



## Horwich Harriers Off Track Risk Assessment



What are the Hazards?	Who might be harmed and how?	What are you already doing?	What else can you do to control this risk?	Risk Rating	Action by whom	Target Date / Completed
<b>Prevent of the spread of Coronavirus</b>						
Transmission from someone who has been exposed to the Coronavirus	<p>Coaches, athletes and vulnerable group's;</p> <p>i. Over 70's</p> <p>ii. Pregnant Women</p> <p>iii. Those with existing health conditions i.e. Asthma</p> <p>iv. BAME Population</p> <p>Anyone else who physically comes in contact with other people in relation our activity</p>	<p>Coaches will not deliver if they or someone in their household has symptoms.</p> <p>Athletes <u>must</u> not attend group training sessions if tested positive or who has been into contact with someone who has tested positive</p> <p>No athlete or coach should attend if they have a high temperature, cough, loss of taste or smell.</p> <p>Coaches will coach 1:10 ratio stick with the same 'bubble' of athletes while Government restrictions in place.</p> <p>Coaches will brief athletes on social distance measures and monitor during session.</p>	<p>Forward Government and England Athletics [EA] guidance to all members.</p> <p>Add risk assessment to website and social media channels</p> <p>Keep the membership aware of any policy changes and note the rate of infection for Greater Manchester</p>	Low	ALL	Dec 2020
Use of PPE equipment	Anyone else who physically comes in contact with other people in relation our activity	<p>Coaches <u>must</u> have appropriate PPE equipment and will, if necessary,</p> <ul style="list-style-type: none"> <li>• Put on PPE if an athlete becomes unwell / injured and the coach must give direct personal care.</li> <li>• If athletes need PPE such as gloves or sanitizer then the coach can provide and dispose of accordingly.</li> </ul>	<p>Forward EA guidance to all members</p> <p>Keep the membership aware of any policy changes</p>	Low	Coaches	8 <sup>th</sup> June

Hygiene		<p>ALL coaches and athletes <u>must</u> follow Handwashing guidance</p> <p>Coaches should have gel sanitisers during training sessions.</p> <p>All coaches and athletes should wash clothing after meeting with people outside own household.</p>	<p>See Governments hand washing guidance.</p> <p>Coaches and athletes to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p>	Low	ALL	8 <sup>th</sup> June
Respiratory hygiene.		<p>Coaches should carry tissues for themselves and athletes if needed.</p> <p>They will, at all times supervise their own and the athlete's respiratory hygiene.</p>	<p>Remind all to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	Low	ALL	8 <sup>th</sup> June
<b>Training</b>						
Before first and every session	Coaches leaders, athletes, parents	<p>ALL new athletes should complete medical questionnaire / health disclaimer. The coach should retain contact details and a note of any medical conditions.</p> <p>New junior members should attend induction group first and all members should receive the membership pack.</p> <p>A UKA qualified coach <u>must</u> lead all sessions</p> <p>Coaches to plan appropriate session incorporating standard safety procedures (e.g. phones, route planning etc) considering athlete's ability and the environment when accessing 'wild' public spaces.</p> <p>Coaches and leaders to brief all athletes before session start maintaining 2-meter social distancing rules.</p>	<p>At this point in time [4<sup>th</sup> Dec] athletics and running coaching activity can take place on a one-to-ten (10) basis only (i.e. one coach and up to ten (10) athletes OR up to six (6) athletes with no coach present). These individuals do not need to be from the same family household, but ALL must adhere to the latest social distancing guidance.</p> <p>Coaches, athletes and runners aiming to access trails and mountains or public spaces a long way from assistance and emergency services <u>must</u> make themselves aware of any local guidance/considerations prior to travel/training. Consideration of whether the activity could add to pressure on emergency services should be taken.</p>	Low	Coaches	Dec - Ongoing

