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Activity	Road Running		
Club Activity	Tuesday Club Runs, Thursday Structured Sessions, Long Runners Group		
Location	Holt Park Active and surrounding area, Various	Individuals at Risk	Abbey members, general public
Risk Assessor	Adam Ellis	Date Assessed	September 2022

No	Section (s)	S	L	RF	Control Measure	S	L	RF
1	Slips trips and falls which could result in sprains and fractures	3	3	9	Planned route along established footpaths / pavements, verbal warning given for uneven surfaces. Standard highway code measures adopted and high visibility clothing worn in poor visibility. Caution taken during frosty weather	3	2	6
2	Losing control of group due to size and fitness levels which could create worry and anxiety in group members	3	3	9	Identified run leaders supporting the group with established distances and speeds for each group. Speed and distance communicated to group before activity. Regroup at stop points along the route (road junctions etc) to confirm everyone is present and ok. Splitting to two groups if the group becomes too spread out.	3	2	6
3	Vehicular / pedestrian impact when running along the side of the road / crossing roads.	4	3	12	High visibility clothing worn in poor visibility. Crossing of roads will be controlled to ensure everyone gets across safely and then regroup so that no one feels under pressure to rush across.	4	2	8
4	Transition of Junior Club Member to run with Senior Club Members. Associated concerns include running at a greater pace and distance, the running group environment (language and topics of conversation) and individual feeling vulnerable.	4	3	12	Criteria and procedures detailed in the Juniors to Seniors Transition Plan, including: responsibilities of coach, buddy, parent / guardian and junior. Juniors may only attend a senior session with the express prior agreement of the Coach / Run Leader of the particular session. Juniors attending a senior session may only do so if accompanied by an adult or where express prior agreement has been made between the appropriate Club representative(s) and a parent / guardian and a Buddy identified.	4	2	8

					<p>The Buddy will be aware of the location of the Junior throughout the session and will be the first point of contact should the Junior need any assistance.</p> <p>The parents / guardian will ensure that their contact details have been shared with the Buddy and are contactable during the session.</p>			
5	Unknown medical conditions or injuries associated with club members.	3	3	9	<p>Promote trust and understanding within the Club and running groups. Confirm before and after the run that everyone is fit and ask if anyone is carrying an injury. Encourage members who are coming back from injury to drop down a group / limit their efforts to aid their rehabilitation.</p> <p>Encourage stretching exercises before the run or after the first mile (dependent on individual needs).</p> <p>Advice given on weather conditions, clothing and taking fluids.</p> <p>Advice that club members who do have a medical condition, wear a SOS wrist band. Ensure that at least one mobile phone is available within each running group.</p>	3	2	6
6	Adverse weather conditions	4	3	12	<p>Dynamic risk assessment prior to activity to review suitability of activity. Ongoing dynamic assessment during activity. Modify or cancel activity as appropriate. If possible advise participants prior to session that suitable clothing should be worn.</p>	2	3	6

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Activity	Off- Road Running		
Club Activity	Tuesday Club Runs, Thursday Structured Sessions, Long Runners Group, Junior Coached Sessions, Targeted Parkruns		
Location	Holt Park Active and surrounding area, Bedquilts, Various	Individuals at Risk	Abbey members, general public
Risk Assessor	Adam Ellis	Date Assessed	March 2023

No	Section (s)	S	L	RF	Control Measure	S	L	RF
1	Slips trips and falls which could result in sprains and fractures	3	4	12	Planned route along known routes, verbal warning given for uneven surfaces and tree roots. Consideration for welfare of livestock encountered along the route. Understanding of hazards associated with ticks etc. Caution taken during adverse weather conditions (frosty, wet). Preferred footwear advised. For off road running at night, advance details of route provided by Run Leader with request that appropriate footwear, clothing and head/chest torch must be worn. Run Leader to ensure route avoids ledges, sharp drops and other treacherous conditions. As appropriate route amended to suit weather and running conditions. Additional supervision for junior sessions on difficult terrains (e.g. hill sessions at Golden Acre Park).	3	2	6
2	Losing control of group due to size and fitness levels which could create worry and anxiety in group members	3	3	9	Identified run leaders supporting the group with established distances and speeds for each group. Speed and distance communicated to group before activity. Regroup at stop points along the route (roads, stiles etc) to confirm everyone is present and ok. Splitting to two groups if the group becomes too spread out.	3	2	6
3	Vehicular / pedestrian impact when running along the side of the road / crossing roads.	4	3	12	High visibility clothing worn in poor visibility. Crossing of roads will be controlled to ensure everyone gets across safely and then regroup so that no one feels under pressure to rush across.	4	2	8

