

					RISK ASSESSMENT			
							SAFETY PLAN	
							4. How will you put the assessment into action Remember to prioritise. Deal with those hazards that are high-risk and have profound consequences first	
1. What are the hazards	Risk Rating H/M/L	2. Who might be harmed & how	3a. What are you already doing (i.e. pre-event controls)	3b. What further action is required (event day controls)	Resultant Risk Rating M/L	Action by Who	Action by when	Date completed
<p><b><u>Athletes:</u></b></p> <p>1. Coming into contact with vehicles / also risk to children</p>	<b>M</b>	Athlete / Motorist Knocked over Contact with vehicle	<p>1. Keeping runners on footpaths at every opportunity</p> <p>2. Instructing athletes to be aware of traffic, particularly at junctions at the start line via announcement</p> <p>3. Funnel for runners to finish to avoid pedestrians and vehicles</p>	<p>1. Brief athletes at the start.</p> <p>2. Put out advisory signs on the course.</p> <p>3. Instruct marshals to keep runners off roadway.</p> <p>4. Marshals of particular importance for the 2K as children involved.</p> <p>5. Place marshals at all road junctions and left or right turns</p> <p>6. Limit the number of road crossing points for the 3K which includes children</p>	<b>M</b>	<b>Race Organiser / Course Manager /Marshal</b>	Pre-Event and On the day at sign in etc.	

2. Street Furniture and Road Calming	<b>L</b>	Trips and Falls, cuts and bruising	Bring to athletes' attention in pre-race material	Signing areas and obstacles and using Marshals – carpeting the day before high-risk posts and fences	<b>M</b>	<b>Race Organiser / Course Manager /Marshal</b>	Pre-Event and On the day Wrap Carpeting around sharp posts	
3. Use of iPods etc.	<b>M</b>	Athlete unaware of marshal's instructions / road traffic	Athletes told not to wear any form of headphones per EA guidelines	Athletes told not to wear any form of headphones <b>NOTICES in RACE HQ, entry form and pre-race announcement.</b>	<b>L</b>	<b>Race Organiser / Course Manager /Marshal</b>	Pre-Event and on the day	
4. Marshal positions and instructions	<b>M</b>	Ensure route is well marshalled, having identified marshalling points whilst measuring course.	Advise entrants to listen and obey instructions from marshals	1. In pre-brief advise entrants to listen and obey instructions from marshals  2. Invite runners to thank marshals (to raise their awareness of the marshals and where they are)	<b>L</b>	<b>Race Organiser / Course Manager / Marshal</b>	Pre-Event and on the day	
<b><u>Event venue</u></b>	<b>M</b>	The start and finish area are within the Football Club with	Advise entrants there is no car parking on site,	1. Advise entrants there is no car parking on site, but	<b>L</b>	<b>Race Organiser /</b>	Pre-Event and on the day	

5. Ease of access and egress for pedestrians and runners		<p>one entrance. This will be used for parking that is restricted to race organisers and volunteers. Assuming a 9 am start, no use of the car park between 8:30 and 10:30.</p> <p>2. Access to Tennis Club will be an issue at race time. Coordinate with the Tennis Club and post a Marshal either end</p>	<p>but free parking within walking distance on Bovington Green or on street parking in the village.</p>	<p>free parking within walking distance.</p> <p>2. Ensure there is signage and marshals on site to advise visitors.</p>		<b>Course Manager / Marshal</b>		
6. Ease of access and egress for emergency vehicles / notification to emergency services	<b>M</b>	<p>There needs to be in place a plan for access prior to the race.</p>	<p>Ensure emergency services and Watford General Hospital Accident and Emergency (seven miles away) are aware there is an event taking place (if required).</p>	<p>Onsite medical provision is TBC</p>	<b>L</b>	<b>Race Organiser / Course Manager / Marshal /</b>	<p>Pre-Event and on the day</p>	
<p><b><u>Other road users</u></b> 7. Pedestrians/ cyclists</p>	<b>M</b>	<p>Pedestrians/ cyclists</p>	<p>1. There will be signage Pre-Event and, on the day, to ensure pedestrians and cyclists are aware of the race.</p> <p>2. The route is deliberately sited primarily on country and minor roads where pedestrian footfall and cycling traffic is light.</p>	<p>1. There will be signage Pre-Event and, on the day, to ensure pedestrians are aware of the race.</p> <p>2. The route is deliberately sited primarily on country and minor roads where pedestrian footfall is light.</p>	<b>L</b>	<b>Race Organiser / Course Manager / Marshal /</b>	<p>Pre-Event and on the day</p>	

