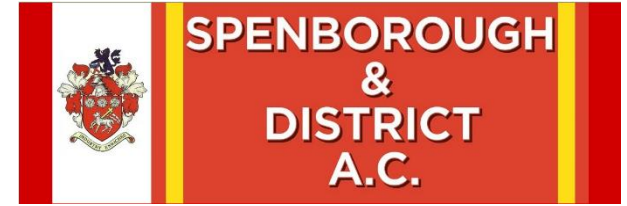


Training Session Risk Assessment



Spennborough & District A.C. may be referred to as Spenn AC in this document

An injury is the result of harm being caused by a potential hazard through the realization of risk.

Hazard and risk are present in our normal everyday lives. We experience them through such activities as crossing the road and driving a car.

HAZARD

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance. In athletics these would include the following:

Objects

A javelin, discus, shot, hammer, pole vault pole, high jump stands, hurdles, running track etc.

Activity

Running, jumping, throwing, walking etc.

Substance

Water in water jumps and in the form of rain, snow and ice.

RISK

Risk expresses the likelihood that the harm for a potential hazard being realised. Risks are normally categorized as low, medium or high. The principles of risk assessment are:

- a. Identify the hazard.
- b. Identify those who might be harmed and how.
- c. Evaluate the risk (low, medium or high) and decide whether there are existing precautions, if these are adequate or are more required.
- d. Record the findings.
- e. Review the assessment (at specified intervals) and revise if necessary.

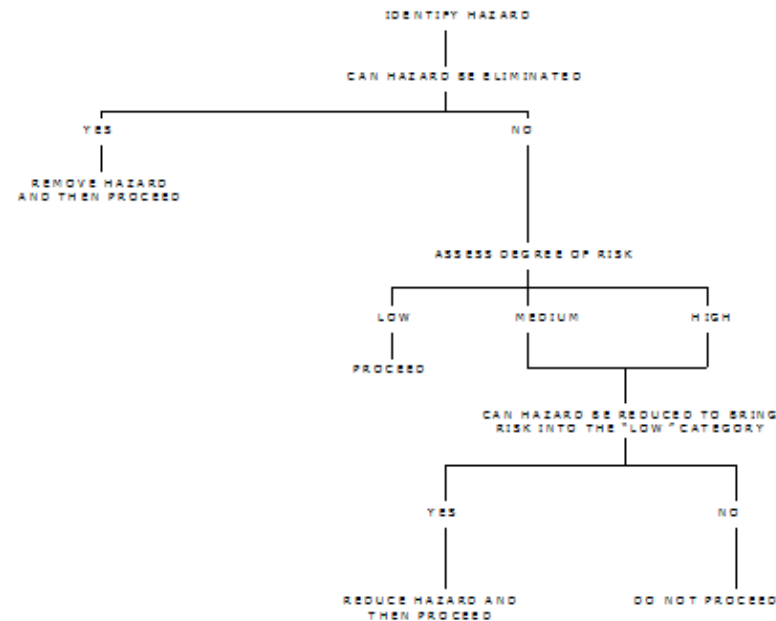
Some hazards have been identified above. They may be eliminated or reduced through design improvements, the use of safeguards e.g. hammer cages, the use of warning systems such as a horn during throwing events, the use of safe practices such as inspection of implements and adhering to local lane discipline during training. Even warming up exercises are safe practices which if not completed satisfactorily may result in injury to the athlete.

Those who might be harmed are the athlete themselves, fellow athletes awaiting their turn, officials such as judges, starters and marshals, team managers, coaches and spectators.

Some activities entail a higher risk than others i.e. technical events, such as throwing and jumping. These would pose a higher risk to the athlete than running events. Within the technical events throwing would pose a higher risk than the jumping events but within the jumping events, the pole vault poses a higher risk than the high jump.

Clearly the throwing events would pose a higher risk to others than the competing athlete, than the jumping events.