4	Transition of Junior Club Member to run with Senior Club Members. Associated concerns include running at a greater pace and distance, the running group environment (language and topics of conversation) and individual feeling vulnerable.	4	3	12	Criteria and procedures detailed in the Juniors to Seniors Transition Plan, including: responsibilities of coach, buddy, parent / guardian and junior. Juniors may only attend a senior session with the express prior agreement of the Coach / Run Leader of the particular session. Juniors attending a senior session may only do so if accompanied by an adult or where express prior agreement has been made between the appropriate Club representative(s) and a parent / guardian and a Buddy identified. The Buddy will be aware of the location of the Junior throughout the session and will be the first point of contact should the Junior need any assistance. The parents / guardian will ensure that their contact details have been shared with the Buddy and are contactable during the session.	4	2	8
5	Juniors not engaging and focused in the junior sessions which could result in injuries due to horseplay. Juniors leaving during the session	4	3	12	For Junior Coached sessions, sufficient Coaches & Run Leaders to attend to ensure adequate supervision. Code of conduct communicated to all juniors. The parents / guardian will ensure that their contact details have been shared with the Coaches (i.e ICE number on Spond) and are contactable during the session. For Targeted Parkruns, parent/guardian to take responsibility for ensuring the junior is supervised appropriately.	2	3	6
6	Unknown medical conditions or injuries associated with club members.	3	3	9	Promote trust and understanding within the Club and running groups. Confirm before and after the run that everyone is fit and ask if anyone is carrying an injury. Encourage members who are coming back from injury to drop down a group / limit their efforts to aid their rehabilitation.	3	2	6

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					Encourage stretching exercises before the run or after the first mile (dependent on individual needs). Advice given on weather conditions, clothing and taking fluids. Advice that club members who do have a medical condition, wear a SOS wrist band. Ensure that at least one mobile phone is available within each running group.			
7	Adverse weather conditions	4	3	12	Dynamic risk assessment prior to activity to review suitability of activity. Ongoing dynamic assessment during activity. Modify or cancel activity as appropriate. If possible advise participants prior to session that suitable clothing should be worn.	2	3	6

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Activity	Track Sessions		
Club Activity	Thursday Structured Sessions, Junior Coached Sessions		
Location	Beckets Park (Leeds Becket University)	Individuals at Risk	Abbey members, general public
Risk Assessor	Adam Ellis	Date Assessed	February 2023

No	Section (s)	S	L	RF	Control Measure	S	L	RF
1	Slips trips and falls which could result in sprains and fractures	2	2	4	Flat well maintained surface with fixed lighting. Caution taken during frosty weather (track closed if required). Respect and acknowledgment of other runners / clubs using the track. Warm ups and cool downs undertaken. Structured sessions tailored for individual speeds / fitness levels.	2	2	4
2	Transition of Junior Club Member to run with Senior Club Members. Associated concerns include running at a greater pace and distance, the running group environment (language and topics of conversation) and individual feeling vulnerable.	4	3	12	Criteria and procedures detailed in the Juniors to Seniors Transition Plan, including: responsibilities of coach, buddy, parent / guardian and junior. Juniors may only attend a senior session with the express prior agreement of the Coach / Run Leader of the particular session. Juniors attending a senior session may only do so if accompanied by an adult or where express prior agreement has been made between the appropriate Club representative(s) and a parent / guardian and a Buddy identified. The Buddy will be aware of the location of the Junior throughout the session and will be the first point of contact should the Junior need any assistance. The parents / guardian will ensure that their contact details have been shared with the Buddy and are contactable during the session.	4	2	8
3	Juniors not engaging and focused in the junior sessions which could result in injuries due to	3	3	9	For Junior Coached sessions, sufficient Coaches & Run Leaders to attend to ensure adequate supervision. Code of conduct communicated to all juniors.	2	3	6

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	horseplay. Juniors leaving during the session				The parents / guardian will ensure that their contact details have been shared with the Coaches (i.e ICE number on Spond) and are contactable during the session.			
4	Unknown medical conditions or injuries associated with club members.	3	3	9	Promote trust and understanding within the Club and running groups. Confirm before and after the run that everyone is fit and ask if anyone is carrying an injury. Encourage members who are coming back from injury to drop down a group / limit their efforts to aid their rehabilitation. Encourage stretching exercises before the run or after the first mile (dependent on individual needs). Advise given on weather conditions, clothing and taking fluids. Advice that club members who do have a medical condition, wear a SOS wrist band. Ensure that at least one mobile phone is available within each running group.	3	2	6
5	Adverse weather conditions	3	3	12	Dynamic risk assessment prior to activity to review suitability of activity. Ongoing dynamic assessment during activity. Modify or cancel activity as appropriate. If possible advise participants prior to session that suitable clothing should be worn.	2	3	6

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Activity	Road Cycling		
Club Activity	Cycling is not a club activity. Informal ad-hoc cycling sessions are sometimes arranged by club members on Abbey Runners social media, this risk assessment is provided as guidance only for this activity. It is the responsibility of each participant to understand the potential risks and to make their own judgement on the suitability of the activity.		
Location	North Leeds, Various	Individuals at Risk	Abbey members, general public
Risk Assessor	Adam Ellis	Date Assessed	February 2023

