



Risk Assessment Form

Generic Risk Assessment for Club-Organised Run Sessions with no Coach or Activator– Updated July 2023

Bath Amphibians Risk Assessment Introduction.

A Risk Assessment is an important step in **protecting both our members and our Club as a whole**. Every time we go for a run, we are exposing ourselves to various risks and the Risk Assessment helps us to focus our minds on these risks and hopefully help to reduce them. As previously stated, the club is required to have in place a Risk Assessment in order to manage and hopefully reduce or even eliminate the risks. It is not expected that the club eliminates all risk, but we are required to protect people as far as is 'reasonably practicable'.

What is Risk Assessment?

HAZARD = something with the potential to cause harm RISK = the chance, great or small, of coming into contact with that hazard. This Risk Assessment is an examination of what, in our sport, presents a hazard and could cause harm to people. Once a hazard has been identified it is then a matter of assessing what the risk is in relation to that hazard. A grid system is then used to combine the two and give a graded level of risk LOW, MEDIUM, HIGH. When that has been done the next stage is to think of ways to reduce / eliminate that risk. These are the control measures. Once the control measures have been implemented you are then left with the residual risk (or the risk could have been completely eliminated). The Risk Assessment can then be reviewed on a regular basis to assess a number of things e.g. are the existing control measures working, have any new hazards been identified, have any existing hazards been eliminated.

Duty of Care

The Bath Amphibians committee and Head Coach have taken the responsibility of preparing this Risk Assessment and making it accessible to all. Individual Members of the club have a duty of care not only to themselves but to members of the public and to the persons with whom they are running. i.e. The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.

Bath Amphibians run sessions cater for a wide range of abilities hence following a group meet we often break up into smaller groups which cover different distances, routes and speeds. Hence the Head coach (or other suitably qualified coaches, activators) cannot accept responsibility to lead all the groups. During these run sessions there may be defacto group leaders based on experience and local knowledge who can provide guidance to less experienced runners. However, it must be stressed that all runners have a responsibility to be familiar with run protocols and the Highway code. These are included as attachments in this Risk Assessment.

All runners are reminded that they are responsible for their own safety, individuals take part in any group activities at their own risk. We strongly urge all runners to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to the Bath Amphibians (including its officials and members) for any injury, loss or damage suffered.

Public Liability insurance is available see www.britishtriathlon.org/join/essential

Please read on and make yourself familiar with the contents of this document. If you have any questions/comments/ideas do not hesitate to contact a member of the committee or a nominated club official.

Bath Amphibians recommends that all of their members are covered for 3rd party claims / theft via an appropriate insurance policy such as British Triathlon, England Athletics or other suitable alternative.

Risk Assessment: Club-Organised Sessions with no Coach or Activator - Club Runs	Location: This is applicable to club organised sessions with no coach or activator leading. More specifically this covers our Friday 7@7 run sessions and other run sessions that fall within this category as determined by BTF guidance.
Completed by: Stuart Stenhouse Date Completed: July 2023 Reviewed July 2023 Next Review Date: Jan 2024	Other relevant Risk Assessments: NONE

Responsibilities for discharging the control measures for the following risks are the individual themselves who are on the run, with advice and guidance from the Head Coach, Club coaches or Activators where appropriate.

Phase	Hazard	Level of Risk	Action
Pre-Run	Appropriate planning and organisation of session including member's own considerations.	High	<ul style="list-style-type: none"> All members undertaking a run of this type must have read this risk assessment. This will be present on the club website, emailed to each member at time of publication and any reviews/updates and the link included on new member induction pack. The start / end point, start time, estimated finish time, will be communicated via the club's WhatsApp group along with brief description of the route. In the event that the run ends with a social element at the end (such as coffee, pub stop etc) the member leading should clearly state that the run has finished and therefore the following social element is not part of the run and falls under the Club's Code Of Ethics. The Code of Ethics also applies to any pre run activity. Log of participants via Gymsync (or other booking method) to monitor attendance and to inform group planning. Individual athletes to carry out a self-assessment on their ability to undertake the run before attending session including checking all clothing and footwear is in working order. In the event of an accident where first aid is required, the individual should self-administer where possible. In the event of emergency services being required. What3Words app is recommended to be used (and on every person's phone) to support navigation to their location. In the event of a Defibrillator being required, https://www.defibfinder.uk/ / https://www.thecircuit.uk should be used to locate in conjunction with contacting the emergency services. For the safety of others in the group and themselves, it is recommended that knowledge of CPR and how to use a defib is obtained. This can be found HERE Based on the Bath Amphibians' policies non-members are not permitted to join on any club run sessions (Coach, Group leader, Activator led and non-led club session). Routes should not be repeated regularly. In this instance, regularly is taken to mean more than once every 8 weeks. In the case of a route being used more frequently, a route specific risk assessment should be produced. The term Group Leader in this risk assessment refers to the member who has planned / leading the run. If a member who is also a coach/activator/SBR leader is leading the run, they are doing so as a member and not in any other capacity. There is no maximum number permitted under this format or session. The club recommends that the organisation, route, groupings etc follow the guidance below. Welfare and safeguarding issues in the club continue to be handled confidentially and with support and advice from the British Triathlon Foundation safeguarding team where required. Please feel free to approach me with any concerns or issues via amphibwelfare@gmail.com , or on WhatsApp: 07548101567.

