

## APPENDIX 6: GROUP RISK ASSESSMENT

Group Venue and area:  Assessed by (leader's name):  Date of Assessment:

Task/activity you are assessing?	Hazards which may be present or may be generated?	Who may be harmed by the hazards?	Precautions already in place to either eliminate or reduce the risk of an accident happening?	Additional precautions you may need to either eliminate or reduce the risk?
<b>Group safety before first and every session</b>  <b>Venue /location</b> <b>Ability of participants</b> <b>Participants with known health problems injury/fitness – prior to session</b>	Group leader Participants	<ul style="list-style-type: none"> <li>• Ensure there is a safe place for belongings and that participants feel safe at the venue</li> <li>• The health disclaimer or organisation's own PARQ should be completed prior to the first session</li> <li>• The leader should retain a copy of the disclaimer/PARQ</li> <li>• The leader should retain contact details and a note of any medical conditions</li> <li>• Refer to GP if at all in doubt</li> <li>• Ensure medication is carried by participants where appropriate</li> </ul>	Leaders to do a head count before going out on run.	
<b>General safety on every session</b>  <b>Injury/illness unreported by participant</b> <b>Inappropriate clothing</b> <b>Visibility of group</b> <b>Possible dehydration or low energy</b> <b>Injury and illness during session</b> <b>Footwear</b>	Group leader Participants	<ul style="list-style-type: none"> <li>• Perform a visual check and health/injury enquiry before every session</li> <li>• Clothing should suit the conditions</li> <li>• Reflective tops should be mandatory</li> <li>• Next of kin contact details should be available</li> <li>• A UKA qualified leader must lead all sessions</li> <li>• New members should be pre-advised regarding water and food carrier part of beginner pack</li> <li>• Participants should have been advised to have eaten no more than two hours prior to the session</li> <li>• A clear policy on management of injured or ill runners is required</li> <li>• First aid must only be given if currently qualified</li> <li>• Advice on footwear can be given by the leader</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a small stock for new members</li> <li>• Leader to carry:               <ul style="list-style-type: none"> <li>• Mobile phone</li> <li>• Water</li> <li>• Sugary snack</li> </ul> </li> <li>• Count your group</li> <li>• Encourage a group member or leader to complete First Aid training</li> <li>• Ensure group members stay in sight of each other.</li> <li>• Buddy up with a person of similar pace.</li> <li>• Be prepared to do a "run back" if the group has separated.</li> <li>• Call the group leader / helper if you need help</li> </ul>	

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Task/activity you are assessing?	Hazards which may be present or may be generated?	Who may be harmed by the hazards?	Precautions already in place to either eliminate or reduce the risk of an accident happening?	Additional precautions you may need to either eliminate or reduce the risk?
<b>Running routes</b>	<p>Uneven ground, potholes, slippery ground, mud, street furniture, debris, bins or rubbish bags</p> <p>Visibility</p> <p>Ability of the group</p>	Group leader Participants	<ul style="list-style-type: none"> <li>Course has been checked for suitability within the guidelines advised in UKA Leadership Risk Assessment</li> <li>Participants forewarned of route obstacles</li> <li>Routes selected that have good lighting wherever possible</li> <li>Rural groups must wear lights</li> <li>Road safety rules must be adhered to</li> <li>Session kept to appropriate time</li> <li>Intermediate and advanced sessions may be longer</li> <li>On-going assessment by leader, with adaptation as required</li> <li>Ability of the slowest/ least able sets the session time</li> </ul>	<ul style="list-style-type: none"> <li>Pre-check the route close to the day of the session</li> <li>Always have a contingency plan, as advised in UKA leaders course</li> </ul> <p>Ensure that the participants ability is matched with the chosen group / run.</p> <p>Have 3 points along the route where participants can regroup / perform a "run back" to ensure last runners are safe.</p> <p>Have a lead runner / back runner to ensure all are safe (person(s) can run on a loop from front of group to last runner)</p>
<b>Traffic/road crossings</b>	All traffic, including other members of the public, runners, cyclists, crossing traffic	Public Group leader Participants	<ul style="list-style-type: none"> <li>Use any and all crossings provided as a prudent pedestrian</li> <li>Cross as a group</li> <li>Take personal responsibility</li> <li>Reinforce every week</li> <li>Respect all other users of the highway</li> <li>Follow the Highway Code</li> </ul>	<ul style="list-style-type: none"> <li>Ensure group procedure for regrouping at crossings is reiterated weekly</li> </ul>
<b>Weather</b>	Variations in weather making it too cold, wet, hot or slippery	Public Group leader	<ul style="list-style-type: none"> <li>Weather reports should be checked leading up to and on the day</li> <li>Runners to be given advice on clothing, fluid intake and sun screen</li> <li>Cancellation to be considered if ice, snow or lightning are likely</li> <li>Carefully monitor participants for difficulties</li> </ul>	<ul style="list-style-type: none"> <li>Abandon run and return to centre if conditions deteriorate</li> </ul>

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<b>Animals</b>	<b>Presence of and behaviour of animals and their owners</b>	Group leader Participants	<ul style="list-style-type: none"> <li>Ensure runners keep aware of and alert to things around them</li> <li>Be aware of any fears and phobias in your group – and take them seriously</li> <li>Respect other street users</li> <li>Follow the Countryside Code when on farmland</li> </ul>	
<b>Members of Public</b>	<b>Getting in way of runners, causing injuries or accidents</b>	Public Group leader Participants	<ul style="list-style-type: none"> <li>Ensure participants are respectful of other road users</li> <li>Avoid areas known to be unsuitable. Local knowledge is helpful, listen to people who may be well informed</li> </ul>	Keep left to give way to pedestrians
<b>Other hazard(s)</b> (please state)	Reductions of injury's	Group leader Run leaders Volunteers / Helpers Participants	<p>Ensure all take part in short group warmup at start of the session</p> <p>Make sure participants have selected the right group for their abilities</p> <p>Any health problems reported to the group leader / run leaders at start of session.</p> <p>Ensure all stretch post run.</p>	