

# Health, Safety & Risk Assessment Policy



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**Carleton  
Running  
Community**

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## Introduction

Carleton Running Community (CRC) take it's responsibility of the Health & Safety of our members very seriously, and to ensure we minimise risk to our members and to the general public, it is responsible and necessary to facilitate training sessions and events in a safe location.

Whilst CRC has no specific legal obligation in respect of the Health and Safety of club members, the club seeks to provide guidance to runners indeed that they are able to make risk-based decisions whenever they choose to take part in any club training session or activity.

Due to the nature of the activities that CRC engage in, it is impossible to mitigate every potential area of risk and therefore the Club Officials, Coaches and Run Leaders will always commit to undertake individual 'Duty of Care' for the athletes under their control.

Our training sessions and activities are entered into by members purely on a voluntary basis and the club will always do everything within our control to assist in the management and mitigation 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

All members have a responsibility to maintain their best endeavours 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

## Risk Assessment

Throughout our day to day lives, we all carry out a risk assessment, whether consciously or unconsciously, such as driving to work or crossing a busy road where no pedestrian crossings exist. In making a risk assessment we are making a judgement of the scenario we are faced with and 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. trail running) need to be aware of those risks in order to minimize and accept them. Each individual running will encounter risks that need to be assessed during a session where we the club have been unable to identify such risks prior to the session due to circumstances outside of our control.

Risk assessment does not only serve to protect our runners, we also have a responsibility to ensure that the wider community, property and animals are not harmed by anyone carrying out activities whilst participating as a member of CRC. This responsibility only applies during CRC organised activities and does not apply to any activity outside of the Club's control.

Personal risk management 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 hi-viz, lights or reflective and looking left / right and left again before crossing a road.

All CRC training sessions are carried out on either roads, off-road or cross country, therefore the risk assessments below are to be used in conjunction with an ongoing dynamic risk assessment conducted by the Club Coach or Run Leader carrying out the training session.

### Common Risks

The following guidance is intended to help members assess and to control.

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

### CRC Policy:

- Members are strongly advised not wear headphones or listen to personal players during sessions. Our sessions are intended to be social events as we as training where we strongly encourage interaction between members during this time
- 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. During sessions of low lighting conditions, we strongly advise the us of Hi-Viz or Reflective clothing, and/or head/body lights
- Members should wear appropriate footwear, that are suitable for the terrain and for their style of running (for further advice on appropriate footwear please speak to a club official)
- Members should follow the Highway Code and be aware of other road users, cyclists, pedestrians and animals.

### Road Running

Where possible the club will endeavour to avoid running routes that will necessitate the need to cross multiple busy roads. Where crossing is necessary, use a safe route using bridges or underpasses, or use crossings or traffic islands. Please do not run in to the road without looking for on-coming traffic.

We should not assume that vehicle drivers will see us even when wearing appropriate clothing, poorly lit streets will make a runner less visible. Members should wear something visible when running on or across traffic routes.

At night 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, unless it is not safe to run on the right due to a blind bend ahead. Where it is appropriate to run on the left-hand side, you should move back to the right at the earliest opportunity. When running on roads with no pavements, we should always run in single file.

### Off-Road Running

Off-road running is technically very different to road running and poses many more risks to road running where we need to be more attentive to our surroundings. Variations of terrain mean that it is impossible to pin-point all risks on any off-road route. Therefore, runners should be aware of the potential risks that could include tree roots; overhanging branches; uneven ground; potholes; slippery surfaces; debris; loose stones and ditches and streams.

## Club Running Sessions

### Coach & Leaders Responsibilities

- Remind members that they should have warmed up prior to the session and provide warm-up advice where necessary.
- Ensure that a first aid kit is available.
- Ensure that all run leaders have a mobile phone during the session.
- Check reflective / hi-visibility garments during darkness.
- Clearly outline route where possible by reference to a map and road names, outlining any particular hazards. All routes will have been checked by a club official before being used as a club training route
- Break the group into manageable units and ensure that run leaders know that the group must stay together. Runners will always be split into ability groups to ensure that no runner is left on their own.
- Where the group includes a run leader, 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 at all times and no runner is left isolated during a session.
- During the session, the run leader will maintain an ongoing 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 – if you are unsure, please seek advice from a club coach or run leader
- Ensure they are suitably dressed for the session type and weather conditions
- Ensure they clearly know the route and are happy with the proposed distance – runners should not attempt a higher distance if they are not comfortable with the lesser distance on offer
- 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 throughout the session – we join a club to run with others.
- Inform other members if they notice any hazards or incidents that may have an impact on themselves or other runners 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.
- Any runner who decides to take a different route is therefore no longer running a CRC training session and is responsible for their own health & safety.

All runners should seek medical advice from a Doctor if they 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 CRC 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/carer
- 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.

### **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.

<https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/>

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 [carletonrunning@gmail.com](mailto:carletonrunning@gmail.com) for record keeping purposes and follow up action if required.

Alternatively, all the details can be submitted to [carletonrunning@gmail.com](mailto:carletonrunning@gmail.com) for processing.