

Risk Assessment

Hyde Park Harriers: run club activities

This risk assessment covers the usual running activities of Hyde Park Harriers. These include leader led run sessions on a Tuesday night, Strength and Speed Sessions on a Thursday night, and additional sessions run on a Tuesday night - Kirkstall Hills Session, The Edge Hills Session, and ‘Introduction To...’ sessions. This risk assessment does not cover #runandtalk sessions, triathlon section and any additional sessions.

This is **Version 1.1** of this document which also covers an additional section, added following 2020’s COVID-19 pandemic and the resultant Government and England Athletics advice. These parts of the risk assessment need only be adhered to whilst these measures are in place.

Any other sessions not mentioned above are or need to be covered by similar assessments.

Version	Date	Assessed by	Location	Version details	Review
1.0	27/7/2019	Phil Fisher	The Edge, University of Leeds and in various other areas within Leeds.	First draft	27/7/2021
1.1	26/6/2020	Amy Young	Various locations, but primarily from The Edge, University of Leeds and in various other areas within Leeds.	Updated following COVID-19 pandemic EA and government advice	26/6/2022

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
General route planning	Route planning for sessions is an overall issue, and all of the following hazards can be caused by poorly planned routes.	<ul style="list-style-type: none"> All leaders should prepare their routes in advance of the session. These routes should be routes that they have run before. As part of planning the route the leader will take into account all of the hazards identified in this risk assessment to ensure that the route is safe. In advance of the session leaders share their routes with each other and should look to identify any areas where their group may clash with other groups. Groups will be set off separately to reduce this risk. Where possible, all leaders will have a LiRF or similar qualification, but if not will be experienced at running with a group (possibly as a back marker support) and be aware of the considerations in this document. 	L	At regular run leader meetings or in the run leader Facebook group any areas which are causing specific issues/hazards will be identified and ideas to deal with them identified.	L	All leaders	Ongoing	Ongoing
Group management	Group management (a run leader being able to control and be accountable for all runners in their session) can affect all of the following hazards.	<ul style="list-style-type: none"> All leaders should ensure that they are adequately fit for the session they are planning to lead, to ensure that as needed they can be at the front of the group. Where possible the run leader should nominate a person to act as a back marker to keep the group together. Where possible large groups could be split into two smaller groups. The run leader should be aware of how many runners are in their group and check this at regular intervals. Runners attending sessions must wear high visibility clothing from the date defined by the committee and communicated by email and facebook The run leader should check if any member of the group has any health conditions they should be alerted to. Management of health issues/injuries is covered in a separate point. 	L		L	All leaders	Ongoing	Ongoing



<p>Trip hazards including (but not limited to) kerbs, bollards, and other road furniture.</p>	<p>Runners could be harmed through tripping on kerbs causing injuries including cuts and grazes, or running into bollards or other road furniture.</p>	<ul style="list-style-type: none"> • Leaders are briefed to alert runners to road furniture and to show group participants how to pass on messages about road furniture to other runners. • Leaders are briefed to direct their group to cross roads together at designated points. • Leaders design routes to avoid narrow routes with significant road furniture, and where unavoidable to be aware of these and alert the group in advance. • Where injuries occur, a run leader should either (depending on the severity) call an ambulance, take the person to the A&E at Leeds General Infirmary (near The Edge) or administer First Aid if they are trained and comfortable. First Aid kits are available at the storage locker at The Edge. An incident form should be completed for all injuries. If the injury is dealt with by staff at The Edge, they will require an incident form completed in addition to ours. • Runners are advised to bring ICE details through club communications. 	L	<p>Continue to monitor routes for changes - for example construction work, changes to road furniture layouts, changes to bin collection days.</p> <p>If necessary routes will be amended, or leaders will alert their group to be more careful and run slower through a certain section.</p>	L	<p>All leaders</p>	<p>Ongoing</p>	<p>Ongoing</p>
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<p>Weather conditions causing adverse surface conditions.</p>	<p>Heavy rain, snow and ice can cause slippery underfoot conditions leading to trip injuries.</p>	<ul style="list-style-type: none"> • If weather is likely to cause difficult running conditions this is monitored through the day. If it is deemed that the conditions are too dangerous then official club sessions are cancelled. This is decided by committee, and communicated via the group leaders Facebook Group and then club communications. Leaders are able to opt out in bad conditions. • If conditions are deemed safe to run a session but conditions could still be an issue, leaders are briefed to alert their runners to pay particular attention to underfoot conditions and alert runners in the group of areas to be more cautious. • Where injuries occur, a run leader should either (depending on the severity) call an ambulance, take the person to the A&E at Leeds General Infirmary (near The Edge) or administer First Aid if they are trained and comfortable. First Aid kits are available at the storage locker at The Edge. An incident form should be completed for all injuries. If the injury is dealt with by staff at The Edge, they will require an incident form completed in addition to ours. • Runners are advised to bring ICE details through club communications. 	L	<p>Where possible get updates from people in different areas of Leeds on underfoot conditions to get a full picture of conditions and whether the session should be cancelled.</p>	L	<p>All leaders</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Weather conditions causing adverse running conditions - heat or cold and rain/snow.</p>	<p>Excessive heat can lead to heatstroke or similar conditions, and heavy rain or snow can lead to hypothermia or similar conditions.</p>	<ul style="list-style-type: none"> • If weather is likely to cause difficult running conditions this is monitored through the day. If it is deemed that the conditions are too dangerous then official club sessions are cancelled. • If conditions are deemed safe to run a session but conditions could still be an issue, in communications before the session runners will be alerted to pay attention to the conditions and bring additional water or warm/waterproof clothing. • Where injuries occur, a run leader should either (depending on the severity) call an ambulance, take the person to the A&E at Leeds General Infirmary (near The Edge) or administer First Aid if they are trained and comfortable. First Aid kits are available at the storage locker at The Edge. An incident form should be completed for all injuries. If the injury is dealt with by staff at The 	L		L	<p>All leaders</p>	<p>Ongoing</p>	<p>Ongoing</p>

