

Incident Handling Procedure

Version 1 | 23/08/2022

This procedure aims to support run leaders and support runners when dealing with personal injury, damage to property and challenging behaviour.

Dealing with an injured or ailing party

Care for an injured or ailing party takes priority over all other factors - except personal safety and the safety of the rest of the group.

In the event a runner falls ill or is injured during a run the Run Leader is to establish the nature of the injury/illness and if there are any medically qualified people in the group. If medical assistance is available, then the Run Leaders role is to offer support and make the required phone calls.

In the event the best qualified person available is the first aid trained Run Leader the Run Leader will request the assistance of another member of the team to contact the ailing runner’s emergency contact or the emergency services. If there is any doubt as to the wellbeing of a runner an ambulance should be called. Members of the group should be despatched to guide the emergency services / emergency contact to the incident point while first aid is administered.

If it is possible to get the injured party to the roadside, then this should be undertaken. If there is any doubt, the injured party should not be moved other than placing in the recovery position where spinal injury is not suspected.

Once the injury/ailment has been stabilised photos or video should be taken of any relevant factors which may assist with the investigation following the event. The dignity of the injured party should be respected at all points of the process.

Members of the group who are not involved in guiding the emergency contact/services or administering first aid should be encouraged to make their way back to base preferably with the support of a fellow Run Leader or responsible person.

Should an injury result following a runner coming into contact with a vehicle contact details should be exchanged and if there is any suspicion drugs or alcohol is a factor the police should be called.

Once the casualty is on their way home or with the emergency services the Club Chair should be contacted and advised of the incident.

The incident must be reported at the earliest opportunity via the England Athletics website:

www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/

Note that the form requires contact details of the injured party and the reporting person.

Damage to property

Where damage to third party property occurs as a direct result of the activity of Market Drayton Running club the Run Leader should take details of how the damage occurred along with video or photographic evidence and report the matter to the Club Chair.

If the damage is to gates or fencing, then some attempt at repairs to prevent the escape of enclosed animals will be required and the owner of the property will need to be informed as soon as practicable.

Challenging behaviour

Within the context of leading a group run challenging behaviour can include: aggression, destructiveness, and disruptiveness. Disruption could include refusing to follow safety instructions or being unwilling (as opposed to unable) to run.

 If the behaviour puts the individual or anyone else at risk or is causing distress within the group, then Run Leaders should calmly intervene:

* Liaise with a back-marker and/or other supportive runner to agree what is practical;
* Two supportive runners can escort the individual back to base whilst the Run Leader completes the planned route with the rest of the group.
* Do not allow yourself or any other participant to be isolated with any individual demonstrating challenging behaviour.
* If a second Run Leader is available, they could continue the planned route and you and a support runner could escort the individual back to base.
* Ultimately, if the individual refuses to co-operate and appears capable of looking after themselves, the Run Leader should ask them to leave the group.

All such events should be reported to the Club Chair and, where appropriate, to the club Welfare Officer as soon as practicable.