk can increase/decrease with changes to ambient conditions.
8.2.10	Dehydration	Reduced performance of athlete Low to medium risk	Leader to advise athletes to correctly hydrate before the training session. Organise a drinks station on the route	Risk reduced to acceptable levels	
8.2.11	Getting lost	Low to medium risk	Leader to adequately plan the route and know the location of short-cut or shorter/easier alternative routes. In remote areas Leader to carry a map and compass (and know how to use them)	Risk reduced to acceptable levels	Getting lost will have implications on other risks outlined here if the session is extended in duration
8.2.12	Weather conditions	Increased incidence of many risks. Low to high risk	Leader to maintain dynamic risk assessment of conditions and to react to these to maintain acceptable level of risk for the group	Risk reduced to acceptable levels	

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.3 Track Sessions (Adult)

LOCATION:

Exeter Arena

GENERAL:

These are formal track sessions based on speed, speed/endurance and endurance training principals depending on the time of year. Sessions begin with a warm-up period and end with a cool-down period. The body of the session is usually of a high intensity to produce a training benefit to improve the athlete's performance.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.3.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Coach/Leader to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The Arena staff are first-aid qualified with an equipped ambulance room and protocols in place to contact the County Ambulance Service.
8.3.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement. Low risk	Coach/Leader to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.3.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	All participants made aware of the track protocol: Lane 1 – fast running Lane 2 – overtaking Lanes 3-4 – recovery Lanes 5-6 – slow runners Lanes 7-8 – cool down for early finishers	Risk reduced to acceptable levels with protocol in place	
8.3.4	Minor health problems	Range of debilitating conditions to athlete. Low risk	Coach/Leader to advise the athlete to end their session.	Risk reduced to acceptable levels	

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.4 Weekend runs (Adult)

LOCATION:

Public Highway and Countryside

GENERAL:

The level of risk in these sessions will depend on the ambient conditions time of day, amount of daylight, weather, the length and severity of the route and how busy the route is with traffic, pedestrians and animals as well as the make-up of the group of athletes taking part and their state of alertness caused by physical exertion.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.4.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	
8.4.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement.. Low risk	Leader to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.4.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other.	Risk reduced to acceptable levels	
8.4.4	Collisions with obstacles.	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels
8.4.5	Collisions with vehicles	Various injuries to athlete. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other of approaching vehicles	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels

	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.4.6	Collisions with animals	Various injuries to athlete. Low risk	Dynamic risk assessment by the Leader to give warnings/instructions to athletes. Get the athletes to warn each other where animals are present	Risk reduced to acceptable levels	The choice of route will largely assist in keeping the level of risk to acceptable levels
8.4.7	Minor health problems	Range of debilitating conditions to athlete. Low risk	Leader to ensure that nobody is dropped by the group		Leader to respond to problems if they occur and amend the route accordingly
8.4.8	Major health problems	Range of debilitating and potentially life-threatening conditions to athlete. Low to high risk	Leader to summon Emergency Services using an available telephone. In the likelihood of a telephone not being available the Leader to ensure that a mobile phone is available.	Risk reduced to acceptable levels	Leader to manage the incident, inform the athlete's emergency contact and to report the incident to the Health & Safety Officer.
8.4.9	Hypothermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel (or take extra clothing/equipment with them and to choose appropriate route)	Risk reduced to acceptable levels	This risk can increase/decrease with changes to ambient conditions.
8.4.10	Hyperthermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel and to choose appropriate route	Risk reduced to acceptable levels	This risk can increase/decrease with changes to ambient conditions.
8.4.11	Dehydration	Reduced performance of athlete Low to medium risk	Leader to advise athletes to correctly hydrate before the training session. Organise a drinks station on the route	Risk reduced to acceptable levels	
8.4.12	Getting lost	Low to medium risk	Leader to adequately plan the route and know the location of short-cut or shorter/easier alternative routes. In remote areas Leader to carry a map and compass (and know how to use them)	Risk reduced to acceptable levels	Getting lost will have implications on other risks outlined here if the session is extended in duration
8.4.13	Weather conditions	Increased incidence of many risks. Low to high risk	Leader to maintain dynamic risk assessment of conditions and to react to these to maintain acceptable level of risk for the group	Risk reduced to acceptable levels	

