

Hereford Courier Running Club: Risk Assessment Guidelines

All Club Runs and Training Sessions come with some element of risk. This document is designed for Hereford Couriers Running Club Coaches & Run Leaders as well as its Club Members to use, to consider the various potential hazards or incidents which we might encounter when taking part in activities associated with our Club.

The document is designed to help make sure that we all consider the best ways of reducing these hazards and risks as much as possible to ensure the safety of everyone in the Club and to ensure we are doing all we can, to prevent potential incidents from occurring.

Please note all members of Hereford Couriers Running Club run and take part in club activities at their own risk, this document is designed to help everyone to think about the ways in which we can avoid incidents and prevent accidents from occurring.

The list is not exhaustive and will be constantly updated and reviewed regularly. Risks can never be completely removed but ways to reduce them should be documented and the control measures noted should be considered as much as possible by all involved.

Please note that it is the responsibility of Run Leaders and Club Members to try to prevent an incident from occurring.

As such, the various control measures below should always be noted and observed.

If you as a Club Member think of something that should be added to the Risk Assessment or to the listed Control Measures, please speak to a member of the Hereford Couriers Running Club Committee.

Possible Identified Risks

1 a) RISK: Running on roadways utilised by other road users, particularly vehicles, cyclists, and horse riders

1 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Very High and particularly hazardous when running during the hours of darkness

1 c) CONSEQUENCES: Possibility of being involved in a collision with a vehicle

1 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> ● Wear high visibility clothing ● Wear head torches when running in Autumn/Winter ● Ensure that runners stick together as much as possible and encourage members to loop back to ensure that no one is left alone ● Reiterate the importance of each of the above points at pre-run briefing and check that everyone is wearing appropriate clothing for the conditions ● Try to plan routes which have as much street lighting as possible ● Try to plan routes that have pavements as much as possible ● Try to avoid routes which involve running around narrow country lanes where pavements are not available as much as possible ● Whilst running try to make Club Members aware of dangers such as on-coming cars and vehicles ● Remind Club Members to run towards the flow of traffic 	<ul style="list-style-type: none"> ● Be seen as much as possible ● Wear high visibility clothing ● Consider purchasing arm and ankle bands with battery operated lights or high visibility / reflective strips to aid visibility ● Wear a head / body torch when running in Autumn / Winter ● Stick together as much as possible, looping back if your ability allows ● Do not stray from the pavement to the road without carefully observing your surroundings first ● Only stray from pavements and footpaths when necessary ● If you must run on the road, run behind each other in a line and stay as close to the verge as possible ● Be cautious of other road users and take extra care if passing horse riders ● Beware of the dangers of blind bends, and keep out of the middle of the road ● Always check for hazards yourself before crossing the road, even if the runner in front of you or the runner running with you, has just checked for hazards, you should always look for yourself as well ● Whilst running try to make Club Members aware of dangers such as on-coming cars and vehicles ● Cross the road at designated crossing areas as much as possible

2 a) RISK: Incident or injury when running on various terrains, including but not limited to: wet ground, hard ground, public footpaths, fields, pavements, roads

2 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Moderate to High

2 c) CONSEQUENCES: Possible injury

2 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Check Club Members have appropriate clothing and footwear during pre-run briefing • Give advance warning during pre-run briefing of potential terrain likely to be encountered during the route • When there is a possibility that the terrain has worsened due to weather conditions on the day, a Team Leader to attempt to check the suitability of the route in advance of commencement of Club Run and have a contingency plan in case the route is no longer deemed to be suitable 	<ul style="list-style-type: none"> • Be vigilant and look out for hazards such as trip hazards, potholes, slip hazards (such as those caused by, surface water, ice, mud, wet leaves etc) • Attempt to warn other Club Members when possible if you encounter them • Wear appropriate clothing and footwear • If running at night, wear a head torch to enable yourself and others around you to see potential hazards, try to not dazzle oncoming runners / road users by your keeping head torch light slightly dipped so as it lights up the ground, alerting you to hazards on the terrain itself

3 a) RISK: Running in the hours of darkness

3 b) LIKELIHOOD OF AN INCIDENT OCCURRING: High

3 c) CONSEQUENCES: Possible injury due to low visibility, both due to runners not being seen by other road users or runners not being able to see potential hazards such as potholes, surface water, mud etc.

