



Health and Safety (H&S) Policy

Owner: Chris Gardiner

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Revision Number	Revision Date	Nature of Revision	By Whom	Approved By
1	Oct 21	Refer to Run Leaders (from coaches) and change from guidelines to policy	AD	AK
2	Oct 22	Policy reviewed. Addition of all members review policy annually with renewal. Removal that H&S policy is displayed on the notice board. Addition of named run leader support as the ideal tail runner.	AD	-
3	Mar 24	Introductory paragraph. Reporting via EA accident log added Reference to fluorescent or light coloured top in point 13. Adverse weather policy added (appendix I),	MA	ML/ AD
4	Oct 25	Reference to "Head torch" replaced with "Running torch (preference is head torch due to H&S reasons" Reference to "light coloured training tops" removed Hi viz and fluorescent tops updated to be worn for all sessions all year round Addition that RLSs should escort ill or injured runners back to base in sessions ideally	CG	

Tiptree Road Runners Health and Safety (H&S) Policy

England Athletics state clubs have a duty of care towards their members and are responsible for ensuring the health and safety of all club activity. Club committees must ensure they manage any significant potential risks and help others develop knowledge and awareness of basic safety requirements.

Organisation arrangements and Effective Planning

Implementation and monitoring of this policy will be carried out by:

- A specific H&S agenda item at the run leader's meeting, TRR committee meetings and annual reports by the run leader coordinator and welfare officers at the TRR AGM.
- Accidents or adverse incidents during official club training or events reported in an 'Incident log' and assessed and/or investigated by either a run leader or the welfare officer with any learning shared or changes made to this policy ASAP. Accidents requiring medical attention are also reported to England Athletics via [Health & Safety - Accident Reporting Form \(myathletics.uk\)](https://myathletics.uk/Health-Safety-Accident-Reporting-Form)
- The membership secretary includes this policy in the new member welcome pack.
- All members (new and existing) are required to read and understand the policy annually with specific questions raised to the welfare officer or the run leader coordinator.
- The RL team follow criteria for cancellation of training in the case of significant adverse weather (Appendix I)
- The current policy is published on the club's website.

TRR –Safety when running

Objective of this policy: to give practical information and clear expectations of runner safety during TRR training for their own safety and the safety of others, enabling the run leader and runners to work in partnership. This policy applies to all members irrespective of age, experience or local knowledge. It remains the responsibility of each runner to keep themselves safe.

The nominated group run leader will take responsibility for:

1. Planning the route and training session with the H&S policy in mind.
2. Carrying a fully working mobile phone with them in case of emergency.
3. Delivering a brief (e.g. 30 second) pre-run briefing to their group that includes:
 - A periodic reminder of this policy: to run on right, no more than 2 abreast, listen and follow run leader instructions immediately e.g., blind bend move left, single file.
 - The general route, distance and terrain and any specific safety considerations e.g. crossing points.
 - Asking about illness, injury or medical conditions that may impact any runner's ability to complete the whole session so requiring them to move down a group.

- Count the number of runners in their group.
 - At the run leader's discretion, with larger groups, nominate a tail runner, ideally a run leader support: a passive role as a deputy for the run leader (e.g. support to cross roads), to identify and manage any flagging runners so that no one is inadvertently left behind and communicating with the run leader as required.
 - The briefing should be an interactive process where questions, clarifications and any other information is shared.
4. Run leaders have the delegated authority to decline a member to run if the reflective high viz and ~~head~~ running torch (*head torch preferred over chest torch for H&S reasons*) requirements are not met, or this policy is repeatedly ignored.
 5. When approaching any hazard e.g., a blind corner or crossing, the run leader or nominated lead runner will take control and give clear instructions e.g., move to single file, cross to the other side of the road, stop. All commands should be clear, and the group must act quickly.
 6. At regular intervals, regroup and count that the number of runners is complete.
 7. Asking the run leader coordinator for any support or training required to feel comfortable and confident to implement this policy.

