



HOAD HILL HARRIERS

HEALTH AND SAFETY POLICY



Statement of Intent

Hoad Hill Harriers Running Club delivers run night meetings and running events in the local area of Ulverston, in South Cumbria, where athletes can run together for mutual benefit and enjoyment.

The main purpose of this policy is to:

- Ensure Health and Safety is considered for our club members and competitors during these activities.
- Ensure members understand their own role and the role of the club officers in the event of any incidents or accidents.
- Ensure the duty of care and legal arrangements for Health and Safety are fit for purpose.

Responsibilities for Health & Safety

The responsibilities for H&S rests both with club members and the club committee. Club members are responsible for their own personal safety while the committee ensures arrangements made by the club are fit for purpose.

Runners are responsible to ensure they are both fit and correctly equipped to run (e.g, correct footwear, clothing, hi-viz and head torches) and discussing any concerns with the Run leader.

Day to day H&S is delegated to the club Health and Safety officer to ensure the necessary processes are in place but the committee members are the decision makers when it comes to policy.

The club committee has a duty of care for club activities. There are a number of hazards involved in running, particularly off-road and at night. We will seek to manage the risks to an acceptable level, while maintaining enjoyment.

Arrangements for Health & Safety

Annually on membership renewal, each club member acknowledges they are responsible for their own health & safety while running. This is a part of the renewal form which all members have to complete (both new and existing).

Each activity by the club is covered by an active Risk Assessment which is regularly reviewed by the club H&S officer, event manager and committee based on lessons learnt from club activities. The race committee will meet to review each competitive event held by the club, as soon as possible after the event, producing an action plan for future races.

During their induction Run leaders, Coaches and Race Directors are asked to read and act on the Risk Assessments provided by the club. Copies can be viewed on our website, hard copies will be kept in the file binder at the Clubhouse, along with Run Leader Guidelines, Runner Guidelines and Accident Log forms. (See appendix 1 for Run Leader Guidelines, appendix 2 for Runners Guidelines, Appendix 3 for Club Activity Risk Assessments)

Any accidents are reported by the applicable run leader via the club accident form obtained from the file binder at the clubhouse and then (by the club H&S officer) further reported to UK Athletics via their online portal. (Web link is below) (Accident Log Form see appendix 4)

<https://www.mysporthost.com/HealthAndSafety/>

Club Liability insurance is provided by the club's UK Athletics affiliation.

The club H&S policy is to be displayed on the club website.

Appendix 1

Guidelines for Run Leaders

These guidelines are for Run Leaders to follow for the safety and enjoyment of all runners on club runs.

Run Leaders should:

- Encourage and motivate the runners in the group by being friendly and welcoming.
- Provide a fun and safe group running experience for the whole group.
- Plan a route in line with the expected pace and distance, taking account of external factors such as the weather and according to the ability/ fitness levels of the group.
- Familiarise yourself with the risks identified in the 'Generic Risk Assessment Guidelines for Club Group Runs'.
- Dynamically reassess the risks during the run and adapt as necessary for e.g. weather, group size, individuals ability or issues, distance and speed.
- Ensure that you have a torch or running light and some hi-visibility clothing when running in the dark. Encourage the group members to do likewise.
- Brief the group on any hazards likely to be encountered.
- Check with the group for any injuries that may affect them during the run and advise any runner who they feel is not well enough to run to not run.
- Carry a mobile phone for emergencies or when this is not possible ensure that someone within the group has one. First aid kits are also provided by the club for run leaders.
- Ensure that the pace of the group is determined by the needs of the slowest runner.
- Do not lead from the front, encourage an able runner to run at the back.
- Ensure that EVERYONE in the group either doubles back to keep the group together, or provide points for regrouping.
- Note the number of runners at the start and finish of the run.
- Not leave anyone behind for any reason.
- Ensure that someone escorts runners who are unable to continue due to injury or illness, back to the start.
- If the group is becoming unmanageable due to a wide range of abilities, split the group by asking other experienced runners/leaders to lead one of the sub-groups.
- Stick to roads with pavements where possible. If there is no alternative, then take every precaution to ensure the safety of runners by avoiding main/busy roads and using the advice from the [Highway Code](#) as a bare minimum; single file, right hand side of the road into direction of traffic, reflective clothing, look-outs etc.
- Stick to routes with adequate lighting when time of day/night dictates and be prepared to slow the group if lighting becomes inadequate to run safely.
- If running off-road, be aware of trip hazards such as roots and be prepared to shout warnings.
- Encourage group members to move up (or down) a group when appropriate.
- Report any incidents to the run leader co-ordinator/ Health and Safety Officer. If that person is unavailable e.g., on holiday, then report the incident to the club chairperson.
- Should a welfare matter arise, no matter how small, then please seek guidance from and report this to the welfare officers.
- If an accident occurs, and assistance is needed from any of the emergency services, call 999 as soon as you can safely do so. An accident log form should be completed, and the Health and Safety officer notified. Follow up by making contact with a family member to check on the wellbeing of the injured runner.

Welfare officers 2023 – 2024: Lead Welfare Officer – Damian Jones. Assistant Welfare Officer- Mel Simmonds.