Existing Risk Assessment Form

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Date of last review
<p><u>Session / Route Planning / Pre Run</u></p> <p>All aspects of session planning Pre session briefing and checking for understanding before session starts.</p>	<p>Leading Member, Participants</p>	<p>Likelihood: Med Impact: Med</p>	<p>• No • Yes If yes, who</p>	<ul style="list-style-type: none"> - Route description should be communicated in advance of the session, with brief descriptions of distance, terrain etc provided along with recommended footwear and clothing. The club also kindly asks that this part of the preparation should also aim to be as inclusive to all members as possible and with this in mind when designing a route. - The lead member should conduct a briefing explaining all aspects of the route prior to starting the run. - Members to take personal responsibility to make sure they know the route that they are running after the briefing. They should be aware of which runners are in their group if applicable. - Routes to reflect current running conditions e.g. weather, daylight/darkness etc - The club strongly recommends that dogs to do not attend these sessions due to the additional risk associated with their attendance. Any attendance is with full consent on the leader and participants. - Each member is responsible for ensuring they complete an adequate warm up and cool down to reduce the risk of injury. - Session content should be designed/adapted appropriately for those attending. - Before setting off, any questions or queries should have been asked and answered. 	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: Low</p>	<p>22/07/23</p>
<p><u>Surfaces</u></p> <p>Loose objects, Uneven surfaces, Potholes, Curbs, Slippery surfaces,</p>	<p>Leading Member, Participants</p>	<p>Likelihood: Med Impact: Med</p>	<p>• No • Yes If yes, who:</p>	<ul style="list-style-type: none"> - When planning the route, the varying surfaces should be considered, and route altered if necessary. The lead member should have a working knowledge of the route and aware of any risks / hazards that may be present. If the route has large off-road sections, this should be communicated when the session is shared so appropriate footwear can be worn. - Lead Member to communicate risk / hazards to all participants as part of pre-session briefing 	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: Med</p>	<p>22/07/23</p>

<p>Tree roots/branches,</p> <p>Slopes / Steps,</p> <p>Litter, Glass,</p> <p>Changes in weather affecting surfaces</p>				<ul style="list-style-type: none"> - Dynamic risk assessment to be carried out on by all participants on route. - If participants spot a hazard during the session, they are to bring the matter to the attention of the other participants to minimize risk to all. - Participants to run on pavements and avoid running on roads where possible. If running on road, participants should run towards oncoming traffic, unless conditions dictate otherwise and adapt route where required. Participants to notify others of oncoming traffic where appropriate. - If risk materialises into an issue during the session, the participants should all be prepared to stop and end the session. 			
<p><u>In session areas</u></p> <p>Vegetation (prickly, stinging)</p> <p>Water (canals, rivers, marshes, ponds)</p> <p>Wire / fences / styles</p> <p>High walls, unguarded steep edges</p> <p>Traffic including road crossings</p> <p>Railway lines</p> <p>Wild animals / livestock</p> <p>Tick / insect bites / Stings</p>	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: Medium</p>	<p>• No • Yes If yes, who</p>	<ul style="list-style-type: none"> - Participants to wear appropriate clothing, Leg and torso coverings and suitable footwear for the route. - Lead Member / participants to identify hazards or risk in advance, or dynamically on run. Routes planned should be planned to avoid/minimise hazards and risks where possible. - Climbing of styles to be done slow and safely and only at suitable marked points. To be avoided where possible. - Road crossings to be avoided where practicable. Where road needs to be crossed, group to cross as a whole, when safe to do so. Should use designated crossings where possible. - Only designated railway line crossing points on the line will be used (clear line of sight/good signage/good gates) – with care! To be avoided where possible when route planning. - Group to give animals given a wide berth and avoid contact where possible. Participants must ensure no distress is caused to animals. If necessary, use alternative routes and keep to the edge of fields or bridleways if shared with animals/ livestock. - Leg check at end of run. Consider wearing running longs in times of high tick activity. Participant to seek medical advice immediately on developing a rash from a tick bite. Stings to be treated with first aid kit by participant as and when required. Any allergic reactions dial 999 and relay location through What3Words. 	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: low</p>	<p>22/07/23</p>