All runners will take responsibility for:

8. In the absence of a path and in general, to run on the right-hand side of the road facing oncoming traffic so that evasive action can be taken if necessary.
9. Running no more than 2 abreast, immediately able to run in single file when directed.
10. Listening to run leader briefings before and during the session, asking for clarification if needed.
11. Listening and responding quickly to specific commands from the run leader during the session.
12. Always exercising due care when crossing roads, and never blindly following the runner in front assuming that the road is clear.
13. Wearing a ~~head~~ running torch (*head torch preferred for H&S reasons*), fluorescent ~~or light coloured~~ training top and a reflective hi-viz vest which is mandatory during *all sessions (except track sessions) dusk or darkness*.
14. Advising the run leader, run leader support or a fellow runner who advises the run leader, if they feel unwell or injured during the session so that mitigating action can be taken.
15. When running off road or on narrow tracks, leaving 2m between them and the runner in front for enhanced visibility.
16. Calling out hazards such as uneven surfaces etc for the benefit of runners behind them.
17. Any runner who becomes ill, injured or otherwise unable to continue with the run will not be left behind or allowed to make their way back to the start or home without another able runner to accompany them (*this will ideally be a Run Leader Support*). No runner should leave the group unilaterally without seeking the permission of the run leader.
18. If any runner becomes aware of any health and safety issue whilst on a club run or other club event, they should take any immediate action as necessary and then bring it to the attention of the relevant run leader.
19. Any unofficial runs, lone runs or other events that are organised by individual members on an 'ad hoc' basis, whether they start and/or finish at the TRR base or not, are unofficial runs and not subject to this policy. Every member who participates in such events is advised to adhere to this policy as necessary for their own personal safety.

Nothing in this policy is designed to be different to the work or actions required to comply with TRR specific risk assessments e.g. for the Tiptree 10 Road Race.

Appendix I

Criteria for cancellation of training due to adverse weather conditions

The criterion for cancellation of training due to adverse weather conditions is as follows.

1. Met office red weather warning
 - a. Very dangerous weather with a high level of certainty. You should take direct action to keep yourself and others safe from impacts of the weather. **It's likely there will be a risk to life**, as well as substantial disruption to travel and infrastructure.
2. Met office orange/ amber weather warning
 - a. Severe weather with an increased likelihood of impacts which could cause travel delays, road and rail closures, power cuts and **the potential risk to life** and property.
 - b. Run leaders have surveyed the training areas and localities where members travel to and from training and collectively take a decision based on severity of weather in the locality.

Rationale:

- EA and club standards duty of care to members
- Preserves safety of run leaders as well as members
- Removes pressure from RLs to attend and lead a group for any members that take the decision to travel to and attend training, in spite of weather warning.
- Clear communication reduces confusion about whether training is going ahead
- Removes members anxiety about decision whether to or not to attend training
- Prevents mixed messages regarding club health and safety
- Takes into account rural location
- Whilst the club is not responsible for members travel plans, this approach takes into account members general safety and welfare.
- Is in line with the club health and safety policy about keeping members safe during training, e.g. high viz and head torches.

Process:

1. Red weather warning
 - a. Training is cancelled
 - b. RL team agree on WhatsApp
 - c. Message sent across all WhatsApp groups and Facebook

2. Orange/ amber weather warning

- a. RL team will monitor weather reports throughout the day and liaise with each other via WhatsApp
- b. RLs will survey training area and local routes of travel, reporting back any hazards and severity.
- c. Any member asking about whether training is going ahead to be informed RLs are evaluating the situation and when to expect a decision.
- d. The RL team collectively makes a decision regarding cancellation based on the risk assessment.
- e. Message sent across all WhatsApp groups and Facebook ideally by 5pm

N.B: In the case of severe winds, caution should be taken with regard to risk of falling trees. In the case of snow and ice the RL team will provide feedback on severity in locations. Alternative sessions may be arranged to avoid hazards instead of cancellation.

In the event of cancellation, the run leader team will offer members suggested optional alternative training to be undertaken in their own homes, such as specific exercises or a link to a virtual strength and conditioning session. This will be communicated via WhatsApp.