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.5 Exeter Arena Sessions (Running) - Juniors

LOCATION:

Exeter Arena

GENERAL:

These are track sessions based on speed and speed/endurance training principals depending on the time of year. Sessions begin with a warm-up period and end with a cool-down period. The body of the session is usually of relatively high intensity to produce a training benefit to improve the athlete's performance.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.5.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Coach to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The Arena staff are first-aid qualified with an equipped ambulance room and protocols in place to contact the County Ambulance Service.
8.5.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement. Low risk	Coach to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.5.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	All participants made aware of how to approach the jump take-off and how to maintain a safe distance from the throw takeoff and landing area	Risk reduced to acceptable levels with protocol in place	
8.5.4	Minor health problems	Range of debilitating conditions to athlete. Low risk	Coach to advise the athlete to end their session.	Risk reduced to acceptable levels	
8.5.5	Major health problems	Range of debilitating and potentially life-threatening conditions to athlete. Low to high risk	Coach to inform Arena First-Aider	Risk reduced to acceptable levels	Coach to manage the incident, inform the athlete's emergency contact and to report the incident to the Health & Safety Officer.

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.6 Exeter Arena Sessions (Throws & Jumps) - Juniors

LOCATION:

Exeter Arena

GENERAL:

These are sessions using equipment and apparatus for jumping and throwing objects. Sessions are usually skill rather than endurance based and begin with a warm-up period and end with a cool-down period.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.6.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Coach to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The Arena staff are first-aid qualified with an equipped ambulance room and protocols in place to contact the County Ambulance Service.
8.6.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement. Low risk	Coach to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.6.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	All participants made aware of how to approach the jump take-off and how to maintain a safe distance from the throw takeoff and landing area	Risk reduced to acceptable levels with protocol in place	
8.6.4	Falls from apparatus	Various injuries to athlete. Low to medium risk	Coach to maintain safe practice standards and to prevent unsupervised use of equipment	Risk reduced to acceptable levels	
8.6.5	Being hit by throw equipment	Various injuries to athlete. Low to high risk	Coach to maintain safe practice standards including correct carrying of equipment, the prevention of unsupervised use of equipment and the maintenance of correct safety zones for the landing area	Risk reduced to acceptable levels	

	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.6.6	Minor health problems	Range of debilitating conditions to athlete. Low risk	Coach to advise the athlete end the session	Risk reduced to acceptable levels	
8.6.7	Major health problems	Range of debilitating and potentially life-threatening conditions to athlete. Low to high risk	Coach to inform Arena First-Aider	Risk reduced to acceptable levels	Coach to manage the incident, inform the athlete's emergency contact and to report the incident to the Health & Safety Officer.
8.6.8	Hypothermia	Potential life-threatening condition. Low to medium risk	Coach to ensure athletes wear suitable apparel (or take extra clothing/equipment with them and to choose appropriate route)	Risk reduced to acceptable levels	Young and small children run an increased risk due to lack of thermo regulation and latent body mass.
8.6.9	Hyperthermia	Potential life-threatening condition. Low to medium risk	Leader to ensure athletes wear suitable apparel and to choose appropriate rout.	Risk reduced to acceptable levels	Young and small children run an increased risk due to lack of thermo regulation and latent body mass.
8.6.10	Dehydration	Reduced performance of athlete Low to medium risk	Coach to advise athletes to maintain hydration throughout the session. In extreme conditions drinks should be organised	Risk reduced to acceptable levels	
8.6.11	Weather conditions	Increased incidence of many risks. Low to high risk	Coach to maintain dynamic risk assessment of conditions and to react to these to maintain acceptable level of risk for the group.	Risk reduced to acceptable levels	