<p>Participants Clothing / Shoes</p> <p>Personal equipment</p> <p>Existing medical conditions</p> <p>Unexpected reactions/allergies</p> <p>Injuries / illness</p> <p>Lost participant</p> <p>Disorientation (inc caused by tiredness)</p> <p>Inappropriate Hydration / Fuelling</p>	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: Medium</p>	<p>• No • Yes If yes, who</p>	<ul style="list-style-type: none"> - Clothing suitable for walking/running in location of the session. - Location will be communicated prior to the sessions to participants can dress appropriately. - Participant to decide whether they are fit enough for proposed run. Participant to alert lead member / other participants of any underlying serious health concern pertinent to run before setting off. - During winter months when sessions take place during darkness, that high visibility apparel must be worn, or participants may not be allowed to participate in the session. - Headtorches to be used where appropriate. - In the case of injury of illness, the participant must not be left alone, and appropriate assistance requested by 999, emergency contact etc. - All participants should book on via Gymsync (or other booking medium) - If a participant leaves the session early, the lead member / other participants must be notified. - Head count to be conducted at end of the session. - Participants to ensure that participants run as a group, that the pace is appropriate, and that group waits for any stragglers. Participants to informally to designate experienced buddy for any participant struggling. - Courses appropriate to those taking part. Course route pre-planned or tailored dynamically to suit participants. - Participants have responsibility for ensuring that they carry sufficient food / drink / energy gels etc for duration of session. - Distance and estimated duration of run to be advertised in advance so participants can plan and prepare appropriately. - Carry money to purchase food / drink if required. - Headphones / ipods etc are not allowed to be worn during any club session due to hearing impairment caused by their use. 	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: low</p>	<p>22/07/23</p>
<p>Other users / activities in area</p> <p>General public</p> <p>Cyclists</p>	<p>Leading Member, Participants</p>	<p>Likelihood: Medium Impact: low</p>	<p>• No • Yes If yes, who</p>	<ul style="list-style-type: none"> - Participants advised to take care and ensure they do not take action that increases risk to themselves or others. - Lead member should adapt session where possible to address risk. If this is not possible, the participants should be prepared to stop the session early. 	<p>Leading Member, Participants</p>	<p>Likelihood: Low Impact: low</p>	<p>22/07/23</p>

Horse riders Dogs (on lead and loose) Stranger Danger				<ul style="list-style-type: none"> - Dogs are not to be approached and to give wide berth at all times. If passing in close proximity, participants to stop and let other users pass safely before continuing. - If U18's are present, a designated chaperone to stay with them at all times. Group running to mitigate risk of participants running on their own. (this is not currently applicable, although included for good practice) 			
Weather Hot / Cold / Wind / Rain / Sleet / Snow / Hail / Ice Running in the dark	Leading Member, Participants	Likelihood: Low Impact: medium	<ul style="list-style-type: none"> • No • Yes If yes, who	<ul style="list-style-type: none"> - Weather to be checked prior to run and session / route to be amended where appropriate and cancelled if necessary. - Session's duration limited to as advertised. - Participant to wear appropriate clothing & footwear for weather conditions. - Plan for event cancellation if necessary, dependent on weather conditions. - End session early if applicable. - Off road runs should only be undertaken in the dark only under strict supervision of experienced members, in small groups. Head torches, mobile phones are strongly recommended. Lead member will plan to get group back before light fades. No phone, no head torch = no run, is strongly encouraged. - Runner encouraged to wear light or reflective clothing. Wherever possible stay on routes with street lighting and encourage care when crossing roads. 	Leading Member, Participants	Likelihood: Low Impact: low	22/07/23
Visibility of runners becomes poor for sessions held on dark evenings	Leading Member, Participants	Likelihood: High Impact: High	<ul style="list-style-type: none"> • No • Yes If yes, who	<ul style="list-style-type: none"> - Club to issue advance communications to all members, that during winter months when sessions take place during darkness, that high visibility apparel must be worn, or participants will may not be allowed to participate in the session. - Lead Member to visually inspect runners as part of pre-session safety checks and those not wearing appropriate high-vis apparel may be asked to leave. 	Leading Member, Participants	Likelihood: Low Impact: Low	22/07/23
Following highway code	Leading Member, Participants	Likelihood: Med Impact: High	<ul style="list-style-type: none"> • No • Yes If yes, who:	<ul style="list-style-type: none"> - All participants should follow the highway code at all times. More details on the highway code can be found at https://www.gov.uk/guidance/the-highway-code/rules-for-pedestrians-1-to-35 	Leading Member, Participants	Likelihood: Low Impact: Low	22/07/23

Post Run	Leading Member, Participants	Likelihood: Med Impact: High	<ul style="list-style-type: none"> • No • Yes If yes, who:	<ul style="list-style-type: none"> - At the end of the run the Group Leader will conduct a run debrief. - Participants are encouraged to raise any issues or concerns and just as importantly to talk about things that have gone well. In addition, any accidents, near misses and anything else of note must be brought to the attention of the group leader. - If any participant is not comfortable doing this in front of others, then please approach a committee member/club official privately, via official email channels or use the member's forum. - Report to the Head Coach, any matters arising from the run to inform the members and update risk assessment where appropriate. 	Leading Member, Participants	Report to the Head Coach, any matters arising from the run to better inform the members and update risk assessment where appropriate.	22/07/23
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