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| **Leaders Handout (March 2021)** |  |
| **Leaders Brief Checklist*** Check you have your equipment – first aid kit, phone, whistle, light, route.
* Check the numbers in the group. If there are too many split the group or ask some to switch to another group.
* Ask if anyone is new to the club or the group. If so do introductions.
* Ask if anyone is under 18. We only take people aged 18 or over.
* Appoint a tail runner and introduce them.
* Outline the intended route and advise of any potential hazards.
* From October to May some form of reflective clothing is needed.
* All year round some form of high viz clothing must be worn.

**Remind people of the rules to ensure everyone has a safe run:**1. No headphones allowed.
2. Road crossing instructions - OVER or STOP.
3. Follow my and the tail runner’s instructions and watch for our hand signals.
4. Listen for leaders whistle to get your attention.
5. Pass behind cars when crossing side roads.
6. Run in pairs or single file (SINGLE LEFT or SINGLE RIGHT) where there are pedestrians, obstacles or the path narrows.
7. Be careful of trip hazards and make sure you can see where you are putting your feet.
8. Listen for leader shouting out obstacles or instructions and pass the message to those behind you.
9. You must wait or turn back for the tail runner if you are asked to.
10. If you have any problems or need to leave the run early inform the leader or tail runner.

**Covid precautions**Ask all attendees that they are fit to attend the session and can confirm no signs of the COVID-19 virus, as well as being in general good health.The wearing of masks during briefings and the session is optional but you must observe 2m social distancing at all times. | Remind the athletes:* Social distancing is for your safety and mine – minimum 2m at all times.
* No spitting, handshakes, hi-fives or hugs.
* We have a clean your hands before and after training policy, so carry or bring hand gel to training.
* If anyone is injured, we have gloves, masks and hand gel.
* If we meet the general public on the run we need to give them 2m space when passing. If need be stop and make way - they have priority.
* At end of session please disperse immediately.

In the event of an accident - Summary* Stay calm but act swiftly and observe the situation. Listen to what the injured person is saying.
* Stop the group in a safe place. Is there danger of further injuries to the casualty or group?
* In the case of collapse, chest pain, severe breathlessness vehicle collision, ANY head injury or injury requiring specialist treatment, call the emergency services on 999 or 112.
* Do not move someone with major injuries. Wait for the emergency medics.
* Ask if there is a qualified first aider who can take appropriate action for minor injuries.
* The casualty must be accompanied if they decide to return to the start point. Consider using the emergency taxi service (028 2588 004) to get the casualty back.
* Deal with the rest of the group and ensure that they are adequately supervised if the run continues.
* If necessary contact the injured person's ICE contact, parent/carer.
* Complete an accident report form.

In the event of an incident - SummaryAn incident is a situation where inappropriate behaviour is observed or reported by any member of the group. * Where inappropriate behaviour is reported or observed a record of the incident should be made on an Incident Report Form.
* The Welfare Officer who should receive a copy of the Incident Report Form within 24 hours.
* Ensure there is confidentiality.
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