



# Event Safety Document

**FAIRHAVEN FLYER 10K**

SUNDAY 20TH SEPTEMBER 2020

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# Event Summary

## Introduction

This document provides a summary of information for all aspects of the event, for the benefit of those involved in its organisation and delivery. This includes details of the event itinerary together with event personnel, site plans, routes, planning documents, schedules, risk assessment and cover provided by the medical services, stewards and emergency services.

## Event Date & Start Time

Sunday 20 <sup>th</sup> September 2020	10k Road Race	8.00am – 9.30am
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## Event Starting Periods

To allow for social distancing, the event no longer has a ‘MASS’ start. The event now features a starting period, where competitors are given recommended starting times (arrival times) within that period depending on their predicted finishing times. In turn, this also allows for social distancing and less overtaking on the courses themselves and minimised interaction with the general public.

Competitors are started on an individual basis to maintain a safe social distance. The **timed spacing** between each competitor is 10 (ten) seconds.

## Anticipated Competitors

10k Road Race	300
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## Event Profile

The event will attract a broad range of participants. Using experience gathered from previous events, abilities vary, but most are experienced or at least competed in a road race previously. Information for competitors can be found at the events website and the instruction sheet supplied to all competitors before the day (by email AND post). **Further information and guidance relating to Covid-19 safety and guidance is also enclosed with runners mailed packs.**

### 10k

Sex Split: 60% men, 40% women.

Age Split: 10% 15-25, 15% 26-30, 45% 31-45, 20% 46-55, 10% 56+

Group: Single participants and Family groups

The event start time is between: 8.00am – 9.30am

Arrival times for participants is between: 7.45am – 9.30am

Duration of the event is typically: 2 hours

Set-Up of event starts at: 5.00am

Take-Down of event typically concludes at: 12.00pm (conclusion of the day's event)

**ARRIVAL TIMES WILL DIFFER DUE TO NEW STARTING PROCEDURE WITHIN COV-19 SECURE GUIDELINES**

# Key Event Safety Features

<b>Competitor Information</b>	Sent by post in advance
<b>Staggered Arrival Times</b>	Effective Social Distancing
<b>Secure Start Area</b>	Maximum 30 competitors
<b>Individual Starts</b>	10 Second Start Intervals
<b>Recommended Start Times</b>	Reduced overtaking on route
<b>Separate Start &amp; Finish Points</b>	Reduced pinch points
<b>Early Morning Event Start Time</b>	Less general public on route
<b>Hand Wash &amp; Sanitiser Stations</b>	Good Covid hygiene
<b>Serviced Toilets</b>	Regularly cleaned/sanitised
<b>On-Site Covid Manager</b>	Ensuring kept standards
<b>No spectators where possible</b>	Spectator Code of Conduct

# FCR Policy Statements

## Health & Safety Policy Statement

It is an important duty of this organisation, in the conduct of its operations, to ensure a safe and healthy working environment for all its staff, stewards and volunteers. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy require the full collaboration and co-operation of all staff, stewards and volunteers; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.

***It is the responsibility of the Event Manager:***

- a. to maintain the spirit and letter of the principles incorporated in the relevant legislation to ensure the safest systems of work and a safe, healthy working environment.
- b. by consultation and joint involvement of management and staff, stewards and volunteers, to enlist the active interest, participation and support of staff, stewards and volunteers in promoting good standards.

***It is the responsibility of all officials, stewards and volunteers:***

- a. to take all reasonable care for the health and safety of him/herself and of fellow staff, stewards and volunteers and to report any hazard which cannot be controlled personally.
- b. to co-operate with the organisation by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.

The role of 'Event Safety Officer (ESO)' is of vital importance for maintaining a continuous and critical scrutiny of working conditions throughout the workplace, reviewing safety performance and promoting safer working. The designated ESO is the Event Manager. The Event Manager accepts ultimate responsibility for health and safety within the organisation as a whole. All staff, stewards and volunteers generally are expected to support and implement this policy wholeheartedly.

## Equality Act 2010 Policy Statement

As an organisation, Fylde Coast Runners fully complies with the regulations and amendments contained within the Equality Act 2010. Specifically, we recognise the protected characteristics of the following: Age, Disability, Gender Reassignment, Marriage and Civil Partnerships, Pregnancy and Maternity, Race, Religion or Beliefs, Sex and Sexual Orientation. No aspect of the event compromises any of the Equality Act 2010 characteristics, and as an organisation uphold the values of all of the regulations and amendments. A copy of the Equality Act 2010 has been obtained and is available to view at the events office or public viewing or for reference by event staff.

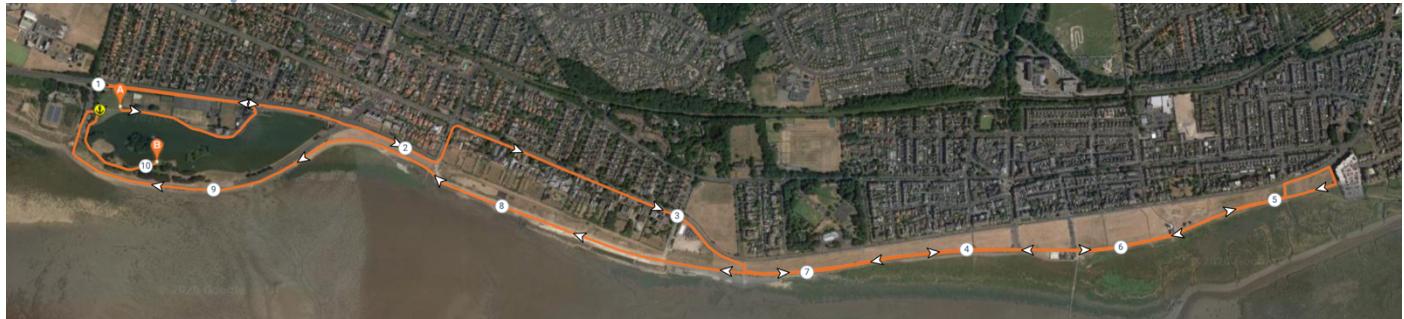
## Children Act 1989/2004 Policy Statement

As an organisation, Fylde Coast Runners fully complies with the regulations and amendments contained within the Children Act 1989/2004 and have taken the following pre-cautions to ensure a duty of care to minors. Minors under the age of 18 must have their entry form signed and dated by a parent or guardian. The medical services provider, Remote Medical Services, have all their personnel CRB checked. The event technical advisor and event manager are CRB checked. No aspect of the event compromises any of the Children Act 1989/2004 and as an organisation uphold the values of all of the regulations and amendments. A copy of the Act has been obtained and is available to view at the events office or public viewing or for reference by event staff.