No	Section (s)	S	L	RF	Control Measure	S	L	RF
1	Crashes and falls which could result in sprains, fractures and other injuries	4	4	16	Planned route along established roads, verbal warning given for uneven surfaces. Standard highway code measures adopted and high visibility clothing worn in poor visibility. Caution taken during adverse weather conditions. As appropriate route amended to suit weather and cycling conditions. Cyclist responsible for ensuring their bike is properly maintained, i.e brakes, lights etc	4	3	12
2	Losing control of group due to size and fitness levels which could create worry and anxiety in group members	3	3	9	Identified leaders supporting the group. Speed and distance communicated to group before activity. Regroup at stop points along the route to confirm everyone is present and ok. Splitting to smaller groups if the group becomes too spread out.	3	2	6
3	Vehicular / pedestrian impact when cycling along the side of the road / crossing roads.	4	3	12	High visibility clothing worn, bike lights used in poor visibility. Crossing of roads will be controlled to ensure everyone gets across safely and then regroup so that no one feels under pressure to rush across. If deemed safer by cycle leader, bunching of the bikes across the road may be used.	4	2	8
4	Unknown medical conditions or injuries associated with club members.	3	3	9	Promote trust and understanding within the group. Confirm before and after the activity that everyone is fit and ask if anyone is carrying an injury. Encourage members who are coming back from injury to drop down a group / limit their efforts to aid their rehabilitation.	3	2	6

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					<p>Encourage stretching exercises before the activity.</p> <p>Advice given on weather conditions, clothing and taking fluids.</p> <p>Advice that club members who do have a medical condition, wear a SOS wrist band. Ensure that at least one mobile phone is available within each group.</p>			
6	Adverse weather conditions	4	3	12	<p>Dynamic risk assessment prior to activity to review suitability of activity. Ongoing dynamic assessment during activity. Modify or cancel activity as appropriate. If possible advise participants prior to session that suitable clothing should be worn.</p>	2	3	6

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Activity	Social Events		
Club Activity*	Post-run Abbey Café, Club Trip, End of Year Awards, AGM, Targeted Parkruns, Café visits, Pub visits, Restaurant visits.		
Location	North Leeds, Various	Individuals at Risk	Abbey members
Risk Assessor	Adam Ellis	Date Assessed	February 2023

No	Section (s)	S	L	RF	Control Measure	S	L	RF
1	Food allergies – there is a risk that food consumed on a club social event may contain allergens. There is a risk that the allergens may also not be communicated clearly by the food provider.	4	3	12	Where food is arranged by the club, the club shall note any dietary requirements requested by members (e.g vegan, food allergy etc) and where possible arrange for food that meets this requirement. Where food is ordered by the club member (i.e in a restaurant) it is the club member's responsibility to satisfy themselves that the food is suitable for their diet. Should there be any doubt, the club member is responsible for not eating the food. Allergies will be communicated to other club members. Food avoided as applicable	4	2	8
2	Excess Alcohol	3	3	9	Choose venue which complies with responsible service of alcohol. Non-alcoholic drinks are available. A clear end time to the event is communicated. Club disciplinary procedure.	3	2	6
3	Late night – ensure club members can travel home safely from events with a late finish.	4	3	12	Coach to be provided for the club trip. Car Shares with designated driver. Taxi's. Arrange local event suitable for walking.	3	2	6
4	Weather conditions may cause medical issues (Sunburn, Hypothermia etc) or dangerous conditions (slippery surfaces, flooding etc).	3	3	9	Clothing and footwear suitable for the activity & weather conditions to be worn by participant. Spare clothing recommended. Sun cream to be worn as appropriate. For extreme weather conditions outdoor events to be cancelled or moved to an indoor location.	2	2	4
5	Juniors - adequate supervision of juniors required to ensure their safety.	3	3	9	Parent/guardian to take responsibility for ensuring the junior is supervised appropriately.	2	2	4

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6	Transport Provider	4	3	12	Reputable provider used for Club Trip. Best of our knowledge provider shall comply with all applicable H&S laws	2	2	4
7	Venue Hire	3	3	9	Reputable Venue used. Best of our knowledge provider shall comply with all applicable H&S laws	2	2	4

*Not all risks will be associated with each activity

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Scoring

Severity (S)	Level	X	Likelihood (L)	Level
Fatality/Environmental/Extreme Damage	5		Very Probable/Frequent	5
Major Injury/Permanent Disability /Plant/Major Damage	4		Probable	4
Ill Health/Liberal Damage	3		Possible	3
Minor Injury/Minor Damage	2		Remote	2
No Injury/No Damage	1		Improbable	1

Risk Factor (RF)		
S x L = RF		
1-8	Low Risk	Where reasonably practicable controls should be introduced to the reduce the risk
9-14	Normal Risk	Control measures will be required and must be implemented
15-25	High Risk	Immediate action must be taken to reduce the risk

Risk Rating Table						
		Severity (S)				
		1	2	3	4	5
Likelihood (L)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Document revision history

Rev.	Date	Description of Change	Reviewer	Approver
	May 21	Reviewed Doc, minor updates	G Littlewood	
01	Sep 22	Reviewed document, changed format to align with other documents. Split activities to Road, Off-Road, Track. Included Junior sessions. Added RA for social activities and cycling.	A Ellis	
02	Feb 23	Added adverse weather conditions, transport and venue hire. Reviewed scoring for existing risks	A Ellis	
03	Mar 23	Off-road assessmnet updated to include of-road head-torch runs	A Ellis	