Appendix 2

Guidelines for Runners

These guidelines are for runners to follow for the safety and enjoyment of all runners on club runs.

Please note that whilst the run leaders are responsible for the safe operations of the group, individual runners are still responsible for their own safety and the safety of fellow runners.

All runners should:

- Wear reflective clothing in the darker months , headtorches are also advisable.
- Carry some form of Identification and emergency contact details.
- Not wear headphones.
- Before the session starts, inform the Run Leader of any illness or injury concerns or if you are new or have recently moved up a group.
- Bring appropriate medication if required.
- Not run if feeling unwell.
- Take note of the advertised pace and be advised by the Run Leader(s) as to which group you should run with.
- Notify the Run Leader if you are leaving the run for whatever reason (or if that's not possible, notify another member of the group).
- Stay within contact of all members unless a split has been agreed with the Run Leader.
- Faster runners should loop back at regular intervals when requested to by the Run Leader, or wait at selected points.
- If you choose to run with a group that is slower than your usual pace, do not run at the front of this group, stay back and help the leader otherwise your pace will dictate the group and make it harder for others in the group.
- Look to place themselves in the appropriate group based on their ability. If they find themselves at the front of the group most weeks, consider moving up a group. Conversely, if they find themselves at the back most weeks, consider a slower paced group.
- Cross on official road crossings wherever possible, all roads and road junctions should be approached with caution and only cross when safe to do so. Do not follow other runners across the road; ensure that you carry out your own checks before you cross. Mid-sections of a group tend to ignore traffic signals while following the front of the pack which can be particularly dangerous. Please re-group in full on the other side of the road.
- Do not run more than two abreast especially in busy areas.
- Give way to other pedestrians/path users when necessary.
- Warn other runners around you of impending hazards, pedestrians, dustbins, low hanging branches, etc.
- Look after the other runners within your training group, if someone is struggling make sure that they are not left on their own and inform your Run Leader.
- Report any incidents unseen by the run leader to the run leader.
- Should a welfare matter arise no matter how small then please report this to the welfare officers, or a committee member. The welfare officers are there to help safeguard the health and well-being of members. This ranges from day-to-day good governance to members conduct or how members are feeling.

Welfare officers 2023 – 2024: Lead Welfare Officer – Damian Jones. Assistant Welfare Officer- Mel Simmonds.

Risk Assessment: Hoad Hill Harriers Club Training Activities



| Date: | Assessed by: | Location: | Review: |
|------------|--|----------------------------|----------|
| 20/11/2023 | Damian Jones (on behalf of HHH committee) Glenn Boulter (Health and Safety Officer) | Ulverston, Cumbria LA129DR | Feb 2024 |

Activities being assessed:

This assessment covers all of Hoad Hill Harriers club training sessions. This includes Monday night social club runs (all groups) and Thursday night training session and additional social runs e.g. Cumbria Way and Boxing Day run. This assessment does not cover participation in organised events, including teams in relays, championship events, grand prix events or XC series events which are covered by assessments made by event organisers.

| Hazard(s) | Example(s) of Hazard | Who might be harmed and how? | Relevant Training Session? | Existing Controls/Procedures | Risk Rating With Controls |
|-------------------------------------|--|---|--------------------------------|--|---------------------------|
| Uneven or slippery running surfaces | Pot holed pavements/tracks/roads paths/trails. Ice or snow | Runners Trip/slip and/or fall to ground. Twisted ankle/knee etc. | All Winter evening training | <ul style="list-style-type: none"> Routes most often on public pavements or formal paths/tracks. Runners maintain own awareness. Trails avoided when excessively muddy or icy (note fresh snow is safe for controlled running). Runners warn others of significant issues Dark paths only attempted at night with head torches. Pace lowered accordingly in the dark. First aid kit held at club base and with run leader. Groups whenever possible to be led by suitably qualified Group Leaders which ensures runners are covered under the EA Insurance. | L |
| Obstructions and changes in level | Steps, slopes, bollards, barriers. Undergrowth and overhanging trees etc | Runners Trip/slip and/or fall to ground. Injury to legs or head/face etc. | All | <ul style="list-style-type: none"> Runners point obstructions to each other. Runners maintain own awareness. First aid kit held at club base and by the run leader. Groups whenever possible led by suitably qualified Group Leaders which ensures runners are covered under the EA Insurance. | L |
| Running in the dark | Obstacles, level changes, surfaces | Runners Fall to the ground or trip/slip. | Winter sessions | <ul style="list-style-type: none"> Group leaders appropriately experienced and trained. Group leaders plan routes appropriate to group. Specific sessions planned with torches. Majority of nighttime sessions in street-lit areas. Dark areas not covered at speed (e.g. ginnels). Carry a phone on all group runs. | L |

