

Risk Assessment Form

Establishment: LANGPORT RUNNERS	Assessment Ref:	Date: 16/08/2020
Club Night and Venue: Wednesday's – Langport Sports and Social Club	Assessment Type <i>(Note 1) tick as appropriate</i>	
	Specific <input checked="" type="checkbox"/>	Generic <input type="checkbox"/>

Activity/Process: Running During COVID-19 Pandemic	Who is at risk:
	All Members attending club night
	General Public using the same areas

Ref	Hazard	RA Required
1	CLUB RUN	Yes
2	VENUE	Yes
3	ORGANISING OF GROUPS/SIZE	Yes
4	ROUTES	Yes
5	EQUIPMENT	Yes
6	INJURIES	Yes
7		
8		
9		
10		
11		
12		

Likelihood		Risk Matrix			
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High	
Occasional occurrence.	2	2 Low	4 Med	6 High	
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med	
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.	
Hazard Ref	RISK Associated with Hazard (How people may be harmed – type of injury or ill health)	Control Measures (Note 2)		Risk Rating	Review frequency (Note 3)
1. Coming together as a Club	Multiple exposure to Covid-19 in a large group with individuals from different households, risking illness/severe illness/major illness	<ol style="list-style-type: none"> 1 ANYONE displaying or thought to be displaying or may believe they are displaying/carrying the Covid-19 virus MUST stay away from the club and self-isolate following Government guidelines. 2 ANYONE displaying symptoms in the week following a club run WILL inform the Club Chairman, Peter Porter, and the Membership Co-ordinator, John Howard, immediately. The Membership Coordinator will then contact the NHS following the track and trace system. 		1-3	After initial 1 month, frequency to be agreed thereafter.
2. Venue - Club House	Exposure to Covid-19 - cross-contamination due to enclosed space and large number of people gathering, risking causing illness/severe illness/major illness.	<ol style="list-style-type: none"> 1 Club House remains out of bounds until further notice 2 Runners to gather in the car park no earlier than 18.55hrs maintaining social distance of at least 1 metre and to be wearing a face covering (buff; mask) These can be removed once the run has begun. 3 If you arrive earlier than 18.55hrs please remain in your vehicle until this time. 4 On completion of runs, individuals are encouraged to move on as quickly as possible; however, if remaining in the area, please wear a face covering and maintain social distance of at least 1 metre. 		1-3	After initial 1 month, frequency to be agreed thereafter.
3. Organising of runs and Groups	Increased risk of contamination between individuals whilst gathering prior to run organisation.	<ol style="list-style-type: none"> 1 Run leaders, on arrival to running club, are to make themselves known to the Run Co-ordinator for the evening (ie the Chair, Ladies/Mens Captain, or other), informing them of their planned route. NB: The planned run should not take any longer than 1 hour. 2 Run leaders will ensure they have a mobile phone and emergency first aid bag with them and space themselves around the car park, thereby enabling runners to join them when instructed. (reducing time and confusion). 3 The Run Coordinator (Chair, Captain or other Co-ordinator) will organise/give direction to club members promptly at 19.00hrs, informing them of the different groups and enforcing a maximum of 8 runners per group. 		1-3	After initial 1 month, frequency to be agreed thereafter.

		<ol style="list-style-type: none"> 4 Runners to choose an appropriate group quickly and sensibly, whilst maintaining at least 1 metre distancing, and leaders to ensure they have no more than 7 runners in their group. 5 The Run Co-ordinator will lead any excess of runners that have not joined a group - if this is more than 8, another volunteer will be asked to take a group on a route already familiar to them. 6 The Run Coordinator should enter on the Covid Tracing List the name of each Run Leader, then the Run Coordinator should mark the Group number against each member of that group. Once complete, the Run Coordinator should then take a photo of the sheet and email to covid19tracker@langportrunners.co.uk by the end of Wednesday evening for track and trace purposes. 		
4. Routes (narrow paths; stiles; gates)	Cross contamination through handling of gates and stiles, risk of infection to others using narrow paths, illness/severe illness	<ol style="list-style-type: none"> 1 Runners to take responsibility and always aim to maintain 2 metres social distancing whilst running. 2 Individuals runners must carry a face covering (mask or buff) whilst out on the run, having it easily accessible to use in circumstances which make 2 metres social distancing difficult to maintain, eg when passing other members of the general public along narrow paths/spaces. 3 Routes with stiles and gates to be avoided as far as possible, group leader to plan routes carefully prior to leading the run. 4 If the route does include gates and/or stiles, then all runners should sanitise hands as soon as possible after running. 5 Group leader may choose to nominate one person to open and close gates; the nominated person should maintain this role throughout the run if possible, cleaning hands with sanitiser at regular intervals. 	1-3	After initial 1 month, frequency to be agreed thereafter.
5. Equipment	Cross contamination through multiple use, illness/severe illness	<ol style="list-style-type: none"> 1 Individuals to bring and use own drinking containers. 2 Own face coverings to be brought with you to club 3 Group Leaders will have emergency bags that will be carried during the run. (contents: hand gel, first aid kit, face masks, antiseptic wipes, disposable gloves). 4 On completion of run, Leaders will retain the emergency first aid kit and keep for next run. 	1-3	After initial 1 month, frequency to be agreed thereafter.
6. Injuries	Cross infection/contamination to individuals whilst dealing with injury causing illness/severe illness	<ol style="list-style-type: none"> 1 First Aid kit to contain surgical face coverings and disposable gloves, run Leaders to check on receipt of pack. 2 Only ONE member of the group must deal with injured person moving into proximity whilst wearing face covering and disposable gloves. 3 Other members of the group must maintain social distancing. Call for assistance if required, using own phone. 	1-3	After initial 1 month, frequency to be agreed thereafter.

Assessor		Counter Assessor (Note 4)				Overall Risk Rating (highest risk)
Name:	Jane Brookhouse	Name:	Peter Porter			MEDIUM
Position in club:	Committee Member	Position in club:	Committee Member			
Post:	Welfare Officer	Post:	Chairman			
Assessment Review (Note 3 and 4)						
Date:		Date:		Date:		Date:
Name:		Name:		Name:		Name:

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Counter signers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Only a reference or simple description of the control measures is required.
- 3 Risk Assessments will be reviewed:
 - at a frequency proportional to the risk (e.g. high risk – 6 monthlies; medium risk – annually; low risk – every 2 years)
 - where required by local instructions/procedures.
 - if there is reason to doubt the effectiveness of the assessment.
 - following an accident or near miss.
- 4 Counter signers are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Severity			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
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Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review regularly or if there are any changes.