8. Crossing points	<b>M</b>	8. Pedestrians and motorists	<p>1. There will be signage Pre-Event and, on the day, to ensure pedestrians and motorists are aware of the race.</p> <p>2. The route is predominantly sited primarily on country and minor roads where pedestrian footfall and motor traffic is light.</p>	<p>1. There will be signage Pre-Event and, on the day, to ensure pedestrians and motorists are aware of the race.</p> <p>2. The route is sited primarily on country and minor roads where pedestrian footfall and motor traffic is light.</p> <p>3. The crossing points will be marshalled with signage</p>	<b>L</b>	<b>Race Organiser / Course Manager / Marshal /</b>	Pre-Event and on the day	
<b>Medical</b> 9. Adequate medical provisions	<b>M</b>	9, Runners, marshals, officials and others on route	This is being discussed	This is being discussed	<b>L</b>	<b>Race Organiser / Course Manager / Marshal /</b>	Pre-Event and on the day	
<b>Weather</b> 10. Unseasonal weather, i.e.very hot	<b>M</b>	Runners, marshals, officials and others on route	Everyone involved advised to bring water to ensure they remain hydrated.	<p>1. There will be a surplus of water available, together with water on site at the start and finish.</p> <p>2. If necessary, an additional water station will be implemented at an appropriate point.</p> <p>3. The event is arranged to finish in the morning, rather than take place at the hottest part of the day.</p>	<b>L</b>	<b>Race Organiser / Course Manager / Marshal /</b>  <b>Printed information on reverse of race number.</b>	Pre-Event and on the day	

<p><b>Communications</b> 11. Lack of contact between race officials</p>	<p><b>M</b></p>	<p>Race Organiser/ Course Manager/ Marshals</p>	<p>1. Mobile phone numbers will be shared before the race (there is coverage on all parts of the course except Hogpits Bottom). Need a communication device that will work here.</p> <p>2. To consider use of Walkie Talkies for use by Race Organisers and the lead bike and trail bike.</p>	<p>Mobile numbers shared.</p>	<p><b>L</b></p>	<p><b>Race Organiser / Course Manager / Marshal /</b></p>	<p>Most measures will be implemented on the day.</p>	
<p>12. Emergency Contact Details for runners.</p>	<p><b>M</b></p>	<p>Runners</p>	<p>Runners will be told to put their emergency contact details on the reverse of their race number.</p>	<p>1. Runners will be reminded to put their emergency contact details on the reverse of their race number.</p> <p>2. Marshals will be on route with mobile phones. Walkie talkies where appropriate.</p>	<p><b>L</b></p>	<p><b>Race Organiser / Course Manager / Marshal / Runners</b></p>	<p>Pre-Event and on the day</p>	
<p><b>Event infrastructure</b> 13. Toilets</p>	<p><b>M</b></p>	<p>Runners, marshals, officials, spectators and any others</p>	<p>The start and finish are at the Football Club with facilities. Runners will be advised that these will be well-signposted. The Football Club will also procure some additional portaloos</p>	<p>There will be signage around the site for runners, marshals, officials, spectators and others</p>	<p><b>L</b></p>	<p><b>Officials at start/finish The MH volunteers will be on site to deal with any problems</b></p>	<p>On the day</p>	

14. Refreshments	<b>M</b>	Runners, marshals, officials, spectators and any others	The start and finish are at the Football Club. The refreshments provided will comply with the Food Hygiene Laws and the Water Supply (Water Fittings) Regulations 1999. Runners will be advised that these will be well-signposted and will also be provided with water for race finishers.	There will be signage around the site for runners, marshals, officials, spectators and others	<b>L</b>	<b>Officials at start/finish</b>	On the day – order prior to the day.	
15. PA system	<b>L</b>	Runners, marshals, officials, spectators and any others	Do we need one and if so, can we hire one.	There will be an MC on the day.	<b>L</b>	<b>Race organiser</b>	On the day.	
<b><u>Course set-up</u></b>								
16. Course signage	<b>M</b>	Volunteers putting up signage and setting up event	Yellow high visibility jackets to be worn.  Aware of H&S when putting up items or lifting  Tools supplied for the job		<b>L</b>	<b>Race organiser, volunteers</b>	Race day - 2, -1 and race day	

<b><u>Emergency procedures</u></b>	<b>M</b>	Runners, marshals, officials, spectators and any others	A submission has been made to the Dacorum Safety Advisory Group. A Road Race License which covers a significant part of event is in the process of being applied for from England Athletics.	The arrangements will include contingency arrangements to ensure there is sufficient flexibility to respond to any issues on the day.	<b>L</b>	Race Organiser / Course Manager / Marshal /	Pre-Event and on the day	Apply by mid-May
	<b>M</b>	Children	The organizers are cognisant of their duty of care under the Children Act 1989 and 2004 and the UKA guidance on welfare and safe-guarding matters.	<p>1. There is a written procedure for ensuring the safety of children, including lost children.</p> <p>2. There will be a lost children-meeting point at the PA area outside the Football Club bar.</p> <p>3. Announcements will be made re lost children every 5 minutes until parents/guardian is located.</p> <p>4. Any child who has not been collected by the race close will be handed to the Police</p>	<b>L</b>	Race Organiser/ Course Manager/ Marshals	On the day	
<b>5. Review Date</b>								Ongoing
<b>6. Next Review Date</b>								Ongoing