



RISK ASSESSMENT

Date	Assessment Refresh by	Location	Review and Agreement by Committee
July 2023 <i>Original RA dated 15 Aug 2020</i>	Di Cave	Chipping Sodbury	25 July 2023

* Review Frequency: at least 6 monthly or when a change in circumstances requires it.

Overall Risk

This assessment is not designed to eliminate all risk, but to assess it and have reasonable and practicable controls to mitigate it.

Club runs take place on Wednesday, Fridays and Sundays.

Out of scope: any runs arranged privately by members, outside of official club sessions.

Overall Risk	Who might be harmed	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
Injury/safety issues	<ul style="list-style-type: none"> Club members The public 	M	M	1. General 2. Pre-session 3. During session 4. Post-session	L	M
Viral infection	There is a separate assessment to cover the risks and controls relating to Covid-19. Decommissioned May 22 but stored by Hogweeds Committee for future use if required.					

1. General

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
Poor club practices	M	M	<ul style="list-style-type: none"> Adherence to club practices which take account of guidance (such as England Athletics) and other good practice. There is a Code of Conduct in place. Members are required to confirm agreement to this Code (on Love Admin or privately if not on Love Admin). Individuals can only attend sessions if they are a paid-up member of Hogweeds or are an individual trying out the club with a view to joining) and have provided their emergency contact details and highlighted any health issues or injuries. A confidential record of all members medical declaration and emergency contact information is retained by the club and accessible by the Chairman, Treasurer, Membership Secretary, and other agreed Committee members. There is a committee which meets regularly (meetings minuted) and includes individuals with appropriate experience and knowledge, and a range of running abilities to enable the club to be open to all standards. There is a Welfare Officer and Safeguarding Policy in place. Sessions are managed in a controlled way which considers the safety of members and the wider community. This includes pre-session briefings, and encouraging warm ups/warm downs, the buddy system and sheepdogging. Groups/routes are tailored to different speeds/ability levels. High level practices include the following – runners must be fit to run, wear suitable clothing/footwear, wear hi-viz/reflective clothing/head torches when directed or recommended to do so (ie autumn/winter months), practice road safety, follow the country code and not encroach on private property/land. Defibrillators are accessible (see section 3 and last page of this document for Yate Town Council list) and there's a first aid kit for minor injuries (cuts and bruises). Accidents that occur during a club session are recorded. 	L	M
Lack of awareness of risk factors, EA guidance or club practices	M	M	<ul style="list-style-type: none"> Members are made aware of club practices/risk assessment. 	L	M
New runners trying out the club - no emergency contact details / individual not made welcome	M	M	<ul style="list-style-type: none"> Emergency contact details should be provided to the lead committee member/briefer for the session. Buddy system. 	L	M
Additional action required to further lower the risk?	<ul style="list-style-type: none"> Welfare Officer course to be arranged 				

2. Pre-Session

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
	M	H		L	M
Poor club practices	M	H	<ul style="list-style-type: none"> • Individuals are expected to: <ul style="list-style-type: none"> ○ be fit to run. ○ wear suitable footwear/clothing. ○ ensure they are sufficiently hydrated/fuelled for their usual running needs. ○ make the lead committee member/briefer or session leader aware of any pre-existing injuries or health issues. • Individuals are encouraged to warm up (as they would do for their usual running/training needs). • Groups have a session leader, where possible. • Groups/routes are tailored to different speeds/ability levels. • Key safety messages are included/re-enforced in the pre-session briefing by the lead committee member/briefer for the session. • For new runners looking to try out the club, emergency contact details should be provided to the lead committee member for the session. 	L	M
Additional action required to further lower the risk?	<ul style="list-style-type: none"> • Not at this time 				

3. During Session

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
	M	H		L	M
Injury/illness/collapse	M	H	<ul style="list-style-type: none"> • Participants are expected to: <ul style="list-style-type: none"> ○ carry their own medication if they require it. ○ carry fluids if they require it. ○ know who/how many are in their group. ○ be mindful of another runner getting into difficulties (eg if they see someone stopping or becoming unwell) and take appropriate action (for example, dialling 999). • Mobile phones should be taken on runs where practicable. • Defibrillators – there is one in the club house and others close by (eg cricket club and Police station) or close to some of the road routes used (see last page of this document for Yate Town Council list). Some members have completed defibrillator training (on 19.6.22). 	L	M
Getting lost/left behind	L	M	<ul style="list-style-type: none"> • Participants are expected to: <ul style="list-style-type: none"> ○ know who/how many are in their group. ○ be mindful of another runner getting into difficulties (eg if they see someone stopping or becoming unwell). • Participants are encouraged to 'sheepdog' to pick up those at the back of the group and keep it together. 	L	L

