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**Stevenage and North Herts AC**

**Off track training sessions (road running and hills sessions)**

**Risk Assessment**

| What are the hazards | Who might be harmed? | What we will do to minimise risk. | Risk Rating | Action by Who |
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| Getting Lost | Participants / Leaders | Ensure the leader is knowledgeable and competent to plan and follow a route.  Share details of route with all coaches and car driver.  Share route with athletes.  Athletes to be counted at the start and end of the session.  Where deemed appropriate split the group into smaller sub-groups to help monitor the presence of all athletes. | Medium - kept to a minimum by coaches maintaining vigilance especially with new or younger athletes. | Coaches |
| Physical Overload | Participants | Ensure the leader is able to identify risks due to physical overload and plan to reduce to an acceptable level.  An annual training plan to ensure that sessions are appropriate and form part of a wider training plan.  Coaches to check with athletes if they have any upcoming races or existing / recent injuries and illnesses and use this information to adapt sessions or remove athletes from the session if necessary.  A car to accompany all road running sessions to ensure that any athlete unable to complete the session can be transported back to the start point. | Medium - kept to a minimum to coaches checking with athletes at the start of each session and ensuring plans are changed if necessary. Discuss concerns with parents for junior athletes. | Coaches, athletes, parents |
| Weather conditions | Participants | Ensure that all concerned can make decisions based on reasonable decisions and what to do if the weather changes.  In accordance with club policy any session scheduled while there is either an amber or red weather warning will be cancelled. If there is a yellow warning coaches must satisfy themselves that conditions are safe. Coaches will ensure there are no hazards such as fallen trees, flooding or ice on the intended route. | Medium - minimised by ensuring the lead coach monitors the forecast and follows club policies. | Coaches |
| Ill health | Participants | Ensure that coaches check with athletes before the session to see if any have been ill.  Coaches to be aware of where first aid facilities are available if required.  Lead coach to have a phone to contact support if required.  Car to accompany all road sessions so that any unwell athlete can be transported back to the start point. | Medium | Coaches, athletes and parents |
| Minor medical (slips, trips, falls) | Participants / Public | Where possible coaches to check route / area for hazards.  Brief athletes on risks before sessions.  Support car should athletes be injured.  Lead coach to have a phone to contact support. | Medium | Coaches |
| Safeguarding | All | Coaches to be familiar with club policies on safeguarding (these are the UKA policies and are available on the club website).  All coaches and assistants to have a DBS and have completed safeguarding training.  Coaches will not work alone with junior or vulnerable athletes.  Coaches and athletes to be aware of who the club welfare officers are. | Medium - can be reduced by ensuring a responsible adult supports any coach who may end up working alone with athletes. | Club committee for the policy  Coaches for sessions |
| Changes to plans | Participants | Ensure that the leader has good knowledge of how to dynamically change and adapt plans.  All coaches to be briefed on sessions and possible alterations.  Coaches to check with athletes at the start of the session to see if there are injuries etc which require changes.  Coaches to communicate during the session re any need to adapt for either all or some athletes. | Medium | Coaches |
| Collisions / Accidents | All | Ensure that the leader has a good understanding of how to reduce the risk of collisions.  Athletes briefed on the need to run on the left and be aware of other pedestrians and cyclists. Coaches and athletes aware they have a responsibility to alert others if they see other users of the paths / parks.  All participants to wear high viz if running in the dark.  Road crossing to be avoided where possible. Where unavoidable a coach will supervise and ensure all safely cross. | Medium - can be further reduced by encouraging athletes to wear head torches if running in the dark. | Coaches  Athletes |
| Emergency situations | All | Ensure the leader has considered foreseeable emergency situations and has plans to mitigate.  Routes and areas for training carefully selected to reduce the risk.  Leader to carry a phone.  A support car to accompany all road running sessions.  Sufficient coaches in each session in case one is incapacitated. | Medium - can be further reduced by increasing the number of coaches in each session. | Coaches |
| Pre-existing medical conditions | Participants | Pre-existing medical conditions to be included on the annual membership form. This information to be shared with coaches.  Parents and athletes to ensure coaches are aware of relevant conditions and have any medicines , inhalers etc with them at sessions.  Coaches to check with athletes at the start of sessions that they are well and have medicines etc with them. | Medium | Athletes , coaches and parents |
| Incorrect supervision | Participants | Ensure that there are an appropriate number of coaches for each session.  Cancel sessions where this is not the case. | Medium | Coaches |
| Animals | All | Ensure that coaches have a good understanding of how to deal with common issues.  Coaches to move sessions if animals are a problem. | Medium | Coaches |
| Unsuitable route | Participants | Ensure that the leader has an understanding of what is an appropriate route for the athletes and session. Coaches to alter sessions if intended route is no longer suitable. | Medium - reduced where coaches remain alert to the occasional need to amend routes. | Coaches |
| Unsuitable activity | Participants | All sessions to be part of a wider annual training programme which takes into account the age and level of development of the athletes.  Variations in the session made to ensure they are appropriate for all participants. | Medium | Coaches |