Prioritizing control of risks is by determining the relative importance of risk through deciding on the severity of the hazard and the likelihood of occurrence.



RESPONSIBILITY

The responsibility of ensuring safety in the development of the sport rests with everyone concerned. Athletes, coaches, officials, facility providers, ground staff, meeting organisers, spectators and the general public all have a duty of care to ensure that their actions do not affect the health, safety and welfare of themselves and others

Although the club is ultimately accountable for the way that it does business some of the accountability and responsibilities are within the remit of the Club Coach or Group Leader who is in charge of the session. The Group Leader can devolve some of the responsibilities to the athletes by means of a robust series of briefings prior to the commencement of the session; for example, in the case of running sessions, if the Club Coach or Group Leader has briefed athletes on the correct method of crossing public roads and that they are to run only on the pavement areas and keep off the road it is then the athletes responsibility to adhere to these instructions and if they don't comply the athlete becomes responsible for their own actions.

ACTIVITIES AND ASSOCIATED RISKS

The risk matrix for Spen AC activities is designed to be generic and encompass all of the clubs activities but there are some areas that are environment specific and these are covered below.

Coaches must be aware of these risks and how to avoid them:

Common

- No headsets or personal music players to be worn during training sessions.
- Do not coach in high traffic areas
- If possible, run against the traffic
- Follow the Highway Code when running on the roads
- Be aware of changing weather conditions and, if necessary, return to the club or call off the Session

The track is for your pleasure and recreational use and should be enjoyed by all who use it. It can also be a dangerous place if not used correctly. You are advised to observe the following rules for your own safety and the safety of others:-

1. Be considerate of other track users at all times for your and their safety.
2. The maximum spike length should not exceed 6mm on the track and 9mm on the field.
3. The two inside lanes are not to be used for training.
4. Warm up, warm down, joggers etc. should use the outside lanes and give way to “schedule” runners.
5. Spectators are not allowed in the arena when a training session is in progress.
6. The centre of the arena must never be crossed when “throwers” are around.
7. Athletes should run anti-clockwise around the track. If training requires athletes to run clockwise then this should be done with great care and never when the track is busy.
8. Keep off the track when not running and do not stand in a position on the inside of the track, which will impede track users.
9. When doing recovery walk round bends or walk backs do so on the grass and not on the track.
10. On hearing an athlete shout “**track**” from behind, do not stop suddenly but carry on your activity and do not make sudden lane movements. It is the responsibility of the faster runner who shouted the warning to plot a safe route around the outside of the slower athlete
11. Younger/inexperienced athletes must be supervised by a coach at all times.
12. Beware when crossing the track, look both ways and allow track athletes to run through. To force an athlete to stop suddenly could cause injury to the both of you.

13. Be considerate of other jumpers and throwers at all times for your and their safety.
14. Throw in the designated areas and directions only. Carry implements back – **DO NOT THROW THEM BACK**
15. Throws should be undertaken one at a time, and equipment should be retrieved all together at the same time.
16. Throwers – should your run up encroach onto the track then give priority to track runners.
17. Know the safety rules.

Road Running

Beware of:

- Cars
- Cyclists
- Pedestrians
- Animals
- Keep large groups off unpaved roads; especially if runners have different abilities

2.3 Off Road Running

- Uneven ground
- Potholes
- Slippery surfaces
- Debris
- Loose stones on pathways
- Ditches and streams

2.4 Cross Country Running

- Tree roots and other trip hazards
- Animals
- Overhanging branches

2.5 Running at Night

- Runs must take place in lit areas and on pavements
 - Check reflective / hi-visibility tops during darkness - September to April

3 RESPONSIBILITIES

Everyone has a responsibility for safety but some Club members have specific responsibilities which are detailed below.