# Event Information

## Course Information

### Course Map



### Course Description

- Start within Fairhaven Lake in the northwest corner adjacent to the Spitfire. Proceed east alongside the lake towards the exit next RSPB building.
- Exit Fairhaven Lake and run along pathway west towards St Pauls Ave car park entrance. Just before entrance, double back along pathway.
- Follow pathway all the way past the two vehicle entrances to Fairhaven Lake, continuing to Clifton Drive.
- Continue to follow pathway along Clifton Drive, turning onto the outer pathway of Lytham Green at Seafield Road.
- Follow the outer pathway the full length of Lytham Green before a small loop on the final grass section.
- Return along the outer pathway alongside Lytham Green onto the new section through Granny's Bay all the way to the torch.
- Follow the pathway, turning into the car park, then back into Fairhaven Lake at the most westerly entrance. Bear right at the Spitfire, crossing the bridge to the south side of the lake.
- Finish at side of pathway.

# Event Venue

The grass area directly opposite the Spitfire display within the grounds of Fairhaven Lake will be used to facilitate the event. A whole new footprint has been designed to allow for Covid-19 security and social distancing. All guidelines and regulations are covered (at the time of assessment). As guidelines change, so will the event venue to meet with guidelines and regulations.

## Secure Start Area

A secure start area will be installed on the day. ONLY COMPETITORS are permitted access to the secure area within strict times as outlined below. A **maximum of 30 competitors** are permitted at any one time within the secure start/finish area. Metal pedestrian barriers are used to make the area. Social distancing markers and one-way system signs are temporarily sprayed onto the ground using chalk spray. The following design shows the basic setup.



# Secure Finish Area

A secure finish area will be installed on the day. **ONLY COMPETITORS** are permitted access the finish area once they have completed their run. Competitors are directed to pass under the finish gantry then proceed directly away from the area to make their way home. Metal pedestrian barriers are used to make the area. Social distancing markers and one-way system signs are temporarily sprayed onto the ground using chalk spray. The following design shows the basic setup.



## Venue Access Times

Competitors are only permitted to access the secure event start/finish area between the following times.

Sunday 20 <sup>th</sup> September 2020	10k Road Race	8.00am – 9.30am
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## Safe Access

Stewards will be used at the entrance to the secure start/finish area. They are to ensure that only pre-registered competitors who are clearly displaying their running bib number are allowed into the area.

## Queuing System

A pre secure area queuing system will be installed, using a snaking method to maximise space and minimise social contact. A strict 2m social distancing policy will be enforced within the queue line.

## **Water Station**

An on-course water station is available for competitors. Unlike previous events, the water station is now run within Covid-19 guidelines. More tables are sited, and water bottles are laid out on tables so individual competitors collect a bottle themselves from a table that is un-occupied (previously they would be handed an open bottle). If tables are occupied, they must wait and maintain social distancing. Bottle caps are not removed. Only staff wearing appropriate PPE for that duty will place bottles on the tables.

Hand sanitiser is also available at each table and competitors are encouraged to use this each time they use a water station.

Approximately 100m past the water station, large sacks will be sited for all competitors to throw their used bottle into. A steward will be on duty preventing anyone from passing this point with a bottle unless they intend to carry it to the next water station and use that bin. All competitors are told NOT to dispose of bottles onto the floor under any circumstances. Anyone caught doing so will be disqualified and ejected from the event.

## **Waste**

All waste generated from the event will be collected and transferred to our offices to be collected as part of our standard collections by Blackpool Council.

## **Waste Transfer Licence**

### **Certificate of Registration under the Waste (England and Wales) Regulations 2011**

#### **Regulation authority**

Name



Address

National Customer Service Centre  
99 Parkway Avenue  
Sheffield  
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

#### **Carriers details**

Name of registered carrier FCR Event Management Ltd

Registered as a lower tier waste carrier, broker and dealer

Registration number CBDL222944

UNIT 1A  
HOO HILL LANE  
BLACKPOOL  
FY3 7HJ

Telephone number 01253 394038

Date of registration Wednesday 7th February 2018

#### **Making changes to your registration**

Your registration will last indefinitely so does not need to be renewed but you must update your registration details if they change, within 28 days of the change.

## Toilets & Hand Washing

Temporary Toilets will be installed on the morning of the event and removed shortly afterwards. The units will be located outside of the secure start/finish area, before the queue system. An additional two units will be located within the secure area as last minute backup units.

The contractor for the temporary toilets is:

- **PORTABLE TOILET COMPANY**, Shaw Farm, Stockclough Lane, Feniscowles, Blackburn BB2 5JR.  
Phone: 01254 200181

All toilets are fitted with hand-sanitiser for use before and after. In addition to this, the units will be regularly cleaned and sanitised by the contractor throughout the event.

A freshwater hand washing unit is all being installed just within the entrance/exit to the secure area for use before and after a competitor has run. The unit is fitted with soap and hand sanitiser.

Standard Individual Use Unit	<b>6 Units (Pre Secure Area)</b>
	<b>2 Units (Secure Area)</b>
Hand Wash Station	<b>1 Unit (Secure Area)</b>

## Hand Sanitising

Hand sanitiser is available to both staff and competitors throughout the event site. These are pump bottles and sited on barrier ends and are clearly signed. The bottles are distributed as described below

8 x Bottles	<b>Within secure start/finish area</b>
2 x Bottles	<b>At entrance to secure start/finish area</b>
2 x Bottles	<b>At exit from secure start/finish area</b>
4 x Bottles	<b>At water station tables</b>
1 x Bottle	<b>At emergency bag drop area</b>
1 x Bottle	<b>At Enquiry Point</b>
1 x Bottle	<b>Event Safety Vehicle</b>

