**Health and Safety Guidelines for PACE Club Members**

**Club Responsibility:**

PACE Running Club aim to protect the health and safety of all members while they are engaged in Club training sessions or participating at organised Club Events. To support the Club and provide a safe and secure training environment for members, please read, and endorse the Health and Safety guidelines provided below.

**To ensure Health & Safety the Club will:**

* Endeavour to provide helpful guidance to members verbally during sessions and make the Health and Safety Guidelines available on the Club website
* Ensure that coaches have appropriate training to lead training sessions,
* Provide details of the Club coaches on the Club website
* Provide suitable facilities and equipment for Club training sessions and Club events including First Aid and Welfare facilities.
* Keep all events organised by the club under review and if necessary allocated members shall undertake and record risk assessments and Event Health and Safety Plans. All events shall be staged in accordance with the rules and guidelines stipulated by Athletics NI and their insurers.

**Member Responsibility:**

* All members must agree to abide by the Club’s Health & Safety Guidelines. The Guidance includes advice on weather, terrain, personal limitations and protecting your fellow Club members. As members you have a responsibility to do your best to prevent harm to yourselves, your running partners, or members of the public. As members you should acknowledge that you owe a duty of care to not wilfully injure yourselves or others by your negligent acts or omissions.

**Reporting:**

* The club relies on its members to report any problems encountered whilst running on training routes.  For example, dangerous obstacles, damaged pavements, tree roots, overhanging branches, posts, bollards, rubbish bins and bags, potholes, poor visibility etc.  Be considerate of other pavement users, and do not run-in cycle paths.

**Medical Conditions:**

* All members of the club declare themselves medically fit to run at their own risk and shall not hold the club responsible for any incident occurring through a personal medical condition or injury.  As appropriate, members should request regular check-ups with their General Practitioner.  Members with any medical conditions agree where appropriate to carry with them the relevant details of the condition and their name, address, and emergency phone number and contact details which is particularly relevant when road running.  Voluntary disclosure of medical conditions shall be the responsibility of the individual member or their carer in circumstances where they consider an individual risk assessment approach is required for their welfare.

**Appropriate Clothing:**

* Members should understand the necessity to wear appropriate clothing for the time of the year and appropriate trainers for variations in terrain.  When running in the dark members should take responsibility for making themselves highly visible by wearing bright clothing, preferably with fluorescent or reflective strips, and be aware that drivers may find it difficult to see you.

**Safety generally:**

* All club members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group, particularly new members. Consideration should be given to others, and common sense used. Members should make themselves aware of the advice available through internet searches and other sources on issues including diet, dehydration, appropriate clothing and the treatment of strains and injuries due to participation in the sport. Advice should be sought from experts and professional practitioners outside the running club as appropriate.

**Road Running Etiquette**

* The safety of participants while out on road runs is paramount. Coaches will assess each session for risks, including the ratio of LIRF/Coaches/Volunteers v participants, and the planned run route.
* There will be one suitable volunteer to 10 participants. The Club seeks to have a qualified Coach/qualified Leader in Running Fitness taking each session however, it is recognised that there may be occasions when this is not possible. In those circumstances, it is in order for an Assistant Coach or an Adult to lead the run, acting under the specific instruction of a qualified coach as long as all athletes are aged 18 or over. The session will be organised by a qualified Coach. First aid provision will be made available where possible and volunteers out on road runs will be versed on the steps to take in the event of an emergency.
* A group briefing will always take place before the start of any session to explain who the group leaders are, the route, stopping/meeting points, and any safety aspects. Participants should listen to the proposed route and endeavour to stay with the group as far as possible. The group leader will ensure a headcount is taken and that a tail runner has been assigned to ensure no-one gets left behind. Participants are obliged to tell the group leader if they are planning to veer from the planned route eg running to home rather than finishing the run. Upon returning to the start the group leader should check that everyone who started out has returned or is accounted for.
* Routes shall be planned to avoid unlit roads at night during hours of darkness.  Routes passing along roads without footpaths shall be avoided wherever possible and when this is not possible (on quiet roads) runners shall run to the right to face any oncoming traffic or to the left at bends where forward visibility to the right is limited.  Check your surroundings before crossing roads.  Use pedestrian crossings where available.
* Headphones should not be worn during a run.
* Runners should wear bright reflective clothing so they can easily be seen. Where possible busy roads and those with no pavements should be avoided.
* At least one in the group should carry a mobile phone in case of emergency.
* Faster runners please remember to regularly run to the back of your group for the slower runners or when directed by the leaders.
* Runners wanting a more challenging run should try the next group up you will get more from the session if you train with the correct group for your ability.
* Members are sometimes verbally harassed and occasionally threatened on a run. Be sensible and vigilant when you run, but don’t let insignificant taunting limit your freedom. The advice from Police is not to engage in any conversation but to call them on 101 or 999 if necessary.
* Dogs must not accompany any runner during a club or coach/leader led session that takes place on roads where interaction with traffic and pedestrians can create a risk.