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.7 Exeter Arena Sessions (Play) - Juniors

LOCATION:

Exeter Arena

GENERAL:

These are end of session cool-down periods where the juniors play various running “tag” type fun activities on the Arena in-field.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.6.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Coach to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The Arena staff are first-aid qualified with an equipped ambulance room and protocols in place to contact the County Ambulance Service
8.6.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement. Low risk	Coach to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.6.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	Coach to control the activity by setting boundaries to the area of the activity and rules of conduct. Coach to carry out dynamic risk assessment to maintain safety	Risk reduced to acceptable levels with protocol in place	

South West Road Runners

RISK ASSESSMENT



ACTIVITY:

8.8 Arena Fields Sessions - Juniors

LOCATION:

Playing fields adjacent to Exeter Arena

GENERAL:

These are grass area running sessions based on speed, and speed/endurance training principals. Sessions begin with a warm-up period and end with a cool-down period. The body of the session can be of a relatively high intensity directed to stress the athlete to produce a training benefit.

Ref.	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.8.1	Trips, slips and falls	Various injuries to athlete. Low to medium risk	Dynamic risk assessment by the Coach to give warnings/instructions to athletes. Get the athletes to warn each other	Risk reduced to acceptable levels	The Arena staff are first-aid qualified with an equipped ambulance room and protocols in place to contact the County Ambulance Service
8.8.2	Pulled muscles, cramps and sprains	Potentially debilitating injury to athlete hampering movement. Low risk	Coach to give adequate warm-up and assess athletes apparel is consistent with conditions	Risk reduced to acceptable levels	
8.8.3	Collisions with other athletes	Various injuries to one or more athletes. Low risk	Coach to establish a route for the activity using stakes and tape if necessary. Coach to maintain control of the activity to ensure no horseplay	Risk reduced to acceptable levels with protocol in place	
8.8.4	Minor health problems	Range of debilitating conditions to athlete. Low risk	Coach to advise the athlete to end their session	Risk reduced to acceptable levels	
8.8.5	Major health problems	Range of debilitating and potentially life-threatening conditions to athlete. Low to high risk.	Coach to inform Arena First-Aider	Risk reduced to acceptable levels	Coach to manage the incident, inform the athlete's emergency contact and to report the incident to the Health & Safety Officer.

	RISK	EFFECT AND LEVEL OF RISK	AMELIORATION FACTOR	CHANGE OF LEVEL OF RISK	COMMENTS
8.8.6	Hypothermia	Potential life-threatening condition. Low to medium risk	Coach to ensure athletes wear suitable apparel (or take extra clothing/equipment with them and to choose appropriate route)	Risk reduced to acceptable levels	Young and small children run an increased risk due to lack of thermo regulation and latent body mass.
8.8.7	Hyperthermia	Potential life-threatening condition. Low to medium risk	Coach to ensure athletes wear suitable apparel and to choose appropriate route	Risk reduced to acceptable levels	Young and small children run an increased risk due to lack of thermo regulation and latent body mass.
8.8.8	Dehydration	Reduced performance of athlete Low to medium risk	Coach to advise athletes to maintain hydration throughout the session. In extreme conditions drinks should be organised	Risk reduced to acceptable levels	
8.8.9	Weather conditions	Increased incidence of many risks. Low to high risk	Coach to maintain dynamic risk assessment of conditions and to react to these to maintain acceptable level of risk for the group	Risk reduced to acceptable levels	
8.8.10	Collisions with and attack by dogs	Various injuries to athlete. Low to medium risk	Coach to maintain dynamic risk assessment by monitoring the training area for free-running dogs and to instruct the athletes of potential danger if there appears to be an increased risk	Risk reduced to acceptable levels	
8.8.11	Interference by non-Club personnel	Child protection issues. Low to medium risk	Coach to maintain dynamic risk assessment by monitoring the training area for people and to modify the activity to maintain safety	Risk reduced to acceptable levels	Coach to maintain awareness and to report any concerns to Health & Safety or Welfare Officer.