3 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Check Club Members have appropriate clothing and footwear during pre-run briefing • Remind Club Members of the importance of being seen and wearing high visibility outer layers • Remind Club Members of the importance of wearing a head / body torch so as they can see potential hazards and be seen by other road users 	<ul style="list-style-type: none"> • Dress appropriately for the weather conditions, wear high visibility / reflective clothing and a head / body torch etc • Be aware that other road users such as motorists may have poorer visibility when driving in the dark • To avoid an incident do not stray from the pavement to the road without carefully observing your surroundings first, keep to the left, be extra cautious when / if looping back

<ul style="list-style-type: none"> ● Remind Club Members of the importance of running on pavements and footpaths only where at all possible ● Cross the road at designated crossing areas as much as possible 	<ul style="list-style-type: none"> ● If you have to run on the road, run behind each other in a line and stay as close to the verge as possible ● Be cautious of other road users - beware of the dangers of blind bends and keep out of the middle of the road ● Always check for hazards yourself before crossing the road ● Whilst running try to make Club Members aware of dangers such as on-coming cars and vehicles ● Cross the road at designated crossing areas as much as possible
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4 a) RISK: Running cross country / off road / through fields etc

4 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Moderate to High

4 c) CONSEQUENCES: Possible injury due to factors including but not limited to: horses, cattle, farm animals, farm machinery, stiles, nettles, brambles, hogweed, long grass, rubble, streams, rivers, tree roots, animal waste, barbed wire, holes in the ground, uneven ground, steep gradients, steep downward slopes, etc.

4 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> ● Check Club Members have appropriate clothing and footwear during pre-run briefing ● Give advance warning during pre-run briefing of potential hazards likely to be encountered during the route ● Encourage Club Members during pre-run briefing, to wait for each other at certain points, particularly areas which involve crossing stiles or streams, so as everyone crosses together and helps each other where necessary and as needed ● Carry basic first aid kit including treatment for treating bites and stings ● Remind Club Members to be wary of other people who may also be using the area for walking, dog walking, cycling, horse 	<ul style="list-style-type: none"> ● Wear appropriate clothing and footwear ● Be vigilant and look out for hazards, watch your footing ● Attempt to warn other Club Members when possible if such potential hazards are encountered ● Stop at a river or stream and wait for all Club Members to catch up, so as everyone crosses together and assist fellow Club Members where needed, with crossing ● Stop at a stile or gate and wait for all Club Members to catch up, so as everyone crosses over / through together and assist Club Members where needed, with crossing ● If encountering horses, cattle or farm animals, pass carefully, sensibly and quietly to avoid startling the animals

riding, hiking, farming land etc and remind them to be respectful of other users / landowners

- Do not touch horses, cattle or farm animals in case they cause you injury

5 a) RISK: Running in hot weather

5 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Moderate to High

5 c) CONSEQUENCES: Possible risks including, dehydration / sunburn / sunstroke

5 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Check Club Members have appropriate clothing and footwear during pre-run briefing • Remind Club Members of the importance of keeping hydrated and drinking water • Leaders create routes that may go past a certain point for drink stops. 	<ul style="list-style-type: none"> • Dress appropriately for the weather conditions • Bring a water bottle and keep hydrated • Wear sun protection • Consider wearing a hat • Drink plenty of water during the day so as you arrive hydrated, this is particularly important if you do not want to carry a water bottle while running

6 a) RISK: Running in cold weather including, snow and ice

6 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Moderate to High

6 c) CONSEQUENCES: Possible risk of short-term injury, including slipping, frostbite, catching cold etc

6 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Check Club Members have appropriate clothing and footwear during pre-run briefing • When there is a possibility that terrain is affected by cold weather, such as snow and ice, a Team Leader should attempt to check the route in advance of the commencement of the Club Run so as to warn for potential hazards 	<ul style="list-style-type: none"> • Dress appropriately for the weather conditions, warm clothing etc • Wear a hat with a brim to keep rain or snow from your face and also to prevent heat loss through your head • Be mindful that heat escapes through your hands and feet - therefore protect your hands and feet from the cold by wearing gloves and wearing a thicker pair of socks

