

## Risk Assessment: Potters Trotters Club Runs<sup>1</sup>

<b>Date:</b>	<b>Assessed by:</b>	<b>Location :</b>	<b>Review :</b>
01/Mar/2022	Liz Tideswell + Charlotte Rowley	All Locations	01/09/2022

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
<p>Adverse weather:</p> <ul style="list-style-type: none"> <li>• Lightning causing danger</li> <li>• High wind causing possible falling branches/trees</li> <li>• Snow/icy conditions underfoot</li> <li>• Very extreme weather, hot or cold</li> </ul>	<p>Who: run leaders / members</p> <p>How: risk of injury e.g. slips/trips/falls dehydration, sunburn ill health</p>	<p>Leader to amend or cancel the planned session in extreme conditions</p> <p>If session proceeds, leaders to remind runners at the start to be careful of the adverse weather conditions and point out additional risks.</p> <p>In hot weather, runners encouraged to carry water</p> <p>Run leaders carry basic safety pack with first aid kit and mobile phone</p> <p>Website and members guide contains tips on running in extreme weather</p>	L	<p>Arrange for more leaders to have basic sports first aid training</p> <p>Add safety tips to the members pack (to be shared with all members)</p>	L	C'tee	September 2022	
<ul style="list-style-type: none"> <li>• Runner has sudden acute health problem (e.g. heart attack, stroke, asthma attack)</li> <li>• Runner has serious injury during run (e.g. break)</li> <li>• Runner has minor injury during run (e.g. graze)</li> </ul>	Risk of injury, slips/trips/falls and ill health	<p>Runners reminded that they should ensure they are medically fit enough to run prior to attending club sessions.</p> <p>Membership form includes medical information section.</p> <p>Run leaders made aware of any incidents/accidents during the run.</p>	L	<p>Ensure all run leaders aware of UKA online accident reporting processes.</p> <p>Add additional safety tips to the members pack</p> <p>Remind members to keep medical information up-to-date at membership renewal and add notes on Spond</p>	L	C'tee	September 2022	

<sup>1</sup> To be read in conjunction with Potters Trotters Health and Safety Policy

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
<p>Obstacles:</p> <ul style="list-style-type: none"> <li>• Debris or other items on route (e.g.branches)</li> <li>• Benches, tree stumps, holes in the ground etc. around route</li> <li>• Route blocked (e.g.by road maintenance work)</li> <li>• Poor street lighting</li> <li>• Conflict with dog walkers and/or other pedestrians</li> </ul>	<p>Who: run leaders, club members, public</p> <p>How: conflict, risk of injury, upset, extended run, risk to reputation of club</p>	<p>Run leader to ensure sighted of route ahead and shout clear directions back to runners e.g. keep left/right.</p> <p>Runners to be reminded that they do not have priority over other pedestrians.</p> <p>Runners told about any known hazards prior to starting the run.</p> <p>Run leaders to change planned route with explanation, or cancel planned session if required. If route needs to be changed, impact on overall distance to be assessed and explained to runners.</p> <p>Run leaders carry basic safety pack with first aid kit and mobile phone</p> <p>Run leaders to avoid routes in specific areas where issues previously reported in relation to runner safety (see list below)</p>	L	<p>Arrange for more coaches to have the first aid in sport qualification.</p> <p>Create a reporting mechanism to pass on concerns about specific routes to other leaders.</p> <p>Promote incident reporting using UKAS incident reporting tool</p> <p>Add safety tips to the members pack (to be shared with all members)</p>	L	C'tee	September 2022	