# Competitor Information

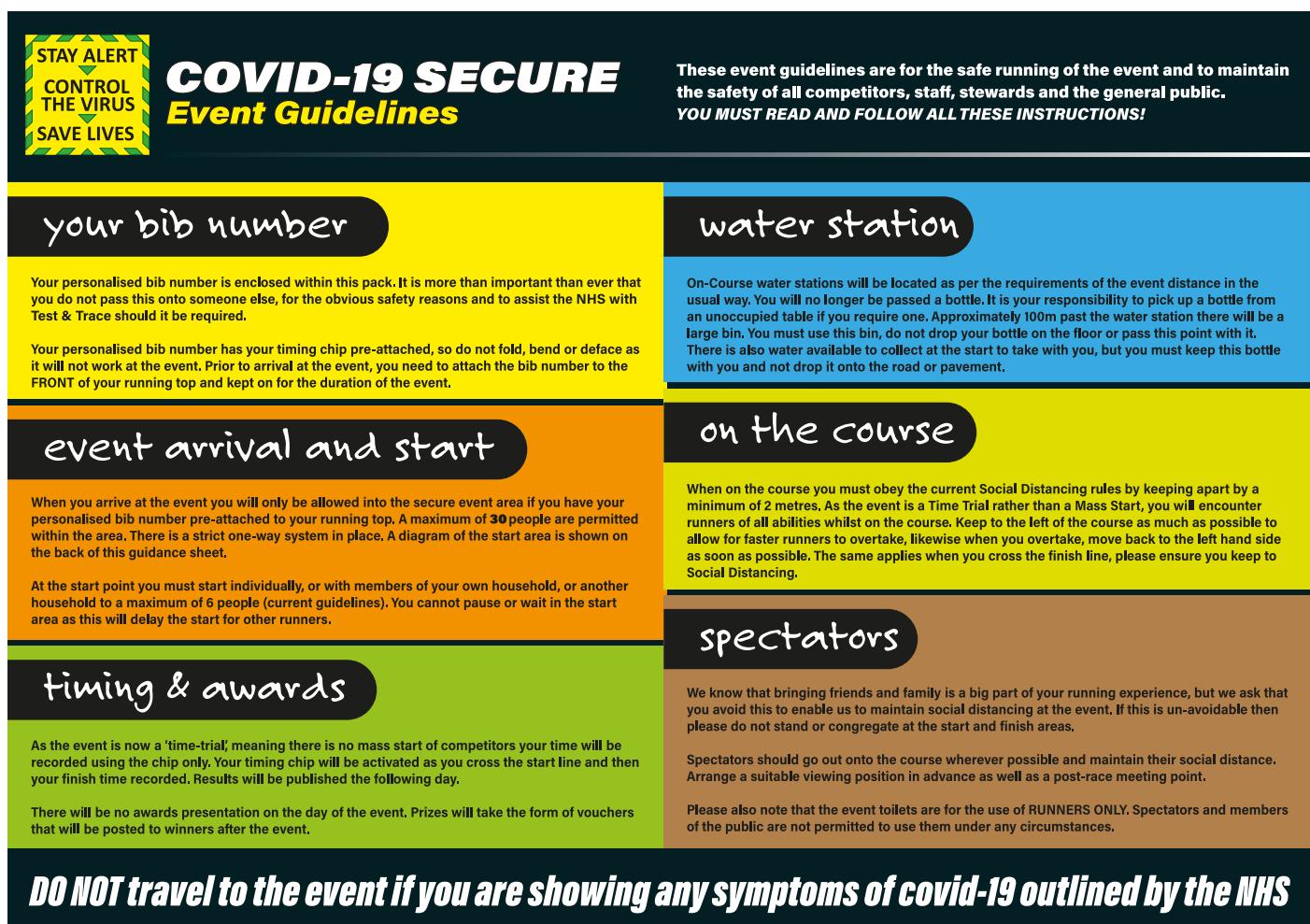
## Competitor Race Packs

Competitor Race Packs are sent to all competitors who have pre-registered for the event. Only competitors who have pre-registered for the event are eligible to compete. There are **no entries** on the day of the event. It is our policy that competitors must be given the event information and Covid-19 guidance information well in advance.

Competitor Race Pack Contents	Personalised Bib Number
	Event Instructions Leaflet
	Covid-19 Event Guidance Leaflet
	Recommended Arrival Times Leaflet

## Covid-19 Secure Guidelines

The following leaflet is sent with all competitor race packs in advance of the event by post.



**STAY ALERT  
CONTROL THE VIRUS  
SAVE LIVES**

### COVID-19 SECURE Event Guidelines

**These event guidelines are for the safe running of the event and to maintain the safety of all competitors, staff, stewards and the general public.  
YOU MUST READ AND FOLLOW ALL THESE INSTRUCTIONS!**

**your bib number**

Your personalised bib number is enclosed within this pack. It is more than important than ever that you do not pass this onto someone else, for the obvious safety reasons and to assist the NHS with Test & Trace should it be required.

Your personalised bib number has your timing chip pre-attached, so do not fold, bend or deface as it will not work at the event. Prior to arrival at the event, you need to attach the bib number to the FRONT of your running top and kept on for the duration of the event.

**event arrival and start**

When you arrive at the event you will only be allowed into the secure event area if you have your personalised bib number pre-attached to your running top. A maximum of 30 people are permitted within the area. There is a strict one-way system in place. A diagram of the start area is shown on the back of this guidance sheet.

At the start point you must start individually, or with members of your own household, or another household to a maximum of 6 people (current guidelines). You cannot pause or wait in the start area as this will delay the start for other runners.

**timing & awards**

As the event is now a 'time-trial', meaning there is no mass start of competitors your time will be recorded using the chip only. Your timing chip will be activated as you cross the start line and then your finish time recorded. Results will be published the following day.

There will be no awards presentation on the day of the event. Prizes will take the form of vouchers that will be posted to winners after the event.

**water station**

On-Course water stations will be located as per the requirements of the event distance in the usual way. You will no longer be passed a bottle. It is your responsibility to pick up a bottle from an unoccupied table if you require one. Approximately 100m past the water station there will be a large bin. You must use this bin, do not drop your bottle on the floor or pass this point with it. There is also water available to collect at the start to take with you, but you must keep this bottle with you and not drop it onto the road or pavement.

**on the course**

When on the course you must obey the current Social Distancing rules by keeping apart by a minimum of 2 metres. As the event is a Time Trial rather than a Mass Start, you will encounter runners of all abilities whilst on the course. Keep to the left of the course as much as possible to allow for faster runners to overtake, likewise when you overtake, move back to the left hand side as soon as possible. The same applies when you cross the finish line, please ensure you keep to Social Distancing.

**spectators**

We know that bringing friends and family is a big part of your running experience, but we ask that you avoid this to enable us to maintain social distancing at the event. If this is un-avoidable then please do not stand or congregate at the start and finish areas.

Spectators should go out onto the course wherever possible and maintain their social distance. Arrange a suitable viewing position in advance as well as a post-race meeting point.

