



## RISK ASSESSMENT

Date:	Assessed by:	Location:	Review:
15 Aug 2020	Rich Finch & Di Cave	Chipping Sodbury	15 Feb 2021 *

\* 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.

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

Overall Risk	Who might be harmed	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
<b>Injury/safety issues</b>	<ul style="list-style-type: none"> <li>Club members</li> <li>The public</li> </ul>	<b>M</b>	<b>M</b>	<ol style="list-style-type: none"> <li>General</li> <li>Pre-session</li> <li>During session</li> <li>Post-session</li> </ol>	<b>L</b>	<b>M</b>

<b>Viral infection</b>	<b>There is a separate assessment to cover the risks and controls relating to Covid-19.</b>
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## 1. General

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
Poor club practices	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Adherence to England Athletics guidance/guidelines and club practices.</li> <li>Individuals can only attend sessions if they are a paid-up member of Hogweeds and have provided their emergency contact details and highlighted any health issues or injuries.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Groups/routes are tailored to different speeds/ability levels.</li> <li>High level practices include the following – runners must be fit to run, wear suitable clothing/footwear, wear hi-viz/reflective clothing when directed to do so (ie winter months), practice road safety, follow the country code and not encroach on private property/land.</li> <li>Defibrillators are accessible (see section 3) and there's a first aid kit for minor injuries (cuts and bruises). Accidents that occur during a club session are recorded.</li> </ul>	<b>L</b>	<b>M</b>
Lack of awareness of risk factors, EA guidance or club practices	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Members are made aware of club practices/risk assessment.</li> </ul>	<b>L</b>	<b>M</b>

New runners trying out the club - no emergency contact details / individual not made welcome			<ul style="list-style-type: none"> <li>Emergency contact details should be provided to the lead committee member/briefer for the session.</li> <li>Buddy system.</li> </ul>		
<b>Additional action required to further lower the risk?</b>					

## 2. Pre-Session

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
	M	H		L	M
Poor club practices	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>For new runners looking to try out the club, emergency contact details should be provided to the lead committee member for the session.</li> <li>Individuals are expected to: <ul style="list-style-type: none"> <li>be fit to run.</li> <li>wear suitable footwear/clothing.</li> <li>ensure they are sufficiently hydrated/fuelled for their usual running needs.</li> <li>make the lead committee member/briefer or session leader aware of any pre-existing injuries or health issues.</li> </ul> </li> <li>Individuals are encouraged to warm up (as they would do for their usual running/training needs).</li> <li>Groups have a session leader, where possible.</li> <li>Groups/routes are tailored to different speeds/ability levels.</li> <li>Key safety messages are included/re-enforced in the pre-session briefing by the lead committee member/briefer for the session.</li> </ul>	<b>L</b>	<b>M</b>
<b>Additional action required to further lower the risk?</b>	1. Pre-session crib notes for briefings.				

### 3. During Session

Risk	Risk rating H/M/L Likelihood/Severity		Controls	Residual Risk Likelihood/Severity	
Injury/illness/collapse	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Participants are expected to:               <ul style="list-style-type: none"> <li>carry their own medication if they require it.</li> <li>carry fluids if they require it.</li> <li>know who/how many are in their group.</li> <li>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).</li> </ul> </li> <li>Mobile phones should be taken on runs where practicable.</li> <li>Publicly owned defibrillator on the outside of the club house, a Hogweed owned one (in kit box within the club) and others close by (eg cricket club and Police station) or close to some of the road routes used (see end of this document for Yate Town Council list). Some members have completed defibrillator training.</li> </ul>	<b>L</b>	<b>M</b>
Getting lost/left behind	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Participants are expected to:               <ul style="list-style-type: none"> <li>know who/how many are in their group.</li> <li>be mindful of another runner getting into difficulties (eg if they see someone stopping or becoming unwell).</li> </ul> </li> <li>Participants are encouraged to 'sheepdog' to pick up those at the back of the group and keep it together.</li> </ul>	<b>L</b>	<b>L</b>
Running surfaces and potential obstacles	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Light is a consideration (for example, using lit routes in winter).</li> <li>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.</li> </ul>	<b>L</b>	<b>M</b>

Visibility (of runners and for runners)	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Hi viz/reflective clothing to be worn in poor light or dark conditions. In 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.</li> <li>• Light is a consideration – length of routes (summer) / using lit routes (winter).</li> </ul>	<b>L</b>	<b>M</b>
Weather conditions	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Cancellation/abandonment of a session will be considered if conditions warrant it (eg ice, snow, lightning, excessive heat etc).</li> <li>• Participants are expected to: <ul style="list-style-type: none"> <li>• wear clothing/footwear suitable for the weather conditions.</li> <li>• 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).</li> </ul> </li> </ul>	<b>L</b>	<b>M</b>
Road traffic, cyclists & other runners	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Participants are expected to: <ul style="list-style-type: none"> <li>• practice road safety.</li> <li>• respect all other road, path and pavement users, giving way or holding back where necessary.</li> <li>• use road crossings where possible.</li> <li>• cross as a group where practicable.</li> </ul> </li> </ul>	<b>L</b>	<b>M</b>
Trespass	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Participants are expected to follow the country code and not encroach on private property/land.</li> </ul>	<b>L</b>	<b>L</b>
Presence of and behaviour of animals and their owners	<b>M</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Participants are expected to: <ul style="list-style-type: none"> <li>• use caution when approaching animals (dogs, cows, sheep, llamas etc).</li> <li>• respect all other road, path and pavement users, giving way or holding back where necessary.</li> </ul> </li> </ul>	<b>L</b>	<b>M</b>
<b>Additional action required to further lower the risk?</b>	1. Defibrillator training for some members (to increase coverage of trained individuals across the different club runs) – on hold due to Covid-19 restrictions.				

#### 4. Post-Session

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

## 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](http://www.yatetowncouncil.gov.uk)



<http://www.yatetowncouncil.gov.uk/council-news/locations-of-defibrillators/> [as at 11.8.20]