3.1 Club Responsibilities

Spennings AC are responsible for ensuring that all Club Coaches and Group Leaders:

- Are trained by UK Athletics, or an equivalent recognised body
- Hold a current valid coaching license

Spennings AC training risk assessment page 5

- Are suitable for the group that they are leading
- Sessions are planned by a suitably qualified Coach
- Assistant Coaches or below cannot change a session without the direct permission of a Coach
- Coaches and Assistant Coaches are able to carry out an ongoing risk assessment
- Coaches and Assistant Coaches are fully aware of their responsibilities
- Club members are made aware of their individual responsibilities

3.2 Coach / Group Leader Responsibilities

A mobile telephone should be carried or available by at least one member of the group, preferably the Group Leader, to call for assistance if required.

3.2.1 Pre Session

- Check athletes' health / injuries
- Warm up the group sufficiently for the session

3.2.2 Running

- Check reflective / hi-visibility tops during darkness - September to April
- Warn participants of obstacles on route
- Reinforce responsibility for crossing roads
- Reiterate procedure for regrouping at crossings and when requested by the Group Leader

3.2.3 During Session

- Ongoing assessment of route by Group Leader, adapt if necessary
- Carefully monitor participants for difficulties
- If terrain unsuitable, snow, ice, lightning etc., abandon run and return to club house if conditions are deemed unsafe by the Group Leader

3.2.4 Post Session

- Cool down correctly after the session – including appropriate stretching
- Debrief participants
- Training points to be passed on to the coaches, if an Assistant Coach has led the group

3.3 Athletes Responsibilities

At Spen AC membership does not just cover those runners that are a member of UK Athletics. All members are expected to take responsibility for their own actions and safety

This does not absolve the club and coaches for ensuring that venues are assessed properly and are deemed safe by a risk assessment to ensure the risk is at a level that is at least ALARP for this type of activity.

Athletes must ensure that the Group Leader is aware if they:

- Have an injury or medical condition, either before the start of the session or during
- Leave the group for any reason during the session
- Notice any hazards or incidents that may have an impact on them or other athletes during the session

There are some situations that require the Group Leader to take responsibility for some individuals and all Group Leaders must be aware of these situations.

4 INJURY POLICY

If a participant is injured then, dependent upon the session type and type and severity of injury, either:

- They watch the session until it is complete, or
 - They return to the clubhouse in the company of a Group Leader, not involved in monitoring the session, or other participant, or
 - If required, an ambulance is called and at least two people stay with them until the ambulance has arrived and they have been informed they are no longer required
- The Group Leader in charge of the session is responsible for ensuring the correct form is filled out to ensure all the details of the incident have been recorded correctly, including any witness statements.

The details must be passed to a member of the committee to ensure all actions have been carried out. This is a requirement for the following reasons:

- To ensure a hazard is identified correctly and any trends identified, i.e. an unsafe route where a number of athletes have tripped over
- For legal reasons if the injured party opts to report the club or Group Leader for damages regarding the injuries sustained
- If the injured party has long term or subsequent health problems that are a result of the accident

For any accident that is reportable to them UKA has procedures and an accident reporting form available on its website at:

- <http://coaching.uka.org.uk/coaching/health-and-safety-information-for-uka-coaches>

The people remaining should be of the same sex as the injured athlete

CONCLUSION

Failures of control are assessed through monitoring systems requiring the thorough investigation of any accidents, illness or incidents to identify the underlying causes and implications. Commitment to continuous improvement involves the constant development of policies and approaches towards implementation and risk control procedures.

Risk assessment is only successful if it involves the people who 'own' the activities and responsibilities; therefore there is a need for athletes, coaches and judges to be involved in the risk assessment process. Having people get involved with the process means that they are more likely to adopt the safe practices i.e. own them.

People who are to undertake reviews of facilities and equipment and who are involved in the management of such, also need to be adequately trained in risk assessment in order for them to be adequately carried out and safe practice systems to be brought in where required.

