

Risk Assessment: Running Forever Running Club

Date:	Assessed by:	Location :	Review :
/ /20	Peter Hall	Multiple	< Review Date>

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
GROUP RUNNING HAZARDS	Multiple possibilities (see detail below)	<ul style="list-style-type: none"> Code of Conduct Group Running Guidelines EA Public Liability Insurance Next of Kin information readily available through Run Together app Booking system ensures club knows who is running and everyone is covered by Public Liability Insurance 		<ul style="list-style-type: none"> H&S Policy approved Risk Assessment agreed Periodically review policy documents for accuracy Periodically remind members to read policy documents Encourage group leaders to get LiRF qualification Committee phone numbers for group leaders to call in event of an emergency 		C'tee C'tee Peter Peter Peter Peter	6/4/22 6/4/22 1/1/23 1/1/23 14/4/22 14/4/22	
Trip/Slip hazards	Injury to runner	<ul style="list-style-type: none"> Trail group leaders carry first aid kit Group leaders carry mobile phone Group leaders know who to call (e.g. 999, first aider, emergency) 		<ul style="list-style-type: none"> Incident procedures need formalising Policies need communicating First Aid training for group leaders as part of LiRF All in group leaders guidance 		Peter	14/4/22	Yes

		contact)						
Bad weather hazards (Met Office weather warning)	Injury to runners	<ul style="list-style-type: none"> Club captain assess' risk and if necessary cancels club session (mandatory in case of red warning) 		<ul style="list-style-type: none"> Procedure to be formalised as part of group leaders guidance 		Peter	6/4/22	Yes
Trail runners wearing inappropriate shoes/kit for conditions	Incapacity of runner in remote location	<ul style="list-style-type: none"> Group leader checks kit prior to run 		<ul style="list-style-type: none"> Guidance for group leaders to be written 		Peter	6/4/22	Yes
Collision with member of public	Injury to runner or member of public	<ul style="list-style-type: none"> Group leaders/runners shout warnings 		<ul style="list-style-type: none"> 				
Collision with motor vehicle	Injury to runner	<ul style="list-style-type: none"> Group leaders ensure runners stick to pavements when available or keep to left Runners wear hi-viz at dusk/at night Runners meet in safe location in car parks 		<ul style="list-style-type: none"> Spare Hi-viz available if forgotten by member Enforce meeting location at Belvedere Road 		Simon R C'tee	9/2/22 Weekly	Yes
Too many runners in group for group leader to control	Group running rules not enforced leading to accidents	<ul style="list-style-type: none"> Booking System ensures groups limited to 15 runners 		<ul style="list-style-type: none"> 				
Runner left behind and lost	Harm to runner	<ul style="list-style-type: none"> Looping rules enforced by group leaders 		<ul style="list-style-type: none"> Guidance for group leaders to be written 		Peter	6/4/22	Yes
Runner has virus infection	Other runners in group are infected	<ul style="list-style-type: none"> Group running guidelines reinforce need not to run when ill 		<ul style="list-style-type: none"> 				
Incorrect advice given to runners	Injury	<ul style="list-style-type: none"> Coaching only carried out by or under supervision by CiRF qualified members 		<ul style="list-style-type: none"> 				

Vulnerable adult not sufficiently cared for	Harm to vulnerable adult	<ul style="list-style-type: none"> Welfare Statement Trained Welfare Officers 		<ul style="list-style-type: none"> Safeguarding Code of Conduct to be reviewed 		Sandra		
Specific Track Risks						Sandra		
CLUB RACES								
Race Director does not follow obtain or follow permit conditions	Risk to club reputation	<ul style="list-style-type: none"> Race Directors responsible to and regularly report to the club committee 		<ul style="list-style-type: none"> 				
Loss/damage to club property	Financial exposure	<ul style="list-style-type: none"> Inventories made and checked before/after races 		<ul style="list-style-type: none"> Inventory Audit after Humdinger 		Sandra		
Expenditure not monitored	Race makes loss	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Procedure for race budgets to be prepared and expenditure monitored against them 		Sandra		
Insufficient runners sign up	Race makes loss	<ul style="list-style-type: none"> Sufficient advertising 		<ul style="list-style-type: none"> 				
FINANCE & PURCHASING								
Accounts not regularly monitored	Club has insufficient funds for unforeseen situations	<ul style="list-style-type: none"> Treasurer prepares regular reports for committee 		<ul style="list-style-type: none"> Finance procedures need to be written 		Michelle		
Purchases made without sufficient checking or authorisation	Financial exposure	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Purchasing procedures need to be written 		Michelle		
GDPR								
Personal information leaks	Information Commissioner investigation leading to fines	<ul style="list-style-type: none"> Privacy Policy Membership records moved to EA 		<ul style="list-style-type: none"> Existing records need to be reviewed and deleted according to privacy policy Membership procedures to be documented 		Peter	31/12/22	
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		Peter	31/12/22	
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 				



NB Copy and paste rows as required