Please also note that the event toilets are for the use of RUNNERS ONLY. Spectators and members of the public are not permitted to use them under any circumstances.

**DO NOT travel to the event if you are showing any symptoms of covid-19 outlined by the NHS**

# Event Guidelines

The following leaflet is sent with all competitor race packs in advance of the event by post.

## Event Start Time

The event is a time-trial, and there will be no mass start of competitors. You will start individually, or in groups of up to 6 with members of your own household or within your social bubble in accordance with current government guidelines.

### THE STARTING PERIOD IS BETWEEN 8.00am - 9.30am

A maximum of 30 competitors at any one time is permitted within the start area. There is a strict one-way system within the start area. Please keep to the 2 metre social distancing rule at all times.

Please choose your arrival time carefully to avoid crowding the middle walkway. You must queue in an orderly fashion and keep moving so we can maintain a steady flow of starters at 2 metre (2 second) intervals. We anticipate a maximum queuing time of 30 minutes (if everyone arrives at once).

### FACE COVERINGS ARE OPTIONAL

## Toilets

Toilets are provided for **COMPETITORS ONLY**. We will be positioning them in the queue area (before you get into the secure start area) and within the start area itself just in case you need to use them at the last minute.

Each toilet will contain hand-sanitiser and paper towels. We ask you use this before and after you use the toilet and keep the toilets as clean as possible.

Our toilet provider will be on-site throughout the event to ensure the toilets are kept stocked up with supplies and cleaned as required.

### Participant Code of Conduct

Please ensure that you read and observe this code of conduct to ensure a safe and enjoyable event for everyone.

Do not travel to the event if you are showing any symptoms of covid-19 as outlined by the NHS

Do your homework - make sure you are aware of and understand the pre-race briefing information offered by the event

Come ready to run - minimise your interaction with race staff, volunteers and participants by being as self-sufficient as possible

Come alone if you can

Under no circumstances swap your number or give your place to another participant

Be respectful to volunteers and participants

Observe social distancing wherever possible

Carefully consider your travel plans, avoiding public transport if at all possible

Leave more time than you normally would to get to and from the event

Be prepared to bring your own water and food and carry it with you during the race and

Please dispose of rubbish responsibly

Be aware of your personal hygiene e.g. avoid spitting and nasal clearance

Be mindful of your surroundings and impact on other participants, spectators, volunteers and the public. Don't run with or carry children in the race.

Bring your own hand sanitiser

If you experience COVID symptoms soon after the event, then please make this known through the government's Track & Trace system

### Spectator Code of Conduct

Please ensure that you read and observe this code of conduct to ensure a safe and enjoyable event for everyone.

Consider whether it is necessary for you to attend as a spectator

Do not travel to the event if you are showing any symptoms of covid-19 as outlined by the NHS

Do your homework - make sure you are aware of and understand the pre-race briefing information offered by the event

Be self-sufficient - bring your own hand sanitiser and refreshments

Avoid the most congested areas of the course including the start and finish and plan how

you will get to your viewing position

If you are travelling home with a participant, agree a designated meeting place after the race

Avoid physical contact with participants, volunteers or spectators including high fives and hugs etc

Wherever possible keep toilets clear for the use of participants and event staff and volunteers

Be respectful to volunteers and participants

Observe social distancing wherever possible

Carefully consider your travel plans, avoiding public transport if at all possible

Leave more time than you normally would to get to and from the event

Be mindful of your surroundings and impact on other spectators, participants, volunteers and the public. Please dispose of any rubbish responsibly

If you experience COVID symptoms soon after the event, then please make this known through the government's Track & Trace system

## Water Station

Water will be provided within the start area should you need one. Please keep this with you for the duration of the event, or at least until you get to the water station (10k only).

When you reach the water station, if you want a bottle then you must pick one up from an un-occupied table. You will not be handed a bottle by a steward. Shortly after the water station there will be large bins to throw your bottle in to. **DO NOT PASS THIS POINT WITH A BOTTLE** unless you intend to carry it to the

finish. Bins are also located in the finish area. **DO NOT PASS YOUR BOTTLE TO ANYONE ELSE.**

All the bottles we are using at the event are sealed 500ml and only handled by staff and stewards wearing the appropriate PPE.



## Finishing

When you have successfully completed the course you will pass under the finishing gantry and guided through the funnel maintaining social distancing. Near the end of the funnel, your medal, a bottle of water and chocolate bar will be on a table in a paper bag. You need to collect one on your way out. DO NOT stop in the finishing funnel as this will impede other runners finishing.

## Medical Support

The superb team from Remote Medical Services will be on-site throughout the event to provide medical assistance and recovery as needed. Should you require any assistance then please make yourself aware to a marshal who will notify the medics.

## Baggage Storage

To minimise contact between yourself and our stewards, we ask you do not bring any baggage to the event. You need to 'arrive ready to run'. Where this is not possible, the facility will be manned. Leave your bag on the table outside the holding area (within the start area), then collect as you pass through the finishing funnel.

The use of secure 'KEY LOCKER' has been suspended for the event.

# **Competitor Code of Conduct**

## **Participant Code of Conduct**

Please ensure that you read and observe this code of conduct to ensure a safe and enjoyable event for everyone.

Do not travel to the event if you are showing any symptoms of covid-19 as outlined by the NHS

Do your homework – make sure you are aware of and understand the pre-race  
briefing information offered by the event

Come ready to run - minimise your interaction with race staff, volunteers and participants  
by being as self-sufficient as possible

Come alone if you can

Under no circumstances swap your number or give your place to another participant

Be respectful to volunteers and participants

Observe social distancing wherever possible

Carefully consider your travel plans, avoiding public transport if at all possible

Leave more time than you normally would to get to and from the event

Be prepared to bring your own water and food and carry it with you during the race and  
please dispose of rubbish responsibly

Be aware of your personal hygiene e.g. avoid spitting and nasal clearance

Be mindful of your surroundings and impact on other participants, spectators, volunteers  
and the public. Don't run with or carry children in the race.

Bring your own hand sanitizer

If you experience COVID symptoms soon after the event, then please make this known through the  
government's Track & Trace system

# **Recommended Arrival Times**

The following times are provided to all competitors, giving advice for their arrival time based on their predicted finishing time; This advice reduces 'over-taking' of runners on the course and spreads the impact of gathering at the event start/finish and queue area.

Predicted Finishing Time	Recommended Arrival Time
Under 45 minutes	8.00am
40 – 50 minutes	8.15am
50 – 60 minutes	8.40am
60 – 80 minutes	9.05am
80 minutes +	9.30am

## **Social Media**

Our social media platforms (Facebook, Twitter and Instagram) are very well supported and we are able to proffer advice on a large scale. All event information is published in addition to other means.

