



NEWCASTLE FRONTRUNNERS

Health and Safety Policy

Version 1.0 March 2022

1. Background to this Policy

Newcastle Frontrunners (NFR) is a growing club with an increasingly active membership and a diverse programme of events. NFR take the health and safety of its members seriously.

The objective of this policy is to promote the health and safety of those who come into contact with NFR, through the operation of safe practices.

This policy applies to all club members, visitors or guests taking part in club training sessions. For the purpose of this policy, members, visitors and guests will be referred to as 'members'.

It is important that NFR members take responsibility for, and care of, their own health and safety.

2. Scope of this Health and Safety Policy

The scope of this Policy extends to the club's regular organised running and training sessions. It does not extend to social events, including those events taking place after training sessions.

This Policy is subordinate to any policy or procedures in place at venues used by NFR, for example, Gosforth Pool or Sport@Kenton. NFR members shall abide by any policy, rule or requirement of such venues.

This Policy does not apply to NFR members when taking part in or attending a race or other event not organised by NFR. NFR members shall abide by any, policy, rule or requirement of the organisers of that event or race.

3. Implementation and monitoring of Health and Safety Policy

- a. This policy shall be brought to the attention of all individuals when they become a member of NFR. The policy shall be deemed to have been agreed to by all members upon completion of a membership application.
- b. This policy shall be reviewed at least annually by the NFR Committee and be made available on the NFR website.
- c. The Committee shall undertake a Risk Assessment of all regular training sessions.
- d. The Risk Assessments shall be reviewed at least annually and made available as an appendix to this Policy.
- e. NFR members should report any health and safety issues that they may be aware of to the NFR Welfare Officers or any Committee Member; whereupon they will be reported to the Committee and acted upon as necessary and as soon as is reasonably practicable.
- f. NFR Members should report any incident or accident that they are involved in to the NFR Welfare Officers or any Committee Member; whereupon they will be reported to the Committee and acted upon as necessary and as soon as is reasonably practicable.
- g. The NFR Committee shall maintain a register of incidents/accidents. The Committee shall investigate any incident/accident deemed to be serious. The Committee shall report thereafter and take any action that may be considered necessary. Where necessary, specialist advice will be sought from expert bodies, for example, England Athletics, UK Athletics.
- h. Health and Safety matters shall be considered at each Committee Meeting.

In particular, the following matters shall be considered:

- i. Any reported incidents or accidents;
- ii. Any work or actions required to comply with the Risk Assessments;
- iii. Any other health and safety information received from UKA or any statutory body;
- iv. Any other relevant Health and Safety issue.

4. Members' Responsibilities and Duties

- a. Members should familiarise themselves with this Policy and the Risk Assessment Documents referred to. Members should follow the guidelines and the processes outlined in the Risk Assessment Documents.

- b. Before embarking on a training session, members shall be considered to have declared themselves medically fit and shall not hold NFR responsible for any incident occurring through a personal medical condition or injury.
- c. Before embarking on a training session, members should take part in the group briefing. Members should ensure the run Coach or Leader is made aware of any pre-existing injury or relevant Health and Safety issue.
- d. Members should ensure that they warm up and cool down adequately for any training session.
- e. Members should stay alert and be aware of their surroundings during training sessions.
- f. Members should follow the guidance of Coaches and Leaders when taking part in training sessions.
- g. Members should wear appropriate clothing and shoes during training sessions. Members should wear high visibility/reflective clothing when running during dusk or darkness. Headphones should not be worn during training sessions.
- h. When running in a group, members should start together and finish together. Members at the front of the group should 'loop' back at appropriate times to run with those at the rear of a group. If a member needs to leave a run early, they should let the group leaders know before doing so.
- i. Members should always exercise due care when crossing roads. Members should wait for traffic to pass when crossing roads.
- j. Members should run on a footpath or pavement where possible. Where there is no suitable footpath or where circumstances demand that they have to run on the road, members should always run facing the oncoming traffic or run on the left on bends where forward visibility to the right is limited.
- k. Members should take particular care when running in tight groups, up and down stairs or on uneven surfaces. Members should be aware of tripping hazards such as tree routes and slippery paths. Members should exercise care when running in snowy, icy or wet conditions.
- l. Members are encouraged to carry a mobile phone when running so that they can contact emergency services in an emergency situation.
- m. Members taking part in Strength and Conditioning sessions or other sessions requiring equipment, should at all times follow the guidance of Coaches and Leaders when using that equipment.

