

**Event Organiser:- Crossdale 10K Committee.
RISK ASSESSMENT**

Assessor: John Goodman (Race Director) Date of Assessment: 12/7/17

L = Likelihood 1,2,3
S = Severity 1,2,3 (with controls in place)
RR = Risk Rating – low, medium, high

Area/description of activity: This RA is purely regarding the events inside the Crossdale School Premises.

| Activity | Hazard | Persons Exposed | Controls in place | L | S | RR | Further Action Required/Date |
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| Operational | Bomb threat | Everyone | Evacuation procedure | 1 | 2 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event |
| Operational | Fire on site | Everyone | All entrances will be kept clear of stationary or parked vehicles. Staff will be briefed as to what to do in case of fire. The pedestrian gate into the farmers field will used to get public and staff away from the site if needs be. No smoking policy to be enforced. | 1 | 1 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event |
| Other Emergency | Communication of emergency information | Public Staff Contractors | PA system to be given over to announcements in an emergency Use megaphone in the event of equipment failure | 1 | 1 | L | |
| Catering and BBQ | Burns | Staff Public Contractor | Cordoned off area of BBQ that is out of reach of the public and emphasise to staff that only the designated persons can go into the cordoned off area. To ascertain that the staff are suitably equipped with PPE and a fire extinguisher The BBQ in use will be a gas BBQ and it will be set up and operated by a designated competent person. All gas bottles will be certified and CE marked. | S 2 P 1 C 2 | S 1 P 1 C 1 | L | |

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| Access/ egress (vehicles) | Traffic management – collisions with people, property etc | All | <p>There is to be only one vehicular entry point for staff and contractors.</p> <p>Before the race(before public access): All be told to drive with great care.</p> <p>In the build up to the race when the public have access. The entrance to the car park will be staffed by a car park attendant in hi-vis to direct vehicles to the parking area.</p> <p>During the Race: There should be little or no vehicle movement.</p> <p>After the race there will be a gradual migration out of the car park and therefore there should be no issues with congestion. There will be car park attendant in Hi-vis to assist public the public to expedite their exit.</p> <p>Once the public are out the small number of staff and contractor vehicles will not cause issue as all will be warned regarding their manner of driving.</p> <p>The vehicular entrance into the school field (Car park) is within the confines of the school grounds. Therefore, all vehicle movement is NOT on the public road system. They will enter the site by the normal school gate which serves the school staff car park. This is a properly marked entrance.</p> | 2 | 2 | L | <p>Staff briefing</p> <p>Ensure suitable staff available.</p> <p>Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event</p> |
| Access/ egress (pedestrians) | Slips, trips and falls/ blocking of exits. Pedestrian risk to being hit by vehicles at entrance to car park | All | <p>Areas of particular hazard to be signposted so as to segregate pedestrian access from vehicular access.</p> <p>On the way onto the site prior to the entry point the pedestrians could cross the entrance to the car park field.</p> <p>The car park attendant on the entrance to monitor situation and direct pedestrians as well as vehicles.</p> <p>Ensure staff are aware in the procedures in place to deal with lost children and have signage in place on the day of the event to direct public to assistance.</p> | 1 | 2 | L | <p>Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event</p> |
| Adverse weather – cold/ rain/ heat | Snow, Rain, dehydration. | All | <p>Event management to assess conditions on the day and agree time delay/ postponement or cancellation of the 10k or fun run. Event management to undertake basic protective measures to ensure staff comfort – i.e. provide water and sunscreen at information point, allow regular rest breaks and encourage shelter to be sought.</p> | 1 | 1 | L | <p>Get weather forecast one week before the event.</p> <p>Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event</p> |
| Animals/ insects | Bites/ stings etc | All | <p>Have first aid facilities available to provide treatment All staff to be advised to wear adequate protective clothing such as long trousers and stout shoes.</p> | 2 | 1 | L | <p>Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event</p> |

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| Buildings | Injuries from manual handling/ slips, trips and falls/ combustion | All | School risk assessment applies. | 2 | 1 | M | |
| Customer car parking | Reversing vehicles/ collisions with people and property/ excess speed | All | A team of car park marshals will ensure cars are parked to allow adequate space to manoeuvre upon exit and if possible use a one-way system. All CP marshalls to wear hi-vis. | 1 | 2 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event |
| Cash handling | Theft/ attack | staff | Make those staff involved in cash transit aware of risk and to put any cash to a designated person so they can place it in the safe to avoid the build up of large amounts. | 1 | 1 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event |
| Communications failure – personal radios | Response times delayed | All | Event management to ensure that all staff carry mobile phones as a contingency measure against communications failure and that telephone numbers are distributed. | 1 | 1 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event |
| Manual handling | Strains/ abrasions/ slips, trips and falls | Staff / exhibitors | Only staff that are competent and able will be asked to carry out manual handling duties. Setting up of heavy or cumbersome equipment to be carried out by an appropriate number of persons | 1 | 1 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event |
| Noise | Hearing damage/ disturbance to neighbours | All | All amplified music and PA systems shall be suitably controlled to ensure that they are not audible at the boundary of any occupied dwelling. Unavoidable exposure to excessive noise should be time restricted and suitable protective equipment issued | 1 | 1 | L | |
| Patrolling area during event & cleaning outdoor areas afterwards | Antisocial or criminal behaviour by public | stall | Staff to be aware of this possibility and report any to Race director to take appropriate action. | 1 | 1 | L | |
| Traffic approach routes | Congestion approaching event location | All | Information re location to be sent out to runners prior to the event. Information will also be on web site for runners that sign up on the day. | 1 | 1 | L | |

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| Parking | Not enough capacity to cope with the participant's car park requirements. | Comment only | There will be enough parking. The number of runners is limited to the size of the car park. If it does Fill However, an official will be sent to the corner of Crossdale Drive to warn visitors in car to find an alternative parking area. | 1 | 1 | L | |
| Toilets | Insufficient toilet provision for athletes. | comment | Portable toilets provided at the car park and start/finish area. The number of toilets will comply with the UK athletics regulations formula. Just before either race it is inevitable that many runners want to use the facility at the same time. We will open the school toilets at this point. | 2 | 1 | L | |
| Route for the course | Insufficient information for athletes identifying the course start and route. Participants getting lost. | All | Course maps and information distributed to all participants in the Race pack. Clear signage on the Race day and Marshalls to aid with additional enquiries. | 2 | 1 | L | |
| Drinks Station | Dehydration, injury in hustle to get water. | All | Water station on course of Main run at 3Km and 6.5Km. This will be appropriately sized to accommodate number of runners taking account of the weather. | 1 | 1 | L | |
| Course Marshals | Injury, illness. | Staff | Marshalls positioned strategic points on the course. The road crossing marshalls will be pre designated. All will have access to the Red Cross who will station their 4X4 close by. All Marshals to be suitable trained prior to the event. Marshalls provided with clear written instructions to use mobile phones for communication. | 2 | 1 | L | Info on staff briefing pack to be disseminated to all staff and contractors a few days before the event And all marshals supplied with a full contact list |
| Condition of Course | Unsuitable conditions underfoot for running, extreme weather, unexpected obstacles. | All | Race Director to check the course prior to race. Race cancelation if conditions are deemed unsuitable. Removal of obstacles. Warning to runners at start line.(Bearing in mind that this is a trail race) | 1 | 1 | L | Assess weather forecast on run up to event. Verbal announcement at start line just prior to start of race of all potential hazards with megaphone. See runners pre-race brief |