## **Direct Emails**

All pre-registered competitors are sent the event information by email in advance of their race pack being mailed to them. This is to ensure we capture every opportunity to inform competitors of information and their responsibilities.

## **Test & Trace**

Only pre-registered competitors can take part in the event. The following competitor information is available for test and trace purposes should the need arise

- Competitor Full Name
- Competitor Address
- Competitor Telephone Number
- Competitor Email Address
- Competitor Age or Date of Birth

For data protection purposes and GDPR, our event terms and conditions have been amended to allow us to pass on data to NHS Test and Trace for the sole purpose as intended.

For added safety we are not accepting entries on the day. This is to ensure we have accurate competitor data, and all competitors have read and fully understood the event information in advance of their arrival.

# Spectators

Spectators are discouraged from coming to the event with competitors, allowing us to maintain our strict social distancing measures. If there is no other option, in cases where competitors needed to be driven to the event, we have drawn up a Spectator Code of Conduct which is outlined below.

## Spectator Code of Conduct

### **Spectator Code of Conduct**

Please ensure that you read and observe this code of conduct to ensure a safe and enjoyable event for everyone.

Consider whether it is necessary for you to attend as a spectator

Do not travel to the event if you are showing any symptoms of covid-19 outlined by the NHS

Do your homework – make sure you are aware of and understand the pre-race briefing information offered by the event

Be self-sufficient – bring your own hand sanitizer and refreshments

Avoid the most congested areas of the course including the start and finish and plan how you will get to your viewing position

If you are travelling home with a participant, agree a designated meeting place after the race

Avoid physical contact with participants, volunteers or spectators including high fives and hugs etc

Wherever possible keep toilets clear for the use of participants and event staff and volunteers

Be respectful to volunteers and participants

Observe social distancing wherever possible

Carefully consider your travel plans, avoiding public transport if at all possible

Leave more time than you normally would to get to and from the event

Be mindful of your surroundings and impact on other spectators, participants, volunteers and the public. Please dispose of any rubbish responsibly

If you experience COVID symptoms soon after the event, then please make this known through the government's Track & Trace system

# Covid-19 Pre-Risk Assessment

The following assessment outlines the changes from pre-Covid event format to a new Covid secure event.

Assessment Date: **3<sup>rd</sup> August 2020**  
 Assessed By: **Lewis McAndrew (Event Director)**  
 Overview By: **Alan Harrison (Event Manager)**

Risk Level	Description
<b>1</b>	<b>Very Low - Monitor control measures</b>
<b>2</b>	<b>Low - Monitor control measures</b>
<b>3</b>	<b>Medium - Further control measures required</b>
<b>4</b>	<b>High - Event unable to proceed</b>
<b>5</b>	<b>Very High - Event unable to proceed</b>

Line Code	Risk	Persons at risk	Risk level pre assessment	Control measures	Control managed by	Risk level post assessment	Notes
1	Registration of participants	Participants FCR Staff Stewards	4 (HIGH)	Participants must pre-register for the event using the events website and entry system. Once confirmed, participants will be posted their personal bib numbers before the date of the event.  No 'on the day' collections.  No registration/entry on event day itself.	Events office to manage entry system and postage of all participant bib numbers.	1 (VERY LOW)	<i>Under normal circumstances bib numbers would be collected on the day by participants at the collection points, staffed by stewards.</i>
2	Event for start / finish	Participants FCR Staff Stewards General Public	4 (HIGH)	A secure area to be established using crowd control barriers.  A one-way system will be in operation from the point of entry to the start point.  A maximum of 30 persons (excluding FCR staff and stewards permitted within the secure start area at any one time.  Only registered participants permitted to access the secure area.	FCR Staff to build secure area, establish the one-way system and control the area whilst in operation.  Stewards to control and monitor access into the secure area.	2 (LOW)	<i>Under normal circumstances there is no access control and monitoring at the event. The areas are open to all.</i>

<b>3</b>	Secure area entry point	Participants Stewards General Public	<b>3 (MEDIUM)</b>	A single access point will be established for access to secure area.  Queuing to access the secure area will be marked at 2 metre intervals from the access point to maintain social distance.	Stewards to control access to secure area and monitor quantity of participants within the secure area.  Stewards to walk the queuing line to ensure 2 metre social distancing is being observed.	<b>1 (VERY LOW)</b>	<i>Under normal circumstances there is no access control and monitoring at the event. The areas are open to all.</i>
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<b>4</b>	One-Way system Point 1 Enquiry Point	Participants FCR Staff	<b>3 (MEDIUM)</b>	'If a participant requires further information or assistance then our Event Support Trailer will be positioned to offer what is required. Adoptions have been made to the unit by installing a Perspex screen as seen in shops/supermarkets.  In addition, the staff member will wear face mask and have access to hand sanitiser.	FCR Staff to ensure the one-way system and secure flows efficiently the area whilst in operation.	<b>1 (VERY LOW)</b>	
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<b>5</b>	One-Way system Point 2 Baggage Point	Participants Stewards	<b>3 (MEDIUM)</b>	Participants are asked NOT to bring baggage to the event and to arrive prepared and ready to run.  Where it is not possible (for example if participants have used public transport), then the storage of baggage will be permitted. The baggage area will be manned. Participants can place their baggage on a table whilst stewards have stepped back. When the participant leaves, the steward can move the bag into the storage area. The participants bib number will be written on a bag tag.  Stewards to wear face mask, face visor, gloves and have access to hand sanitiser.	FCR Staff to ensure the one-way system and secure flows efficiently the area whilst in operation.	<b>2 (LOW)</b>	<i>Under normal circumstances the baggage area is unmanned and has no control measures.</i>
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<b>6</b>	One-Way system Point 3 Hand Sanitiser Point	Participants	<b>2 (LOW)</b>	Participants must use the hand sanitiser point before continuing through the one-way system and getting to the water collection point	FCR Staff to ensure the sanitiser point is kept stocked and clean.	<b>1 (VERY LOW)</b>	<i>Under normal circumstances there is no hand sanitiser points at the event.</i>
<b>7</b>	One-Way system Point 4 Water Collection Point	Participants	<b>2 (LOW)</b>	Participants can collect a bottle of water from the collection tables. Bottle caps will NOT be removed.  Participants are advised to carry the bottle with them whilst on the course and dispose only in the designated bins.	FCR Staff to ensure the water collection point is kept stocked and clean.	<b>1 (VERY LOW)</b>	<i>Under normal circumstances, water is not provided at the start of an event.</i>
<b>8</b>	One-Way system Point 4 Start Point	Participants FCR Staff	<b>2 (LOW)</b>	Participants pass through one-way system to the start point. There will be no 'mass start'. Participants pass through the start point onto the course at 2 second (2m) intervals to maintain social distancing.  Participant timing tags are only activated once they pass the start line.	FCR Staff to control start line and timings of participants starting in 2 second intervals.	<b>1 (VERY LOW)</b>	<i>Under normal circumstances, there is a mass start with all participants starting at a set time.</i>
<b>9</b>	Start time window	Participants Members of the public	<b>5 (VERY HIGH)</b>	A starting window of 90 minutes (8.00am-9.30am) will be established to allow participants to start within social distancing guidelines.  An earlier start time also reduces the number of members of the public on walkways.	Events office to manage start time system	<b>2 (LOW)</b>	<i>Under normal circumstances, there is a mass start with all participants starting at a set time.</i>  <i>Start time for event in previous years was 10am.</i>
<b>10</b>	Participant information (sent in post with personal bib number)	Participants	n/a	Each participant will receive a comprehensive information sheet explaining all aspects of the event and how it has been made Covid secure. Participants will also be made aware of what to expect in arrival and what is expected from them whilst at the event.	Events office to send information sheet with personal bib numbers by post	n/a	
<b>11</b>	Course	Participants Stewards General Public	<b>3 (MEDIUM)</b>	Participants to keep a minimum of 2 metres between each other, whether that is behind another participant or when passing another participant.  Event in Progress signs displayed on the course to advise members of the public that runners are using the walkways and	FCR staff to deploy signage  Stewards to monitor, advise and instruct participants.	<b>2 (LOW)</b>	