5. Appendices

a. Policy Revision History

b. Risk Assessments:

- **Monday Run Development**
- **Monday Indoor Strength and Conditioning**
- **Wednesday Rainbow Run**
- **Sunday Run**

Appendix A

Policy Revision History

<u>Version</u>	<u>Date of Issue</u>	<u>Summary of Changes</u>	<u>Date for Review</u>
1.0	March 2022	N/A - First Version	February 2023

Appendix B

Risk Assessments

Risk Assessment : Monday Rep Session

Date:	Assessed by:	Location :	Review :
August 2020	Allen Dickinson-Deane	Newcastle Quayside/Warwick St/Town Moor	August 2022

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
Proximity to other runners during coronavirus pandemic	Runners could catch the virus if too close to someone already carrying the virus.	<ul style="list-style-type: none"> All athletes on arrival to maintain 2m distance to other athletes at all times 	L	<ul style="list-style-type: none"> Remind athletes before starting run to maintain 2m distance at all times. 	L	Group leader	Ongoing	N/A
Running on roads	Runners could have a traffic accident if they are not aware of traffic on the roads.	<ul style="list-style-type: none"> Area of rep session is pedestrian only or quite road not heavily used at time of session. Runners briefed to be aware of traffic. If car approaches runners cease activity, or move to side of road 	M	<ul style="list-style-type: none"> Whenever option exists, session will take place on pedestrian area. 	M	N/A	N/A	N/A
Crossing roads	Runners may be injured if crossing roads without giving regard to traffic.	<ul style="list-style-type: none"> Roads always crossed at designated points if available. Where crossings not available care is taken to check in both directions before crossing. 	M	<ul style="list-style-type: none"> Runners briefed at start of every run to use designated crossing points where available, and take care to check in both directions if not. 	M	Group leader	Ongoing	N/A

Risk of trips and falls	Runners tripping on uneven pavements or potholes.	<ul style="list-style-type: none"> • Routes chosen for each run are suitable for the time of year (summer or winter) reflecting hours of daylight. • Runners advised to take care with their footing and to slow down if concerned. 	L	<ul style="list-style-type: none"> • N/A 	L	Group leader	N/A	N/A
Risk of slips	Runners slipping when muddy, wet, or icy.	<ul style="list-style-type: none"> • Runners are briefed to take care when run going through potentially slippery areas. • Runners advised to take care with their footing and to slow down if concerned. 	L	<ul style="list-style-type: none"> • N/A 	L	Group leader	N/A	N/A
Inexperienced/new runners getting lost	Any runner unfamiliar with routes	<ul style="list-style-type: none"> • All runners briefed at start of run to loop back when significantly ahead of group or at significant intersection. • Number of leaders in group reflect size of group, with, where possible, a minimum of two leaders per group. 	L	<ul style="list-style-type: none"> • N/A 	L	N/A	N/A	N/A
Touching gates or other public items during run	Contagion of virus if surface contaminated	<ul style="list-style-type: none"> • All runners reminded before session to bring alcoholic sanitiser. 	L	<ul style="list-style-type: none"> • Remind runners before and after run to use hand sanitiser. 	L	Group leader	Ongoing	N/A

Risk Assessment: Indoor S&C

Date:	Assessed by:	Location :	Review :
June 2021	Hannah Fitzpatrick	Sport@Kenton, Kenton	June 2023

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
Proximity to other participants during coronavirus pandemic	Members could catch the virus if too close to someone already carrying the virus	<ul style="list-style-type: none"> • Class size limited to 20 members to allow for 100sqft per person during the coronavirus pandemic • Members are asked not to attend if they have symptoms of the virus • Members asked to maintain social distancing of 2m before and after sessions • Members are reminded to wear masks indoors when not participating in exercise • Members are asked to bring their own mats, equipment and water bottles during the coronavirus pandemic • Members are asked to sign in to venue for Track and Trace purposes 	L	<ul style="list-style-type: none"> • Remind members during/before sessions to maintain 2m distance at all times • Remind members not to congregate in groups before/after sessions 	L	Committee Group Leaders / Coaches	Ongoing	N/A

		<ul style="list-style-type: none"> Members attending recorded by the club for Track and Trace purposes Members asked to wash hands / use hand sanitiser 						
Risk of Trips and Falls as a result of debris/hazards	Participants may be injured as a result of trips and falls	<ul style="list-style-type: none"> Coaches/ Leaders review room at the start of each session and clear any hazards 	L	<ul style="list-style-type: none"> Members briefed at the start of each session and made aware of any hazards Members' Belongings (e.g., bags/coats to be moved to the side before the session starts) 	L	Group Coaches/ Leaders	Ongoing	N/A
Risk of Injury because of failure to Warm Up	Participants may be injured as a result of failure to warm up	<ul style="list-style-type: none"> Sessions include exercises so that members can warm up, e.g., suitable stretches. 	L	N/A		Group Coaches/ Leaders	Ongoing	N/A
Risk of Injury during sessions as a result of poor technique	Participants may be injured as a result of poor technique for exercises	<ul style="list-style-type: none"> Sessions have a low participant to coach/Leader ratio Coach/ Leader monitors technique and corrects participants where appropriate Coach / Leader monitors appropriate equipment – i.e., ensure the participant is using a suitable weight / band 	L	<ul style="list-style-type: none"> N/A 	L	Group Coaches/ Leaders	Ongoing	N/A