Click to download [UK Athletics Approved Code of Practice Document](#). From UK athletics web site

Spenborough and District Athletics club	Location: Princess Mary Track Cleckheaton	Assessed by:	Date of Assessment:	Ref No:
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Likelihood Rating (L)		Severity Rating (S)		Risk Rating (R)	
Almost certain	5	Fatality, disabling injury	5	Intolerable Risk	15-25
Very Likely	4	Major or Disabling injury	4	Substantial Risk	12-14
Likely	3	3 day injury or illness	3	Moderate Risk	8-10
Unlikely	2	minor injury or illness	2	Tolerable Risk	4-6
Very unlikely	1	first aid injury or illness	1	Trivial Risk	0-3
Zero to very low	0	no injury or illness	0		

Main hazards/associated risks:

Ref No	Hazard/Risk	Who is at risk? Consider: KAL Employees, Trainees, Contractors, Athlete, coaches, officials, Children/Pupils, Visitors / Members of the Public	Control Measures	Likelihood	Severity	Risk Rating
1	Long Jump / Triple Jump / Competitions / Training • Injury due to compacted	Athlete, coach	Boards to be checked for fit and adjusted as required. Correct sand used, Sand pits are dug over well before use, landing area edges rounded, rakes stored away from the pit, regular checks, athletes supervised by trained	1	4	4



	sand <ul style="list-style-type: none"> • Collision with concrete edging • Tripping over rakes • Inappropriate behaviour 		coaches/officials			
2	Discuss Throwing – Competition and training <ul style="list-style-type: none"> • Slips, trips ,falls • Unsafe Practices • Unauthorised Access • Improper Use • Unsafe Supervision 	Athlete, coach	Circle to be brushed prior to use Rope off section of field, check cage netting for holes/damage. Access controls in place. Safety Sector, Normal Operating Plan (NOP)/ Emergency action plan (EAP), Equipment Check, Qualified Coaches/Officials, UKA Code of Practice, Track Rules, Control of Admission, and Maintenance of cage / Equipment. Grass area aware of rutted areas, divots	2	5	10
3	Throwing Safety Sectors – Competition and Training Slips, Trips, Unsafe Practices, Unauthorised Access, Improper Use, Unsafe Supervision	Athlete, coach	Circles/runways to be brushed prior to use. Rope off section of field, check cage netting for holes/damage. Access controls in place. Safety Sector, Normal Operating Procedures and emergency action plan NOP/EAP, Equipment Check, Qualified Coaches/Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of cage / Equipment. Grass area aware of rutted areas, divots. All equipment should only be collected when all athletes have thrown.	2	5	10
4	Hammer Throwing – Competition and Training	Athlete, coach	Circle to be brushed prior to use. Rope off section of field, check cage netting for holes/damage. Access controls in place. Safety Sector, NOP/EAP, Staff training, Equipment Check, Qualified Coaches/Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of cage / Equipment. Grass area aware of rutted areas, divots	2	5	10
5	High Jumping – Competition and Training Strain, crush, impact, Slips, Trips, Unsafe Practices, Unauthorised Access, Improper Use, Unsafe	Athlete, coach	Run up area to be checked for obstructions and kept clear, bed and other equipment to be checked in correct position and fit for use. Pads and matting to be used for training to cover 2m area. Safety Sector, NOP/EAP, Staff Training, Equipment Checked, qualified coaches / Officials, UKA Code	2	4	8