9. MEMBERS HEALTH & SAFETY DETAILS

9.1 The Club Secretary will maintain a comprehensive list of member's emergency contact information and any details of any medical conditions that are considered by the club member to be relevant while they are participating in club activities. The Secretary will ensure that all Club Coaches, Leaders and the Health & Safety Officer and Welfare Officer are supplied with this information. The Health & Safety details will be considered confidential by all list holders who will only use this information to maintain safety at Club sessions or in the event of an emergency.



10. REPORTING

- 10.1 It is the individual Members responsibility to report all accidents, incidents and near-misses as soon as possible after the occurrence. This should be done using the Health & Safety Reporting Form which can be downloaded from the Club Website. The completed form should be sent to the H&S Officer as soon as possible.
- 10.2 A copy of the Club Health & Safety Accident Reporting Form is contained in Appendix II
- 10.3 In the case of a reportable accident (one where the injured party is likely to require medical treatment) the information is required to be sent to UK Athletics.
- 10.4 A copy of the UK Athletics Accident and Incident Report Form is contained in Appendix III
- 10.5 Details of useful contacts and web-addresses are contained in Appendix IV.



11. DISCIPLINARY PROCEEDURE

- 11.1 Any complaint made about the Health & Safety conduct of any Member, Coach or Leader shall be taken to the Health & Safety Officer (or to the Chairman if the H&S Officer is implicated in the matter).
- 11.2 Should a Member be identified as creating a Health & Safety issue, then this matter will be dealt with by the Chairman in consultation with the Health & Safety Officer. (In cases where the Chairman is involved the matter will be dealt by the H&S Officer in consultation with the Vice Chairman).
- 11.3 If the matter is not brought to a satisfactory conclusion, or is identified as being of a serious nature, the complaint will be referred to the General Committee under the Club's Disciplinary Procedure.

APPENDIX I



Guidelines for Leaders

South West Road Runners

Wednesday Night Road Groups



A. Protocols for Group Leaders

- ❖ **Know your route**
 - You should have a clear idea of where you are going, how far it is, and how long it will take to run the route – and any special considerations about running in the dark (e.g. street lighting, steps etc.)
- ❖ **Know your pace**
 - Keep to the advertised pace wherever and whenever possible. It is particularly important that you should not go faster than you promise – this can cause problems for people who have put their trust in you.
- ❖ **Count your runners** (repeatedly).
 - If anyone gets lost, you must make every effort (with help from Group members as appropriate) to find them
 - If it appears that more than 12 people intend to run with you, you may at your discretion limit the size of the Group before leaving the Arena. Try to ensure that people have a choice by making this clear as the groups are forming up. You may in particular try to persuade faster runners to join a faster group.
- ❖ **Advise runners** of route, pace, distance, terrain (including muddy or wet conditions), how hilly etc.
- ❖ **Appoint a Tail End Charlie** if the Group is large (more than 6 runners)
 - check regularly during the run that this person is in sight / in contact
- ❖ Check that you know what you need to do **in case of emergency** (*standard procedure required – to follow*). Carry a **mobile phone** if you can – or check that someone else in the group has one
- ❖ **Know your runners**
 - Try to find out names, experience, likes and dislikes etc of those who run with you – it should make for a better run and a more “involving” experience, especially for new members
 - Make every effort to greet any newcomers before the run and check they are in the right group for their pace
 - If you know that someone electing to run with the Group is not suited to the pace, you may at your own discretion ask them to run with a different Group. Be aware that on occasion “faster” runners may want to do what is for them a slow run – in which case you may wish to remind them of their obligation to respect the status of the Group (see below)
 - Be aware that many runners like to go as fast as possible over the last part of the run. They need to know that they run ahead of you at their own risk (see below). You need to ensure that the slowest member of the Group gets back safely.