				<p>to maintain a safe distance.</p> <p>Stewards located at key points on the course to monitor, advise and instruct participants.</p> <p>Stewards to wear face masks at all times.</p>			
12	Water station (on course)	Participants  Stewards  General Public	4 (HIGH)	<p>Tables with un-opened bottles of water will be located at the halfway point on the course. This will be set off to the side of the route away from the standard “running line”.</p> <p>Participants are responsible to collect a bottle (if they want one), from a table that is un-occupied by another participant.</p> <p>A Bin will be located approximately 100 metres past the water station for ALL discarded bottles. No participant can pass this point with a bottle. A steward will be positioned to ensure participants obey this rule.</p> <p>Any bottles found discarded on the floor will be collected using a litter picker.</p>	<p>Stewards to ensure tables are kept stocked and clean.</p> <p>Stewards to wear face masks, visors and gloves at all times.</p> <p>Stewards also have access to hand sanitiser.</p>	2 (LOW)	<i>Under normal circumstances, opened water bottles would be handed to participants.</i>
13	Finish point	Participants  FCR Staff  Stewards	4 (HIGH)	<p>Only participants, who are wearing their personal bib number will be permitted to pass over the finishing line and re-enter the secure area.</p> <p>A dedicated finish lane will be established alongside the secure area where participants can warm down (but keep moving) a 2-metre distance.</p> <p>Participants will also be instructed to use hand sanitiser before exiting the secure area.</p> <p>Participants will then be instructed to leave the secure area and make their way home.</p>	<p>Stewards to ensure tables are kept stocked and clean.</p> <p>Stewards to wear face masks, visors and gloves at all times.</p> <p>Stewards also have access to hand sanitiser.</p>	2 (LOW)	<i>Under normal circumstances, medals, water bottles and chocolate would be handed to participants.</i>

<b>14</b>	Spectators	Participants FCR Staff Stewards	<b>4 (HIGH)</b>	<p>Participants will be instructed NOT to attend the event with spectators. Spectators will not be permitted to enter the secure area.</p> <p>Where it is not possible to attend without somebody else, these people should leave the vicinity of the secure area and middle walkway and position themselves safely on the course.</p>	Instructions given within the information sheet sent with personal bib numbers.	<b>2 (LOW)</b>	<i>Under normal circumstances, spectators are welcomed at the event.</i>
<b>15</b>	Toilets	Participants Toilet supplier (Portable Toilet Company)	<b>3 (MEDIUM)</b>	<p>Toilets will be located just inside the secure area after passing the entry point. The units will be laid out at a 2-metre distance and 2 metres to the side of the one-way system.</p> <p>Each unit will have paper towels and hand sanitiser spray.</p> <p>Instructions will be posted within each unit explaining how to sanitise after each use.</p> <p>Only participants permitted to use the toilets.</p>	Instructions given within the information sheet sent with personal bib numbers.  Staff from toilet supplier to service toilets as required and follow their own Covid secure guidelines.	<b>2 (LOW)</b>	<i>Under normal circumstances, toilets are able to be used by all participants and spectators. They are not normally serviced during the event.</i>

## Pre-Risk Assessment Notes

<b>1</b>	All FCR staff must wear protective gloves and face masks at all times.
<b>2</b>	All stewards working within the secure area must wear protective gloves and face masks at all times.
<b>3</b>	Stocks of PPE and hand sanitiser to be purchased before the event. Where this is not possible, the event will be cancelled.
<b>4</b>	The following event facilities have been withdrawn; <ul style="list-style-type: none"> <li>• Live Results</li> <li>• On the day prize-giving</li> <li>• On the day entry/registration</li> </ul>
<b>5</b>	If there is a 'localised spike' and or 'localised lockdown' due to Covid-19 then the event will be cancelled. If this occurs on the morning of the event, all participants will be emailed or sent a SMS message advising of the cancellation.
<b>6</b>	Medical attendance will be provided by Remote Medical Services.