<ul style="list-style-type: none"> • If once checked, the route is deemed unsafe, then Team Leader to discuss a possible alternative route with members and have a contingency plan in case the route needs to be altered from that which was advertised 	<p>to those which you would wear in the summer</p> <ul style="list-style-type: none"> • Wear a face mask or scarf over your mouth to warm the air you breathe and to protect your face and throat from the cold temperatures • Keep warm clothing in your car for your journey home, be aware that although you may be warm whilst running you will soon cool down, once you are stationary • Be observant of potential hazards such as patches of snow and ice
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7 a) RISK: Running in the rain

7 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Moderate to High

7 c) CONSEQUENCES: Possible injury from rain including but not limited to, slipping on ice or mud, potential that rain could result in poorer visibility of both runners and that of other road users which could result in an incident or injury

7 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Check Club Members have appropriate clothing and footwear during pre-run briefing • Remind Club Members to be wary of slippery ground caused by rain, e.g. surface water, mud and ice • Remind Club Members of the importance of being seen and wearing high visibility outer layers • Postpone Club Run if rain turns into a thunderstorm and head back to the meeting point or a safe place as soon as possible 	<ul style="list-style-type: none"> • Dress appropriately for the weather conditions, waterproof clothing, appropriate layers etc • Be aware that other road users such as motorists may have poorer visibility when driving in the rain, to avoid an incident do not stray from the pavement to the road without carefully observing your surroundings first, keep to the left, be extra cautious when / if looping back • If you have to run on the road, run behind each other in a line and stay as close to the verge as possible • Be cautious of other road users - beware of the dangers of blind bends and keep out of the middle of the road • Always check for hazards yourself before crossing the road, even if the runner in front of you or the runner running with you, has

	<p>just checked for hazards, you should always look for yourself as well</p> <ul style="list-style-type: none"> • Whilst running try to make Club Members aware of dangers such as on-coming cars and vehicles • Cross the road at designated crossing areas as much as possible • When you return home change out of wet clothes as soon as possible and thoroughly dry out your shoes
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8 a) RISK: Club Members getting lost

8 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Low

8 c) CONSEQUENCES: Dangers associated with running alone

8 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT THIS INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Team Leaders to post detailed instructions of the scheduled run in advance on Facebook page • Team Leaders to post a map of the route in advance commencement • Team Leader to verbally describe the route during Safety Briefing • Team Leaders to remind Club Members to loopback where their ability allows to avoid anyone running alone • Team Leaders to split up so as some run at the front and some run at the back of the group • Team Leaders to have communication devices so they can act accordingly and advise those at the front, if anyone from the group gets separated • All Club Members to be made aware of Team Leaders telephone numbers in case an incident occurs • Team Leaders to take a register at the start of the Club Run, and ensure those 	<ul style="list-style-type: none"> • All Club Members to complete an ICE form before taking part in an activity • All Club Members to ensure they have signed the register before the commencement of any activity • All Club Members to try to read the pre-run information and observe the posted map before commencement of any activity • Any Club Member who does not know or is not overly familiar with the route to try to run alongside Club Members who do know the route • All Club Members to arrive in time to listen to the Safety Briefing which will include a brief description of the route being taken

running have completed an 'In case of Emergency (ICE) form'	
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2 a) RISK: Using the track

2 b) LIKELIHOOD OF AN INCIDENT OCCURRING: Low

2 c) CONSEQUENCES: Possible injury

2 d) CONTROL MEASURES TO PUT IN PLACE TO PREVENT AN INCIDENT FROM OCCURRING:

By the Run Leaders	By the Club Members
<ul style="list-style-type: none"> • Check Club Members have appropriate clothing and footwear during pre-run briefing • Give advance warning during pre-run briefing of the session • Run Leaders to make sure lights have been turned on by Halo staff. 	<ul style="list-style-type: none"> • Be vigilant look out for each club member • Whilst in session, remember to run on the left and take over on the right at all times. • Wear appropriate clothing and footwear

Risk assessment reviewed March 2025 by BS, next review date March 2026.