		<p>Coaches can pre-advise regarding water and food intake.</p> <p>Coaches to pre-check the route before the session or used previous planned routes.</p> <p>Ensure Covid 19 Coordinators &amp; other coaches and /or committee aware of location and times of ALL junior training sessions.</p> <p>Coaches must carry required PPE equipment &amp; first aid supplies.</p>				
During training sessions	Coaches, leaders and athletes,	<p>Coaches to register athletes, perform a visual check of clothing, footwear, and equipment. Also conduct a health and injury enquiry before start of every session, with each athlete.</p> <p>Coaches to ensure medication is carried by athletes where appropriate. First aid must only be given if currently qualified (coaches to put on PPE)</p> <p>Committee to agree a clear policy on management of injured or ill runners during session. Coaches to know health problems injury and fitness of each athletes prior to session.</p> <p>Training route has been checked for suitability within the guidelines advised by UKA / EA</p> <p>Athletes to be forewarned of route obstacles and trip hazards</p> <p>Select routes that have good lighting wherever possible, if not athletes to wear</p>	<p>Coach to carry:</p> <ul style="list-style-type: none"> <li>○ Mobile phone</li> <li>○ First Aid</li> <li>○ Water</li> <li>○ Sugary snack</li> </ul> <p>Ensure mobile phone are fully charged</p> <p>Coaches must have contact details available of all athletes under 18</p> <p>Parents of U13 athletes should stay near the training location / facility. Parents of U11's must stay at training location / facility.</p> <p>Coaches will contact parents / guardians to contact U18 athlete in the event of any illness or injury.</p> <p>Always remind young athletes to look for changes, like uneven ground,</p>	Low	Coaches	June


		lights / reflective clothing especially during winter and off road.  Road safety rules must always be adhered to.  Session intensity and duration kept to an appropriate time for age and varying ability of athletes. Coach to make on-going assessment of conditions and make adaptation as required	potholes, slippery ground, mud, street furniture, debris, bins or rubbish bags  Coaches must always have a contingency plan.			
Post session	Coaches	Coaches to clean or dispose of PPE appropriately and renew any PPE supplies or equipment ready for next session.  All to follow personal hygiene recommendations  Coaches to review the session and amend session risk assessment if necessary. Forward any amends, recommendations and attendance registers to Covid-19 and junior coordinators	If any issues occur complete an incident form and submit to relevant committee member.	Low	Coaches Covid 19 & Junior Coordinators	June
<b>Athletes</b>						
Adhering to Social Distancing	Athletes, Coaches and general public	All coaches and athletes must follow the social distance guidelines.  Athlete <u>must</u> not run in each other slip stream and remain a two-meter distance from each other and the coach, unless in an emergency.  A max group of six athletes if no coach present.  Athletes should adhere to all restrictions that may be placed on a public space by the owner of that space	Check all guidance that has been published, especially concerning social distancing and hygiene and any athletic specific information.  Be aware guidance can change quickly and more restrictive rules may be applied in the future, so please refer to the England Athletics website regularly.	Low	Athletes Coaches & junior athletes Parents	June

		Do not congregate before or after training, return home. Inform coach of any injury / illness				
Personal Responsibilities	Athletes	Clothing should suit the conditions. Reflective tops should be mandatory off track, especially during winters months and off road. Ensure you have enough food and hydration for the session in advance. Wear the correct footwear, advice can be given by the coach.	Keep up to date with national guidance and EA information	Low	Athletes Coaches & junior athletes Parents	Ongoing
Abuse Collisions Injury and illness	Athletes, Coaches and general public	To avoid coach or athletes receiving verbal abuse from public; ○ Be polite ○ Avoid conflict ○ Avoid peak times ○ Move out of the way of pedestrians  Ensure there is sufficient room for the number of athletes and make them aware of other people near the training area.  Always remind young athletes to look for changes, like uneven ground, potholes, slippery ground, mud, street furniture, debris, bins, or rubbish bags  Junior coaches to agree clear meeting and collection point with parents. Report any injury or illness to parents.	If any incidents or accidents occur coaches to complete appropriate report form and submit to Committee.	Low - Medium	Athletes Coaches & junior athletes Parents	On going
Abduction and disappearance	Athletes	Coaches to take a register at the start and end of session to record all athletes. Coaches must; ○ Ratio: Keep to 1 coach to 10 athletes, or 2 coaches and 20 athletes if wide varied	If any issues occur complete an incident form and submit to relevant committee member.  Junior athletes consider taking mobile phone if running alone and off road.	Low	Athletes Coaches & junior athletes Parent	Ongoing