B. Protocols for Group Members

❖ General Comments

- South West Road Runners takes reasonable precautions to provide a range of Road Groups at different paces with competent and qualified Group Leaders. However, it is first and foremost your own responsibility to ensure that you are fit to run at the speed and over the distance and terrain as described; and to act responsibly with regard to your own safety and that of others.
- Be aware that the Group Leader is just that – and is NOT a “Coach” who can advise you on your training.

❖ Check that you are running with a suitable Group

- If you have any doubts or questions, ask the Group Leader, (before you set off) about pace, distance, terrain or anything that might affect your decision to run with this Group
- Beginners or runners new to the Club are advised, in the first instance, to choose a group well within their capabilities.

❖ Respect the Status of the Group

- Be prepared to run at the pace as stated that night, and as judged by the Group Leader
 - If you are not reasonably confident that you can run at this speed for this distance, choose a slower Group
 - If you are someone who runs faster than this, you should moderate your speed accordingly (always running behind the Group Leader), or choose a faster Group
- Accept the Group Leader’s route choice unless you know this to be dangerous (e.g. in extreme weather conditions) or ill-advised (e.g. a road closure), or unless the Group Leader is clearly “lost”

❖ Safety etc.

- Accept the instructions of the Group Leader as to safety, including:-
 - Conditions underfoot (e.g. avoiding flooding, ice or debris)
 - Road traffic
 - taking due care crossing the road, running where there is no pavement etc.
 - always give way to any traffic you may encounter and never assume it will give way to you

- The Group Leader, and SWRR, cannot take any responsibility for anyone who is, by choice, not running as part of the Group. This includes:-
 - anyone running on ahead of the Group
 - anyone choosing to take a detour or a separate route
- If you need to stop or leave the Group for any reason (including loo breaks) make sure that the leader knows – and knows if you are happy to make your own way back to base.
- The Group Leader will wait, and will turn back if necessary, for anyone unable to keep up with the Group, subject to the needs of other runners in the Group.
 - If you become aware that someone in the Group is struggling to keep up, alert the Group Leader at a suitable opportunity
 - If anyone should get into serious difficulties, be prepared to help them within the limits of your own safety and ability, and alert the Group Leader at the earliest opportunity
- If it becomes necessary to split the Group for any reason, and you are no longer with the Group Leader, make sure that you know who is leading your (new) Group – and regard them as your Group Leader in line with these notes

APPENDIX II



South West Road Runners Health & Safety Accident Reporting Form

South West Road Runners

INCIDENT/ACCIDENT REPORT FORM



Site where incident/accident took place:	
Name of person in charge of session/competition:	
Name of injured person:	
Address of injured person:	
Date and time of incident/accident:	
Nature of incident/accident:	

A) Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training, competition, getting changed, etc.

(continue overleaf if necessary)

B) Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

(continue overleaf if necessary)

C) Were any of the following contacted?

Police:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Coastguard:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Parent/Carer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D) What happened to the injured person following the incident/ accident? (e.g. went home, went to hospital, carried on with session)

(continue overleaf if necessary)

All of the above facts are a true and accurate record of the incident/accident.

Signed..... Name..... Date.....

A) continued

B continued

D continued



APPENDIX III

UK Athletics Accident and Incident Report Form

This can be downloaded at:

<http://www.uka.org.uk/governance/health-safety/what-to-do-in-the-event-of-an-accident-or-dangerous-incident/online-accident-incident-report-form/>



APPENDIX IV

USEFUL CONTACTS AND WEB-ADDRESSES

SOUTH WEST ROAD RUNNERS

Chairman

Tony Gale

e-mail: tony.gale@swrr.co.uk

Health & Safety Officer

David Pressley

tel: 01392 881711

mob:

e-mail: d.pressley@btopenworld.com

Welfare Officer

Paul Bater

tel:

e-mail: paulbarter60@yahoo.co.uk

Club Website
Reporting Form

www.swrr.co.uk

UK ATHLETICS

UK ATHLETICS
Reporting Form

www.uka.org.uk

Search "accident reporting form"

EXETER ARENA

Exeter Arena,
Summer Lane,
Exeter,
EX4 8NN
Tel: 01392 46865

