



Runspire Together

Health and Safety Policy

Policy Name: Health and Safety Policy

Organisation: Runspire Together

Effective Date: 12th February 2026

Review Date: 12th February 2027

Approved by: Board of Trustees

1. Policy Statement

Runspire Together is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all participants, volunteers, trustees, instructors, contractors, and members of the public who may be affected by our activities.

This policy is written in accordance with the:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Occupiers' Liability Act 1957 and 1984
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Equality Act 2010

As a not-for-profit community organisation delivering running, walking, Nordic walking and wellbeing sessions across Nottinghamshire and Derbyshire, we recognise our responsibility to provide safe, inclusive and supportive environments in line with our organisational values.

2. Scope

This policy applies to:

- All trustees
- Employees (if applicable)



- Volunteers and run leaders
- Nordic walking instructors
- Walk leaders
- Session assistants
- Participants
- Contractors and third parties
- Events and community activities delivered by Runspire Together

It covers all organised activities including:

- Couch to 5K programmes
- Social runs and walks
- Nordic walking sessions
- Runspire Ready progression sessions
- One-off events (e.g., community fun runs)

3. Responsibilities

3.1 Board of Trustees

The Board of Trustees has overall responsibility for:

- Ensuring legal compliance with UK health and safety legislation
- Reviewing this policy annually
- Ensuring appropriate insurance cover is in place
- Ensuring risk assessments are completed and reviewed
- Supporting a culture of safety and wellbeing



3.2 Health & Safety Lead (Appointed Trustee or Designated Person)

Responsible for:

- Coordinating risk assessments
 - Reviewing incident reports
 - Ensuring RIDDOR reporting where required
 - Monitoring compliance
 - Advising leaders on safety matters
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3.3 Run Leaders, Walk Leaders & Instructors

Leaders must:

- Conduct and review dynamic risk assessments before and during sessions
- Assess weather conditions and environmental hazards
- Ensure routes are suitable for group ability
- Hold valid first aid certification where required
- Carry basic first aid equipment during sessions
- Ensure emergency contact details are accessible
- Deliver safety briefings at the start of sessions
- Report all incidents and near misses promptly

Leaders have the authority to cancel or modify sessions if conditions present unacceptable risk (e.g., severe weather, ice, lightning).

3.4 Volunteers

Volunteers must:

- Follow safety instructions



- Act responsibly and within their competence
 - Report hazards or concerns immediately
 - Support leaders in maintaining group safety
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3.5 Participants

Participants are responsible for:

- Declaring relevant medical conditions
- Informing leaders of changes to their health
- Wearing suitable clothing and footwear
- Following safety instructions
- Taking reasonable care of their own health and safety

Participants take part at their own risk but this does not remove Runspire Together's legal duties of care.

4. Risk Assessments

Runspire Together will:

- Complete written risk assessments for regular session venues
- Conduct event-specific risk assessments for large community events
- Review assessments annually or following incidents
- Implement control measures proportionate to risk

Dynamic risk assessments will be undertaken before each session to account for:

- Weather conditions
- Lighting levels

- Surface conditions
 - Group ability
 - Public events or unexpected hazards
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5. Emergency Procedures

5.1 Medical Emergencies

In the event of a serious injury or medical emergency:

1. Stop the session safely
 2. Assess the casualty
 3. Administer first aid
 4. Call emergency services (999) if required
 5. Record the incident
 6. Notify trustees
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5.2 Severe Weather

Sessions may be cancelled or modified in cases of:

- Lightning
- Extreme heat
- Ice
- Flooding
- High winds

Participant safety will always take priority over session delivery.



6. Accident Reporting & RIDDOR

All accidents, incidents and near misses must be recorded using the Runspire Together Incident Report Form.

The organisation will report incidents to the Health and Safety Executive (HSE) under RIDDOR where legally required, including:

- Serious injuries
- Hospitalisation
- Dangerous occurrences
- Work-related fatalities

Records will be retained in line with legal and insurance requirements.

7. Safeguarding

Where activities involve children or vulnerable adults, Runspire Together will follow its Safeguarding Policy in line with:

- Children Act 1989 and 2004
- Care Act 2014

Appropriate DBS checks will be carried out where required.

8. Insurance

Runspire Together maintains:

- Public Liability Insurance
- Employers' Liability Insurance (if applicable)
- Professional Indemnity Insurance (where required)

Insurance certificates are held by trustees.



9. Equipment Safety

Runspire Together will:

- Maintain and regularly inspect equipment (e.g., Nordic walking poles, first aid kits)
- Remove defective equipment from use
- Ensure safe storage and transport

Participants are responsible for the safe use of personal equipment.

10. Equality and Inclusion

Health and safety procedures will not unfairly discriminate against any individual. Reasonable adjustments will be made in line with the Equality Act 2010 to ensure safe participation wherever possible.

11. Training

Runspire Together will:

- Provide appropriate induction for volunteers
 - Encourage leaders to hold recognised qualifications
 - Maintain up-to-date first aid training
 - Provide guidance on dynamic risk assessment
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12. Monitoring and Review

This policy will be:

- Reviewed annually
- Reviewed following significant incidents
- Updated in line with legislative changes