	Supervision		of Practice, Track Rules, Control of Admission, Maintenance of high jump area / equipment, correct equipment set up			
6	Hurdles- Competition and Training Slip – fall / crush / strain	Athlete, coach	Hurdle height to be set suitable to session and age group. Brief athlete each session on correct way hurdles to be set and crossed. Safety Sector, NOP/EAP, Staff Training, Equipment Checked, qualified coaches / Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of hurdles equipment, correct equipment set up. Track hurdles trolley to be loaded with no more than 35 hurdles at one time. Two people to unload hurdles from trolley at all times. No one to stand / sit on trolley platform whilst tractor in motion. Hurdles trolley to be use by KAL staff only.	2	3	6
7	Javelin Throwing – Competition and Training Slips, Trips, Unsafe Practices, Unauthorised Access, Improper Use, Unsafe Supervision	Athlete, coach	Runways to be brushed prior to use. Rope off section of field, check cage netting for holes/damage. Access controls in place. Grass area aware of rutted areas, divots. Safety Sector, NOP/EAP, Staff Training, Equipment Checked, qualified coaches / Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of throwing area / equipment, correct equipment set up	2	4	8
8	Pole Vault Competition and Training Impact, collision, fall	Athlete, coach	Pads and matting to be inspected before use, extra padding on uprights/ posts to be considered. Safety Sector, NOP/EAP, Staff Training, Equipment Checked, qualified coaches / Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of Pole Vault area/ equipment, correct, equipment set up.	2	4	8
9	Shot Putt – Competition and Training Slips, Trips, Unsafe Practices, Unauthorised Access, Improper Use,	Athlete, coach	Circle to be brushed prior to use. Rope off section of field, be aware of rutted areas. Check equipment is fit for use and in line with age group specification. Safety Sector, NOP/EAP, Staff Training, Equipment Checked, qualified coaches /	2	4	8

	Unsafe Supervision		Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of Shot Putt area/ equipment, correct, equipment set.			
10	Setting up starting Blocks Slips, trips, strains, collision	Athlete, coach	Safety Sector, NOP/EAP, Staff Training, Equipment Checked, qualified coaches / Officials, UKA Code of Practice, Track Rules, Control of Admission, Maintenance of starting Blocks area/ equipment, correct, equipment set.	1	4	4
11	Storage of sports equipment Slips, trips, collision, crush	Athlete, coach	Under 18's under supervision.	1	4	4
12	Raking for long jump/ Triple jump pits Injury to staff, officials, coaches and athletes	Athlete, coach	Rakes stored away from pit, regular checks	1	4	4
13	Storage of sports equipment inside Slips, trips, collision, crush	Athlete, coach	Under 18's under supervision.	1	4	4
14	Hammer cage and Doors – injury due to poorly maintained cage, injury due to inappropriate use,	Athlete, coach	Visual Inspections pre and post event / session, faults to be reported to KAL, Only used by qualified persons, UKA code of practice	1	4	4
15	Storage of sports equipment – Hurdles. Slips, trips, strains, collision	Athlete, coach	Under 18's under supervision.	1	4	4
16	Starting Pistols – Noise, Misfire, Injury to user and participants, Misuse.	Athlete, coach, official	Qualified officials only to use starting pistols Instructors to fire at the floor or up in the air with a straight arm.	1	4	4
17	Tractor	Staff, Customers		1	3	3

			KAL member of staff only to use tractor. Tractor to have regular annual service with qualified technician			
18	Fire Evacuation	Athlete, coach, KAL staff, members of the public	Clear routes, member of public, athletes, coaches and officials there at all times during an event, siren, visual aids	1	4	4
19	Cross country and road running. Please refer to Associated activities section above. Slips, trips, fall, collision	Staff, Customers	Course to be mark out and marshals/coaches placed around the course. Make all athletes, competitors and official aware of Tree roots and other trip hazards, possible animal intervention, over hanging branches and ground conditions. Road runs, please read associated activities section above for guidance. Please note UKA Code of Practice, to be adhered to.	2	5	10

Personal Protective Equipment: (please select PPE Symbols and insert into the below boxes)

		Steel toe capped boots	Hi Visual jackets	Sun tan cream	Bump caps			
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Related Assessments:

Assessment Type	Assessment Ref

Action Plan:

Action	Person Responsible	Expected Completion Date

Conclusions:

If the above recommendations are followed then risks can be minimised.

A safety Method Statement can be used as part of this risk assessment which can be used to assist with training and when monitoring work activities.

Review Date:

Next Review Date:

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed):

Dated:

Manager (Signed):

Dated:

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control

Measures are complied with, are practical and adhered to.

Please document that this information has been provided