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|---------------------------------|---|--|------------------------------------|--|----------|
| Running near or through water. | Slippy banking/rocks Collapsing bank Water depth and speed of current. Water temperature | Runners Slipping/falling into water. Quicksand | All social or off-road runs | <ul style="list-style-type: none"> • Check the forecast – avoid running near water if the weather is bad, or in failing light. • Check local tide timetable. • Don't run next to water if levels are high. Cross streams at their narrowest/shallowest point. • As in all social runs, make sure there is access to a mobile phone within the group. • don't run too close to river edges, especially after bad weather. • Pay attention to your footing | M |
| Vehicles and other road users. | Road vehicles, Pedestrians and cyclists | Runners/drivers Struck by vehicle Pedestrian struck by runners | All apart from club field sessions | <ul style="list-style-type: none"> • Runners wear high viz/torches when sessions are after dark. • Groups cross major roads together. • Runners asked by group leaders to ensure they cross roads with attention. • Lead runner to warn group of approaching vehicles/pedestrians. | M |
| Animals Stinging insects | Dogs, cows, wasps, bees, tics. | Runners Bitten/scratched by dog, injured by farm animals. Stings/bites from insects – potential allergic reaction | All | <ul style="list-style-type: none"> • Group of runners unlikely to be threatened by a dog. • First aid kit at base and lead runner. • Owner reported to police in event of issue e.g. bite • Groups cross fields with livestock by shortest route and as a group to avoid scaring animals. • Runners to walk in close vicinity to herds of cows and past horses so as not to frighten them which may cause them to panic. • Runners with known allergies encouraged to tell club and carry appropriate medication. • Remind group to check for ticks after off-road runs | M |
| Separated from running group. | Runner lost, left behind, takes wrong turn. | Runners Cold, distress, | All apart from field sessions | <ul style="list-style-type: none"> • Group leaders keep groups together with stopping points and run backs. • Group leaders recommend group changes to maintain similar speeds. • No one left behind; keep regrouping. • Runners to stay with group and not to leave early without telling Group Leader. | L |
| Navigation and location finding | Group lost, runs on moors/hills. | Runners Cold, dehydration, fatigue, injury | Social off-road runs. | <ul style="list-style-type: none"> • Local routes well known and way finding is simple. • Runs on moors etc. planned carefully and on known routes (to group leader). • Mobile coverage OK on areas accessible for evening runs. • Experienced leaders lead such runs. • All runners to stay together and no runner to be out of sight. | L |

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| Adverse weather conditions. | Lightening High winds, falling objects Snow icy conditions underfoot, Extreme weather – hot or cold. | Coaches/Runners Risk of injury, slips, trips, falls and ill health. | All | <ul style="list-style-type: none"> Run leader/coach to amend or cancel planned session. Advise runners to be alert, take care and that they run at their own risk. First aid kit to be available. Runners to wear appropriate clothing. | L |
| Exercise-induced serious medical condition (acute) | Cardiac and, respiratory issues etc. | Runners Serious illness | All | <ul style="list-style-type: none"> First aiders spread across club. Use clubhouse <i>defibrillator</i>. Many runners carry mobile phones for emergency contact. Most locations on routes accessible by emergency ambulance. Notify runner's emergency contact. | M |
| Asthma or other individual medical conditions (chronic) | Asthma, diabetes, allergic reactions. | Runners Serious ill health | All | <ul style="list-style-type: none"> Runners with medical conditions asked to ensure they account for and manage their conditions as required. Runners typically manage own condition with successful running. First aiders spread through club. Notify runner's emergency contact. | M |
| Exercise/cold/heat induced exhaustion or fatigue. | Dehydration, hypo/hyperthermia, heat exhaustion, extreme fatigue | Runners Ill health, distress, loss from group, further injury | All | <ul style="list-style-type: none"> Runners expected to prepare selves according to conditions (dress and hydration etc.). Group Leaders have UKA coaching qualification. Group leaders and coaches warn and remind runners about effect of prevailing conditions. Water/food available at club base. | M |
| Runner injuries and over- training. | Chronic injuries, injuries accumulate, non-recovery. | Runners Chronic injury preventing running. Worsening injury from continuing running. | All | <ul style="list-style-type: none"> Coached sessions include a warm-up and cool-down (summer and winter). Group leaders and team captains develop by positive encouragement to push abilities within reasonable boundaries. Cool down and stretching and training programme away from club recommended. | M |
| Delayed onset muscle soreness (DOMS) | Soreness and discomfort after running. | Runners Running beyond level of comfort. Pushing self in positive manner | All | <ul style="list-style-type: none"> DOMS inevitable in healthy training programme. Runners become acclimatised to level of physical activity. Runners encouraged to discuss concerns with group leader. | L |



HOAD HILL HARRIERS - ACCIDENT REPORT FORM

This information to be passed to the Health and Safety OfficerGlenn Boulter...as soon as possible after the event.

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| Name of person treating casualty | | | |
| Name of casualty | | | |
| Type of injury | | | |
| Date of Accident | | Time | |
| Where did the accident happen? | | | |
| How did the accident happen | | | |
| Part of the body injured | | | |
| Follow up action | | | |
| <i>Casualty contact details to be completed by the Club Secretary/Health and Safety Officer</i> | | | |
| Address of casualty (including postcode) | | | |
| Contact Tel Numbers | | | |
| Email Address | | | |