# Risk Assessments

## General Event Risk Assessment

GRA LINE CODE	Location / Hazard	People at Risk	Risk Rating Level (H/M/L)	Control Measures	Additional Measures & Checks	Risk Rating POST CONTROL Level (H/M/L)
1	Major incident on event day	Participants Spectators Event Staff Contractors	MED	Contingency plans as contained within this document		LOW
2	Major incident in build up period (e.g. Environmental Hazard)	Participants Spectators Event Staff Contractors	LOW	Event Planning Group exists for the event. Emergency session to be convened to define response in line with existing major incident plans	Regular liaison between Event Safety Officer and emergency services	LOW
3	Fire Risk at key assembly points (and event structures)	Participants Spectators Event Staff Contractors	MED	ESD contains fire procedures. LFRS aware of the event. Fire certification documents in place for all temporary structures	Event Safety Officer to ensure all fire regulations are adhered to	LOW
4	Duty of Medical Care: Staff in build up and strip out phases. Participants and spectators during the event	Participants Spectators Event Staff Contractors	MED	Event Safety Officer trained to EMT standard and on location for immediate callout during all periods Medical plan contained with ESD defining the levels of coverage on event day	Medical plan to be reviewed and assessed throughout the planning stages.	LOW
5	Major medical incident or fatality	Participants Spectators Event Staff Contractors	LOW	Medical plan contained with ESD defining the levels of coverage on event day Guidelines contained within the race license criteria giving HSE advice	Medical plan to be reviewed and assessed throughout the planning stages.	LOW
6	Vehicle movement on site and on course sections	Participants Spectators Event Staff Contractors	LOW	Event designed with limited need to move vehicles during the event with all setup done before 0800hrs in the main start/finish area During the event stewards are to restrict vehicle movements from the general public. Vehicle passes to be issued to official cars on the route only	Event Safety Officer to monitor and manage emergency service access On-course medics to use pedal cycles to reduce vehicle movements	LOW
7	Traffic congestion and subsequent issues	Participants Spectators Event Staff Contractors Local Residents Non-event Traffic Business Users	MED	Mailshot to all local residents and businesses on the route and immediate vicinity of the route Advance signage in place 2 weeks before the event A number of businesses will be visited in person before the event IF APPLICABLE		LOW
8	Loss of stewarding personnel affecting implementation of closures	Participants Spectators Event Staff	LOW	Professional/reliable stewards used. Stewards regularly used at similar events.	Event Safety Officer to confirm attendance 48 and 24 hours before event	LOW
9	Loss of medical personnel affecting the delivery of the event	Participants Spectators Event Staff Contractors	LOW	Professional/reliable company used. Company regularly used at similar events.	Event Safety Officer to confirm attendance 48 and 24 hours before event	LOW
10	Supply of adequate drinking water to keep participants hydrated	Participants Spectators Event Staff Contractors	LOW	Bottled water purchased by FCR in advance of the event		LOW
11	Issues with power: Loss of supply and risk of electrocution	Participants Spectators Event Staff Contractors	LOW	Generator supply provided for PA systems at start/finish site Generator supplied with fuel tank and with plenty of reserve capacity Distribution carried by Speedy Hire	Site safety officer to check Electrician on standby	LOW
12	Power Supply for: PA system and timing equipment	Participants Spectators Event Staff Contractors	LOW	Generators to be placed with barrired compound Use of competent suppliers with risk assessment and health and safety policy to cover installation and operation	Site safety officer to check Electrician on standby	LOW

				Cable covers or matting to be used		
13	<b>Failure of PA systems</b>	Participants Spectators Event Staff Contractors	<b>LOW</b>	Engineers from PA company on standby Loudbailer backup for keys areas	Tests on all equipment prior to the event Electrician on standby for power failures	<b>LOW</b>
14	<b>Crowd disorder or unrest</b>	Participants Spectators Event Staff Contractors	<b>LOW</b>	Use of PA, signage and stewards to keep participants and spectators informed (see ESD) Previous history of running event participants is that they are generally good natured		<b>LOW</b>
15	<b>Incident from use of machinery / power tools in setup / breakdown</b>	Event Staff Contractors	<b>LOW</b>	Only suitably qualified staff provided by event contractors will be permitted use of power tools or machinery No use of power tools to be required or permitted during public times on site		<b>LOW</b>
16	<b>Manual movement of equipment on site</b>	Event Staff Contractors	<b>LOW</b>	Safe system of work in place for staff covering manual handling Manual lifting to be limited where possible. Use of fork-lifts, trolleys or buggies as appropriate.	Activities to be monitored by Event Safety Officer	<b>LOW</b>
17	<b>Sanitary accommodation – problems arising from level of accommodation</b>	Participants Spectators Event Staff Contractors	<b>LOW</b>	Installation of temporary facilities for the duration of the event.	Toilet provider to maintain. Personnel and equipment on site	<b>LOW</b>
18	<b>Lost &amp; found children / persons</b>	Event Staff Participants	<b>LOW</b>	ESD details procedures in place for missing / found children		<b>LOW</b>

# Course Risk Assessment

A degree of risk is inevitable in almost all sports - e.g. from hard cricket and hockey balls, or being tackled to the ground in rugby. Road runners should expect to encounter the following (up to a point):

- Hard physical effort
- Adverse weather conditions e.g. cold, wet, wind, snow, heat
- Possible unevenness in road or footpath surfaces
- ~~Jostling, particularly at larger events~~
- Presence of other road or footpath users, ~~particularly vehicles~~.

Distance	Item	Details of arrangements and precautions	Additional control measures	Actioned By
0km	Start Area	Secure area for maximum 30 starters at any time.	Signage Steward Instructions PA Announcements	FCR Team Stewards Commentator
		Grass area of good condition		
0km - 0.53km	Fairhaven Lake Pathway	Signage to advise members of the public an event is taking place.		FCR Team
		Tarmac surface of good condition		
0.53km - 2.24km	Inner Promenade Pathway	Signage to advise members of the public an event is taking place. Steward at crossing of car park entrances.	Event in Progress signs to warn motorists accessing / egressing car parks	FCR Team Stewards
		Tarmac surface of good condition		
2.24km - 3.2km	Clifton Drive Pathway	Signage to advise members of the public an event is taking place.		FCR Team
		Tarmac surface of good condition		
3.2km - 7.3km	Lytham Green Outer Pathway	Signage to advise members of the public an event is taking place.	Signage Steward Instructions	FCR Team Stewards
		Tarmac surface of good condition		
		Stewards positioned along this section where car parks meet the outer pathway		
7.3km - 9.5km	New outer pathway at Granny's Bay	Signage to advise members of the public an event is taking place.	Signage Steward Instructions	FCR Team Stewards
		Tarmac surface of good condition		
9.5km - Finish	Fairhaven Lake Pathways	Signage to advise members of the public an event is taking place.	Signage Steward Instructions	FCR Team Stewards
		Tarmac surface of good condition		