**Track Running Etiquitte**

* Members must always run in an anti-clockwise direction during their warmup and session
* Faster members have preference in lanes 1-3 so if a faster runner or runners come up on the inside lanes and want to pass, they will shout ‘track’ on hearing this move to the outer lanes
* Never stand still on the track, especially the inside 2 lanes. Once you have finished move to the outside if it is safe to do so.
* Never wear headphones as this will stop you from hearing other users or safety announcements.
* Appropriate footwear must always be worn
* Footwear – cross country spikes or spikes over 7mm are not permitted on the track.
* Treat all track equipment with respect and do not drop litter. Keep your valuables safe

**First Aid:**

* Members shall familiarise themselves with any individuals who have a recognised emergency first aid qualification within the club.
* There is a defibrillator at the Forum Track. Club Coaches will be briefed on where it is and Coaches/LIRF’s will be trained on how to use it in the event of an emergency. PACE Running Club have a mobile defibrillator that will be available during off site Club events.

**Incidents:**

* Whenever reasonably possible, one member of the group should carry a mobile phone.  In the event of an incident, members should first check if anyone is injured and locate an emergency first aider (if available).  It is advisable for at least one member to stay with the injured person, who should not be moved unless their location is immediately life threatening.  If appropriate, emergency services should be contacted using 999.  Finally, a Group Leader should be informed as soon as is practically possible in order that relatives can be informed, and incident records made.

**Incident records:**

* Any incidents should be reported to a club committee member for future reference, and for making known to all club members when appropriate. Actual incidents involving any member, or third party shall be formally recorded with a committee member. A copy of the incident report form is attached below.

**Endorsement:**

* These guidelines are endorsed by all Committee Members and Club Members at Pace Running Club. The Guidelines will be reviewed, at least annually so that they remain accurate and reflect the Club values.

***PACE Running Club:***

ACCIDENT GUIDELINES

* Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
* Listen to what the injured person is saying.
* Alert the first aider who should take appropriate action for minor injuries.
* In the event of an injury requiring specialist treatment, call the emergency services.
* Deal with the rest of the group and ensure that they are adequately supervised.
* Do not move someone with major injuries. Wait for the emergency medics.
* Contact the injured person's next of kin/carer.
* Complete an accident report form.

INCIDENT GUIDELINES

* Record all incidents reported or observed on an Incident Form.
* Inform designated person ASAP.
* Consultation with Athletics NI Gateway team/ PSNI if required.
* Ensure confidentiality - only "need to know basis" (reference Clubs privacy statement)

**Template Accident Report Form**

|  |
| --- |
| ***Pace Running Club*** |
| **Coach in Attendance:** |  |
|  |
| **INJURED PARTY** |
| **Name:** |  |
| **Home address:** |  |

|  |
| --- |
| **ACCIDENT DETAILS** |
| **Form Completed By:** |  |
| **Date:** | **Exact Location:** |
| **Time:** | **Time Reported:** |
| **Reported by who:** |
| **Nature of Injury:** | **How accident happened:**Describe what activity was taking place, for example training/road running |
|  |
| **Name and contact details of witnesses** |  |
|  |
|  |
|  |
| **First Aid Involved?** | [ ]  **Yes [ ]  No** |
| **Were the following contacted:** | **Police** [ ]  **Ambulance [ ]**  |
| **Next of Kin Informed?****[ ]  Yes [ ]  No** | **By whom:** |
| **When:** |
| **Any further action to be taken?** |  |
|  |  |  |  |
| **Signature of Management Representative** |
| **Print name Position** |

All the above facts are a true record of the accident/incident.

Signed: Date:

Name:

(In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of Risk Assessment Form**.**

#### **General Guidance for Runners**

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#### **Road Running**

Always take instructions from the group Coach or Leader.

At night runs should take place in lighted areas and open roads should be avoided.

Runners should stay alert and be aware of their surroundings.

When crossing roads runners must always stop and wait for traffic to pass.

Runners should always be considerate of other road/pavement users especially the elderly and young children.

If you find yourself ahead of the group, please ‘loop back’ and join the rear of the group.  Most conveniently, and logically, this is best achieved at junctions in roads or paths.  Looping back ensures the group stays together and means everyone in the group is getting the best from their run.

#### **Off Road Running**

Always take instructions from the group Coach or Leader.

Off the road, a rough surface can present a problem as well as the weather, distance from road, other users including farm animals.

Wear trail shoes where possible to reduce the risk of slipping.

Pay particular attention to the surface you are running on lookout for tripping hazards such as tree routes, large stones, uneven and slippery paths, overhanging branches, and overgrown vegetation.

Always adhere to the countryside code and shut all gates etc.

#### **Running at Night**

Runners should wear bright, reflective clothing so they can easily be seen by drivers of vehicles. Wherever possible busy roads and those with no pavements should be avoided.

Be more aware of where you are putting your feet as hazards are not always easily spotted, such as slipping/tripping hazards, trees, roots, uneven pavements, and other runners.

Where a head torch in poorly lit areas which will light up both you and your path.

#### **Hot Weather**

Running in the heat poses all sort of problems dehydration being the main one. Signs of dehydration are persistent elevated pulse rate after finishing your run, and dark yellow urine. Thirst alone is not an adequate sign of dehydration.

When running if you become dizzy, nauseated, have dry skin or the chills… **STOP** the running and try to get a drink. If you feel no better, seek medical help.

#### **Cold Weather**

Ensure you wear the appropriate clothing to suit the conditions.

Try to wear a hat and gloves as these parts of the body play an important role in the regulation of body temperature. However, runners should avoid wearing too many layers of clothing as your body temperature will rise once you start running.

Be particularly careful when running in snowy, icy conditions and avoid running on open roads.