		Edge, they will require an incident form completed in addition to ours.						
Road crossings including signed crossings.	Road crossings can be points of conflict with road users including cars, motorbikes, and bicycles, and collisions can cause injuries.	<ul style="list-style-type: none"> • Run leaders should plan their sessions and routes to, where possible, cross at designated crossing points and wait for a green light to cross. • Where this is not possible due to the route and road layout the leader should make sure their group crosses together in one go, ensuring that they are doing so when it is safe to do so. • All runners will be briefed to wear hi-vis clothing during dark evenings. • Where injuries occur, a run leader should either (depending on the severity) call an ambulance, take the person to the A&E at Leeds General Infirmary (near The Edge) or administer First Aid if they are trained and comfortable. First Aid kits are available at the storage locker at The Edge. An incident form should be completed for all injuries. If the injury is dealt with by staff at The Edge, they will require an incident form completed in addition to ours. 	L		L	All leaders	Ongoing	Ongoing
Other 'pavement' road users including pedestrians and cyclists.	Our run sessions do not have sole use of the pavements and conflict with other pavement users can cause collisions and injuries to our session users and other members of the public.	<ul style="list-style-type: none"> • Run leaders should ensure that when passing other pavement users that the group passes on one side in single file. • In areas where there is likely to be high conflict - heading out from The Edge up Otley Road past the university bus stops - the leader should warn the group and lead them through these areas at a sensible pace. • All runners will be briefed to wear hi-vis clothing during dark evenings. • Where injuries occur, a run leader should either (depending on the severity) call an ambulance, take the person to the A&E at Leeds General Infirmary (near The Edge) or administer First Aid if they are trained and comfortable. First Aid kits are available at the storage locker at The Edge. An incident form should be completed for all injuries. If the injury is dealt with by staff at The Edge, they will require an incident form completed in addition to ours. 	L		L	All leaders	Ongoing	Ongoing

<p>Injuries caused by use of equipment in strength and speed sessions, for example small hurdles.</p>	<p>Our Strength and Speed sessions use equipment including small hurdles as part of a training session. These have the potential to cause trip injuries.</p>	<ul style="list-style-type: none"> • The session leader will plan the session to minimise the risk of injury. This includes briefing people in correct use of the session and ensuring people complete the session at an appropriate speed/intensity. • Where possible the session should be run on grass to minimise the risk of trip hazards when using equipment that may worsen an injury if the person trips and lands on tarmac. This is not possible in months of dark evenings. • Where injuries occur, a run leader should either (depending on the severity) call an ambulance, take the person to the A&E at Leeds General Infirmary (near The Edge) or administer First Aid if they are trained and comfortable. First Aid kits are available at the storage locker at The Edge. An incident form should be completed for all injuries. If the injury is dealt with by staff at The Edge, they will require an incident form completed in addition to ours. 	L		L	<p>All leaders</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Transmission of COVID-19 (or any other virus) from participants</p>	<p>Anyone attending an HPH session whilst COVID-19 still exists as a risk</p>	<ul style="list-style-type: none"> • All attendants will be required to register to attend a session via an app • Only healthy people, not showing any symptoms will be able to attend sessions • Sessions will be limited to the group size as advised by the government at the time • The session will start with a briefing to all participants which covers all of the mitigation actions as set out in this document • All sessions will be reced and a risk assessment undertaken to ensure that the area is suitable for the government guidelines at the time with regard to social distancing • Participants will be encouraged to wear PPE to and from the sessions (if not traveling by private vehicle or using exercise as a means of travel) • Parking and the relevant provisions will be checked to ensure that participants can arrive at the location of the session safely, and in line with social distancing / government guidelines regarding vehicle sharing and public transport usage • Any surface / object touching will be avoided in order to avoid unnecessary contact 	M	<p>As per 'already doing'</p>	M	<p>Committee, leaders and COVID-19 assigned task force</p>	<p>August 2020 (or before sessions recommence)</p>	<p>Progressing</p>

		<ul style="list-style-type: none"> • Leaders/coaches should wear the appropriate level of PPE if not taking part in the session • No contact between participants will be allowed, unless they are from the same household • The location of the session will be assessed beforehand to ensure that there is sufficient space to perform the session without causing any risk to other participants or the public • The session will be stopped if the risk is deemed to be too great • There will be a planned gap of at least 10 minutes between sessions to prevent any crossover of participants gathering at one time • If anyone starts to feel unwell during a session, they should be advised to stop immediately and relevant action taken. 						
COVID-19 contact tracing requirement	Anyone that has participated in a session in which another of the participants has subsequently been tested positive for COVID-19	<ul style="list-style-type: none"> • Only allowing those who have registered to attend to attend a session • Ensuring only those who are healthy and showing no symptoms attend a session • Keeping track of government and EA guidelines and advice • Inputting measures to ensure COVID-19 transmission is limited/mitigated in the first instance as per the hazard above • Monitoring who attends sessions through an online application • Keeping data from sessions in order to be able to trace contact • Holding data and providing it in line with the club's GDPR policy • The committee shall act as the group that coordinate any contact tracing requirements through the app and the membership database. 	M	As per 'already doing'	M	Committee, leaders and COVID-19 assigned task force	August 2020 (or before sessions recommence)	Progressing