		<p>of abilities in group or possibility of losing visibility of all athletes.</p> <ul style="list-style-type: none"> <li>○ Should always keep junior athletes in view.</li> <li>○ Set clear meeting and re-grouping areas</li> <li>○ Show / share route maps</li> <li>○ Athletes to run in pairs or groups of no more than 10 with coach 6 without coach. U13 should run with an adult.</li> <li>○ Juniors to use familiar routes</li> <li>○ Any new athletes should be shown routes [1:1]</li> <li>○ Advise junior runners not to speak with unknown members of the public</li> </ul>				
<b>Other</b>						
Equipment	Athlete and Coaches	<p>Coaches to ensure any use of equipment is restricted to one athlete while being used and that thorough cleaning is carried out prior to and after any training session.</p> <p>Particularly objects and surfaces that are touched regularly particularly in areas of high use.</p> <p>Any shared equipment MUST be cleaned before and after use after use, disposable gloves to be used when cleaning</p>	Refer to track risk assessment for specific athletics equipment and the USN Arena assessment for facilities with the building	Low	Coaches	Ongoing
Environment, paths, trails, road and fells	Athletes, Coaches and general public	<p>Brief all athletes to be aware that the public take priority on the paths and trails and must be safely avoided.</p> <p>Make all athletes aware of hazards that could cause slips, trips and falls, including tree roots, uneven surfaces, stones, and street furniture etc.</p>	<p>The Club has put in a temporary measure to suspend fell training for juniors during the Covid 19 Pandemic. To avoid putting the emergency service under any further strain.</p> <p>All athletes should also consider the recent fires on the moorland</p>	Low – medium	Athletes & junior athletes Coaches & Parent	Ongoing

		Coaches and athletes aiming to access trails and fells or public spaces a long way from assistance and emergency services <u>must</u> make themselves aware of any local guidance/considerations prior to travel/training. Consideration of whether the activity could add to pressure on emergency services should be taken				
Traffic/road Crossings Cars	All traffic, including other members of the public, runners, cyclists, crossing traffic	Use all crossings provided as a prudent pedestrian. <ul style="list-style-type: none"> <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> Ensure group procedure for regrouping at crossings is reiterated weekly		Low	Athletes & Coaches	
Weather	Athletes & Coaches	Weather reports should be checked leading up to and on the day of session.  Athletes to be given advice on clothing, fluid intake and sunscreen, as needed.  Cancellation to be considered if ice, snow or lightning are likely. Carefully monitor participants for difficulties	Coaches to consider variations in weather making it too cold, wet, hot or slippery or run the sessions.  Abandon run and return to centre if conditions deteriorate	Low – medium	Athletes & Coaches & junior athletes Parents	Ongoing
Animals	Athletes & Coaches	Ensure athlete keep aware of and alert to things around them.  Coaches to be aware of any fears and phobias in your group – and take them seriously  Respect other street users  Follow the Countryside Code when on farmland		Low	Athletes & Coaches & junior athletes Parents	Ongoing

Members of Public	Athletes & Coaches	Brief all athletes to be aware that public take priority on the paths and trails and must be safely avoided. Ensure athletes are respectful of other road users. Avoid areas known to be unsuitable and peak time.	Local knowledge is helpful, listen to people who may be well informed	Low	Athletes Coaches & junior athletes Parents	Ongoing
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<b>Completed by Gemma Stokes, Junior Coordinator</b>	<b>Signed:</b> 	<b>Date 04<sup>th</sup> Dec 2020</b>
<b>Signed Off: Glynne Lever, Chair</b>	<b>Signed: Glynne Lever</b>	<b>Date 04<sup>th</sup> Dec 2020</b>

**To be reviewed in line with changes in Government policy or 31<sup>st</sup> Jan 2021 or earlier if feedback received from National Governing Body.**