



Runspire Together

Incident Reporting and Emergency Response Policy

Policy Title: Incident Reporting and Emergency Response Policy

Organisation: Runspire Together

Effective Date: 9th April 2024

1. Purpose

Runspire Together is committed to providing a safe, inclusive, and supportive environment for all participants, volunteers, and leaders.

This policy sets out the procedures to follow in the event of an incident, accident, injury, near-miss, safeguarding concern, or emergency during any Runspire Together session or event.

This policy aligns with relevant UK legislation including:

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - Data Protection Act 2018 and UK GDPR
 - Equality Act 2010
 - Safeguarding legislation (Children Act 1989 & 2004; Care Act 2014)
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2. Emergency Contact Information

All participants must provide:

- Emergency contact details
- Relevant medical information
- Consent to emergency treatment



This information will:

- Be stored securely in line with the Data Protection Act 2018 and UK GDPR
- Only be accessed where necessary in the event of an emergency
- Not be shared without lawful basis

Participants are responsible for ensuring their information is accurate and up to date.

3. Responsibilities

3.1 CEO & Trustees

Trustees have overall responsibility for ensuring:

- Appropriate risk assessments are carried out
 - Adequate insurance cover is in place
 - Incident records are maintained
 - RIDDOR reporting is completed where required
 - Volunteers receive appropriate training
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3.2 Run Leaders / Walk Leaders / Nordic Walking Instructors

Session leaders must:

- Conduct and follow documented risk assessments
- Assess route safety and environmental conditions
- Monitor weather conditions and adjust sessions where necessary
- Hold appropriate first aid training (minimum Emergency First Aid at Work recommended)
- Deliver safety briefings before sessions
- Carry a first aid kit and emergency contact details



- Follow safeguarding procedures where concerns arise

Leaders must prioritise safety and may cancel or amend sessions where conditions are unsafe.

4. Incident Response Procedures

4.1 Medical Emergency or Injury

If an injury or medical emergency occurs:

1. The session leader or trained first aider will assess the situation.
 2. Immediate first aid will be provided within the scope of training.
 3. Emergency services (999) will be contacted where necessary.
 4. Emergency contact persons will be notified where appropriate.
 5. The incident will be recorded as soon as reasonably practicable.
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4.2 Severe Weather or Environmental Risk

In cases such as:

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

The leader will:

- Monitor official weather guidance (e.g. Met Office warnings)
- Modify, postpone, or cancel the session if required



- Inform participants via official communication channels

Safety decisions made by leaders are final.

4.3 Safeguarding Concerns

If a safeguarding concern arises involving:

- A child
- A vulnerable adult

Leaders must:

- Follow Runspire Together's Safeguarding Policy
 - Record concerns factually
 - Report immediately to the Designated Safeguarding Lead
 - Escalate to statutory services where required
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5. Incident Reporting

All incidents, accidents, and near-misses must be reported to:

Paul Hopkins
Tel: 07482 717972

An Incident Report Form must be completed including:

- Date, time, and location
- Details of those involved
- Description of the incident
- Actions taken
- Witness details (if applicable)



Incident records will be retained securely in line with data protection legislation.

Where legally required under RIDDOR, the organisation will report to the Health and Safety Executive (HSE).

6. Communication

Runspire Together will use agreed communication channels (e.g. email, WhatsApp groups, website, social media) to notify participants of:

- Session changes
- Cancellations
- Safety updates

Participants are responsible for checking communications before attending sessions.

7. Participant Responsibilities

Participants must:

- Follow safety briefings and leader instructions
- Inform leaders of relevant medical conditions
- Wear appropriate clothing and footwear
- Act responsibly and considerately
- Assist others where safe and appropriate

Participants take part at their own risk in line with the organisation's Health and Participation Disclaimer.

8. Review and Training

This policy will be reviewed annually or sooner if:

- Legislation changes



- A serious incident occurs
- Organisational structure changes

Leaders and volunteers will receive appropriate training in:

- First aid
- Safeguarding
- Incident reporting procedures
- Risk awareness

Policy Review Record

Written: 9th April 2024

Reviewed: 11th February 2026

Next Review Due: February 2027

Approved by the Trustees of Runspire Together