Running surfaces and potential obstacles	M	H	<ul style="list-style-type: none"> • Routes may be off road – participants are made aware of the route before they set off so that they can make their own decisions as to whether it's suitable for their ability/running style. • Light is a consideration (for example, using lit routes in winter). • Participants are expected to be mindful of the terrain and look out for uneven ground, potholes, slippery ground, mud, street furniture, debris, bins or rubbish bags, tree roots etc. 	L	M
Visibility (of runners and for runners)	M	H	<ul style="list-style-type: none"> • Hi viz/reflective clothing to be worn in poor light or dark conditions. In autumn/winter months, this is a pre-condition of running with the club, and head torches are also recommended. For new runners trying out the club, there are club hi-viz tops available. • Light is a consideration – length of routes (summer) / using lit routes (winter). 	L	M
Weather conditions	M	H	<ul style="list-style-type: none"> • Cancellation/abandonment of a session will be considered if extreme conditions warrant it (eg ice, snow, lightning, excessive heat etc). • Participants are expected to: <ul style="list-style-type: none"> ○ wear clothing/footwear suitable for the weather conditions. ○ make appropriate adjustments (for example, not running if they feel the conditions are not right for them, running slower than usual or running a shorter distance, taking drinks to keep hydrated etc). ○ Where cancellation is warranted, best endeavours will be made to keep the club premises open as a meeting point. 	L	M
Road traffic, cyclists & other runners	M	H	<ul style="list-style-type: none"> • Participants are expected to: <ul style="list-style-type: none"> ○ practice road safety. ○ respect all other road, path and pavement users, giving way or holding back where necessary. ○ use road crossings where possible. ○ cross as a group where practicable. 	L	M
Trespass	L	M	<ul style="list-style-type: none"> • Participants are expected to follow the country code and not encroach on private property/land. 	L	L
Presence of and behaviour of animals and their owners	M	H	<ul style="list-style-type: none"> • Participants are expected to: <ul style="list-style-type: none"> ○ follow the Countryside Code https://www.gov.uk/government/publications/the-countryside-code ○ use caution when approaching animals (dogs, cows, sheep, llamas etc). ○ respect all other road, path and pavement users, giving way or holding back where necessary. 	L	M
Additional action required to further lower the risk?	<ul style="list-style-type: none"> • (defibrillator training for some members took place on 19.6.22) Provide defibrillator training for more members to increase coverage of trained individuals across the different club run days. 				

4. Post-Session

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
	M	M		L	M
Injury/illness/collapse	M	M	<ul style="list-style-type: none"> Individuals are encouraged to warm down (as they would do for their usual running/training needs) and suitably re-hydrate/refuel. Defibrillators are accessible (see section 3 and last page of this document for Yate Town Council list) and there's a first aid kit for minor injuries (cuts and bruises). Accidents that occur during a club session are recorded. 	L	M
Additional action required to further lower the risk?	<ul style="list-style-type: none"> Defibrillator training – see section 3 above. 				

DEFIBRILATORS

There are a number of defibrillators in the local area, such as the one held in the club house, at the cricket club and outside the police station (High Street).

Some are close to some of the road routes used (see Yate Town Council list below).

The list (below right) was a previous version from them. Although it is understood that the majority of these are still in place, when contacted in April 22, they would not confirm this and instead directed us to their current site (which appears to have been last updated in April 21).

[extract taken from link on 6.6.23]

Yate Town Council list 15th April 2021 <https://yatetowncouncil.gov.uk/defibrillators-around-yate>

To note in an emergency if an AED is required, please dial 999 in the first instance and you will be directed to the nearest accessible unit and provided with a code if the AED is in a lockable cabinet.

Yate Town Council has installed an **Automatic External Defibrillators (AED)** at the following sites:

1. Elmwood entrance to Kingsgate Park
2. Poole Court, Poole Court Drive, adjacent to the disabled access
3. Sunnyside Bowls Pavilion
4. Armadillo Youth Venue and Café, opposite Morrison
5. Yate Parish Hall, Station Road
6. Yate Heritage Centre

The town council will be installing over the next few months further AED's at:

1. Abbotswood Shopping Centre
2. Brinsham Park Carpark
3. Westerleigh Road, the Road to Nowhere end

Further Defibrillators in Yate Registered with South West Ambulance Service

1. South Gloucestershire Council, Badminton Road, BS37 5AF
2. South Gloucestershire Council, Engine Common Lane (access via Broad Lane) BS37 7PN
3. Tesco Yate Extra, 12 East Walk, BS37 4AS

Additional Defibrillators Available to the Community in Yate

1. Yate Shopping Centre Office Centre Management Suite, 43 North Walk, BS37 4AP

The Town Council liaised with South West Ambulance to ensure the AED's installed are easy to see (they are bright yellow), easy to use and easy to maintain.

If, in an emergency an AED is required, please dial 999 in the first instance and you will be directed to the nearest accessible unit and provided with a code if the AED is in a lockable cabinet.

Yate Town Council's AED's have voice and visual prompts when the cabinets are opened. Public AED awareness sessions will be planned when possible.

LOCATION OF DEFIBRILLATORS IN YATE & SURROUNDING AREA:

Tesco Extra
Morrisons
Yate Dental Surgery
Apple Dental Practice – Abbotswood
Apple Dental Practice – Wellington Road
Minor Injury Unit
Leap Valley Surgery
Wellington Road Family Practice
Courtside Surgery
Chipping Sodbury Golf Club
Chipping Sodbury Cricket Club
Chipping Sodbury RFC
Chipping Sodbury Police Station
Merlin (Behind Reception)
Anytime Fitness
Ye Olde Inn – Westerleigh
Ambulance Service
Ridgewood Community Centre
The Alpha Centre – Armstrong Way, Yate
Yate Leisure Centre
Yate Shopping Centre – Central Square

Information Correct at September 2018

Address:

Yate Town Council, Poole Court,
Poole Court Drive, Yate, BS37 5PP

Contact Details:

01454 866506

www.yatetowncouncil.gov.uk