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
<p>Runner safety (dark nights)</p> <ul style="list-style-type: none"> <li>• Poor street lighting</li> <li>• Running in the dark</li> </ul> <p>Runner safety (all conditions)</p> <ul style="list-style-type: none"> <li>• Runner left to run alone</li> <li>• Runner gets lost</li> <li>• Runner leaves the group</li> <li>• Runners experience unwanted attention from motorists / pedestrians</li> </ul>	<p>Who: run leaders, club members</p> <p>How: risk of injury e.g. slips/trips/falls Risk of upset to runner left on their own Risk to personal safety of runners / run leaders</p>	<p>Run leaders to avoid routes in specific areas where issues previously reported in relation to runner safety (see list below)</p> <p>Run leaders to remind everyone to remain with the group and not leave anyone to run on their own</p> <p>Run leaders responsible for ensuring everyone is accounted for at the end of each run.</p> <p>Run leader to shorten run if necessary.</p> <p>All runners responsible for ensuring no one is left behind or running too far ahead of the group, with faster runners undertaking loop-backs if necessary and not running too far ahead alone.</p> <p>All runners advised to wear hi visibility clothing and lights when running in twilight or darkness (Oct-Mar)</p>	L	<p>Create a reporting mechanism to pass on concerns about specific routes to other leaders.</p> <p>Add additional safety tips to the members pack (to be shared with all members).</p> <p>Avoid canal routes in winter due to poor lighting.</p>	L	C'tee	September 2022	
<p>Off road routes: Encountering farm animals / wildlife</p>	<p>Risk of disturbing farm animals / livestock for any off-road routes.</p> <p>Risk to runners if animals become aggressive (especially in spring with nesting geese).</p>	<p>Runners must ensure no distress is caused to animals.</p> <p>Run leaders to identify alternative routes and keep to the edge of fields or bridleways if shared with animals/ livestock.</p> <p>Run leaders to avoid high risk areas at certain times of year if necessary e.g. canal towpath by Hanley Park in Spring (nesting point for Canada Geese).</p>	L	<p>Create a reporting mechanism to pass on concerns about specific routes to other leaders.</p> <p>Identify possible training opportunities for run leaders in off-road running</p>	L	C'tee	September 2022	

All run leaders will be provided with a safety pack, containing sanitising wipes and minor first aid supplies. Run leaders should add their own mask to the pack as required. Run leaders should carry on all runs and also take mobile phone if possible. If minor first aid is required, this should be self-administered by injured party where possible. Additional supplies will be provided by the club.

SPOND to be used for monitoring attendance and confirming member contact details.

## Meeting Point Checklist

This risk assessment applies to all meeting points for official club runs. These have been chosen to meet the following criteria:

1. Identifiable meeting point away from main road / traffic flow / members of the public
2. Safe access to planned running routes e.g. crossing points, traffic control
3. Parking at the location or close-by with safe access

Routes from the meeting points should also be assessed against the generic risk assessment and any additional risks shared at the start of the run. The routes should be chosen based on the following:

- Road routes – pavements and good street lighting
- Off road routes – marked trails and several options for return to start point in case of incident
- Country lanes – test routes in advance, avoid in the dark due to lack of street lamps, remind runners of requirement to run on the right (towards the flow of traffic), run single file if necessary

The following meeting points are approved meeting points in addition to main meeting point at Staffordshire University:

Hanley Park	Burslem Park (including Route 5 Cycle Route)	Emma Bridgewater Car Park
Berryhill Fields	Campbell Road (e.g. for interval session)	Sainsbury's Newcastle
Cauldon Park	The Wammy	Sainsbury's Stoke
Apedale Country Park	Westport Lake	Wharf Place Car Park Stoke
Central Forest Park	Longton Park	Trentham Gardens
Silverdale Country Park	Werrington 10k Route	The New Finney Gardens
Route 55 (Horn and Trumpet / Chatterley	Fenton Park	Barlaston (Wedgwood)
Whitfield)	Nuffield Gym / Bet 365	Keele University campus

If individual run leaders wish to introduce an alternative meeting point, approval will be required from the H&S co-ordinator. The request for an additional meeting point should demonstrate that the new meeting point is consistent with the meeting point checklist and any additional risks identified. If the route presents risks not included in the generic risk assessment, a route/location-specific risk assessment should be produced.