Risk Assessment: Wednesday Run

Date:	Assessed by:	Location :	Review :
June 2020	Allen Dickinson-Deane	Mostly Gosforth, Jesmond, Heaton	June 2022

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
Proximity to other runners during coronavirus pandemic	Runners could catch the virus if too close to someone already carrying the virus.	<ul style="list-style-type: none"> All athletes on arrival to maintain 2m distance to other athletes at all times 	L	<ul style="list-style-type: none"> Remind athletes before starting run to maintain 2m distance at all times. 	L	Group leader	Ongoing	N/A
Crossing roads	Runners may be injured if crossing roads without giving regard to traffic.	<ul style="list-style-type: none"> Roads always crossed at designated points if available. Where crossings not available care is taken to check in both directions before crossing. 	M	<ul style="list-style-type: none"> Runners briefed at start of every run to use designated crossing points where available, and take care to check in both directions if not. 	M	Group leader	Ongoing	N/A
Risk of trips and falls	Runners tripping on uneven pavements.	<ul style="list-style-type: none"> Routes chosen for each run are suitable for the time of year (summer or winter) reflecting hours of daylight. Runners advised to take care with their footing and to slow down if concerned. 	L	<ul style="list-style-type: none"> N/A 	L	N/A	N/A	N/A

Risk of slips	Runners slipping when muddy, wet, or icy.	<ul style="list-style-type: none"> • Runners are briefed to take care when run going through potentially slippery areas. • Runners advised to take care with their footing and to slow down if concerned. 	L	<ul style="list-style-type: none"> • N/A 	L	Group leader	N/A	N/A
Inexperienced/new runners getting lost	Any runner unfamiliar with group running	<ul style="list-style-type: none"> • All runners briefed at start of run to loop back when significantly ahead of group or at significant intersection. • Number of leaders in group reflect size of group, with, where possible, a minimum of two leaders per group. 	L	<ul style="list-style-type: none"> • N/A 	L	Group leader	N/A	N/A
Touching gates or other public items during run	Contagion of virus if surface contaminated	<ul style="list-style-type: none"> • All runners reminded before session to bring alcoholic sanitiser. 	L	<ul style="list-style-type: none"> • Remind runners before and after run to use hand sanitiser. 	L	Group leader	Ongoing	N/A

Risk Assessment : Sunday Run

Date:	Assessed by:	Location :	Review :
October 2020	Allen Dickinson-Deane	Newcastle/Gateshead	October 2022

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
Proximity to other runners during coronavirus pandemic	Anyone could catch the virus if too close	<ul style="list-style-type: none"> All athletes on arrival to maintain 2m distance to other athletes at all times 	L	<ul style="list-style-type: none"> Remind athletes before starting run 	L	Group leader	Ongoing	N/A
Crossing roads	Runners may be injured if crossing roads without giving regard to traffic.	<ul style="list-style-type: none"> Roads always crossed as designated points if available. Where crossings not available care is taken to check in both directions before crossing. 	M	<ul style="list-style-type: none"> Runners briefed at start of every run. 	M	Group leader	Ongoing	N/A
Risk of trips and falls	Runners tripping on uneven pavements.	<ul style="list-style-type: none"> Routes chosen for each run are suitable for the time of year (summer or winter). Runners advised to take care with their footing and to slow down if concerned. 	L	<ul style="list-style-type: none"> N/A 	L	N/A	N/A	N/A

Risk of slips	Runners slipping when muddy, wet, or icy.	<ul style="list-style-type: none"> • Runners are briefed to take care when run going through potentially slippery areas. • Runners advised to take care with their footing and to slow down if concerned. 	L	<ul style="list-style-type: none"> • N/A 	L	N/A	N/A	N/A
Inexperienced/new runners getting lost	Any runner unfamiliar with group running	<ul style="list-style-type: none"> • Number of runners in each group counted at start and checked regularly on run. • All runners briefed at start of run to loop back when significantly ahead of group or at significant intersection to ensure no-one is lost from group. 	L	<ul style="list-style-type: none"> • N/A 	L	N/A	N/A	N/A
Touching gates or other public items during run	Contagion of virus if surface contaminated	<ul style="list-style-type: none"> • All runners reminded before session to bring alcoholic sanitiser. 	L	<ul style="list-style-type: none"> • Remind runners before and after run to use hand sanitiser. 	L	Group leader	N/A	N/A