# Covid-19 Risk Assessment

Hazards	Affected Persons	Controls	Further Actions	Controls carried out by	Action timeframe
Getting or spreading coronavirus in common use high traffic areas such as toilet facilities, entry/exit points to facilities and other communal areas	Staff Stewards Competitors General Public Contractors	Strict social distancing measures enforced throughout the event site and course  Hand-washing and sanitiser points available throughout the event site  'Pinch Points' at all locations within the event footprint identified and eliminated as part of the social distancing measures  Maximum of 30 competitors permitted within the secure start/finish area to maintain social distancing  One-way system within secure event start/finish area  Additional maintained toilet facilities  Staggered individual start times to avoid gatherings	Social distancing monitored by designated Covid Officer and stewards  Guidelines issued to all competitors in advance of the event	Covid Officer Stewards Contractors	During event period
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff Stewards Competitors General Public Contractors	Regular cleaning and sanitising of event tables  Regular cleaning and sanitising of the tops of all barriers  Regular cleaning and sanitising of toilet door handles and toilet seats	Ample supply of sanitising solution and fresh wipes available for Welfare Steward	Welfare Steward Toilet Contractor	During event period
Contracting or spreading the virus by not social distancing	Staff Stewards Competitors Contractors	If social distancing cannot be maintained within a certain aspect of the event, then that aspect is removed from the event. Removed aspects include: Mass start Prize-givings General arrival Spectators Open event areas	Remove high risk non socially distensible aspects of the event	FCR	Event planning
Increased risk of infection and complications for vulnerable workers	Staff Stewards	Only staff and stewards who are not self-isolating or shielding are permitted to work at the event.	Pre-check status of all staff and stewards	FCR	Event planning
Contracting or spreading the virus by following hygiene rules	Competitors	Proper hygiene should be maintained by individual competitors as indicated within the Code of Conduct. Spitting and nasal discharge (snot rockets) is strictly forbidden whilst competing in the event.	Hygiene information enclosed in pre-event mailed pack  Hand-wash and sanitising facilities provided on event site.	FCR Welfare Steward Toilet Contractor	Event planning  During event period

# Medical Risk Assessment

The following medical risk assessment has been developed to fulfil the statutory duty of care to participants and staff working within the framework of the event. The following company is used to fulfil these requirements:

**RMS AMBULANCE LTD (REMOTE MEDICAL SERVICES)**  
TELEPHONE 07779 302 914

The following factors have been taken into consideration in preparing the assessment and event needs

- Competitor numbers, profile and ages
- Course distance, severity and configuration
- Vehicular access for treatment and transportation of casualties (on course and finish areas)
- Proximity to local NHS A&E facility
- Past incident event data
- Availability of communications
- Time of year, anticipated weather conditions
- Provision of drinking water, energy drinks, shelter etc.
- Assessment of Covid security

Provision has been made for the treatment of the most common foreseeable injuries, including:

- Abrasions, cuts and sprains from trips and fall
- Head injuries from trips and falls
- Aggravation of pre-existing medical conditions including Asthma, Cardio-Vascular Disease / Diabetes
- Cardiac arrest

At the event planning stage consideration has been taken for the need for first aid, extended medical provision and ambulance requirements. This will be supplied at appropriate levels for all stages of the event, including site build and breakdown periods.

Area Assessed	Measures taken
Assessment of appropriate medical cover required for the event	Medical service coverage assessed in accordance the UK Athletics Good Practice Guide to Medical Services, exceeding where possible to the Event Safety Officers request and previous experience with this type of event.
Event arrangements and profile	The route has been used in previous years. The previous casualty and incident rate is MINIMAL. Closed roads with experience stewards and traffic management.
Anticipated competitor numbers	The event is likely to attract around 1000 competitors with approximately the same number with accompanying spectators.
Check availability of local NHS A&E facilities and Ambulance Trust	Hospital and Ambulance service notified via Planning Group in advance of the event. Nearest A&E facility approximately 12 miles from start/finish area of the event.
Ensure capability to deliver BLS plus AED response within 6 minutes of report of injury/incident by event stewards	Cycle responders on course trained and equipped to deliver BLS and AED. Course points identified to provide rapid response. Rear sweep vehicle and FAP at finish area to treat casualties and respond to incidents.
Procedures to check first aid in place before the start of the event	Medical Manager to report to Event Safety Officer, 4 hours before the event to confirm final arrangements are in place and confirmed. Medical Manager to call/meet Event Safety Officer on arrival to event to report in for duty.
Ensure effective reporting of casualties by stewards	Stewards deployed at regular intervals on the main route. All stewards are equipped with mobile phones or radio to contact the FAP at the finish area. All medics are equipped with mobile phone and radio. All stewards are briefed regarding reporting casualties to the FAP.
Layout and management of finish area to provide access for medical services	Finish area has a clear access lane. Finish area coordinator to ensure lane is free of general public and obstructions.

<b>Public announcements</b>	Pre-race announcements will be made to ensure rules and instructions are adhered to. To point out where medical facilities are located. Any participants who suffer from any significant health risk must put a large red cross on their run number to help medics respond accordingly.
<b>Transport of exhausted runners</b>	Medical team to oversee transport requirements for participants requiring it on the course. Any participant requiring transport will be transferred to the FAP for assessment.
<b>Monitor</b>	All communications between medics and event staff are monitored by the Medical Manager. All major incidents are to be reported to the Event Safety Officer.

## Determined Medical Coverage

The following medical provision will be in place for the duration of the event including 45 minute stand-down time after the last competitor has completed the event.

1	<b>Paramedic Ambulance</b> for patient transfer and deployment on course if required	To be positioned and ready for use at 0730hrs
1	<b>Rapid Response Ambulance Car</b> positioned on course at strategic location on course. To follow last runner in from halfway point if not in use	To be positioned and ready for use at 0730hrs
4	<b>Cycle First Responders</b> On patrol on course, following and looping the running field	To be positioned and ready for use at 0730hrs
1	<b>Medical Area</b> Located within the finishing area for any cases of Coronavirus	To be positioned and ready for use at 0730hrs

## Medical Personnel On-Site

Qty	Personnel	Location	Provider
2	<b>Paramedic</b>	Stationed in ambulance	Remote Medical Services
1	<b>Nurse</b>	Stationed at Med Tent	Remote Medical Services
5	<b>ALS First Responders</b>	On bikes on course	Remote Medical Services
1	<b>Medical Manager</b>	Course	Remote Medical Services
3	<b>First Aider</b>	Event Build Up and Breakdown – Event Safety Vehicle	Fylde Coast Runners Crew

# Medical Provider Risk Assessment



Risk Assessment 2020 v2

Hazard and how it might cause harm	Who might be harmed and how they may become harmed Existing	Existing control measures	Additional control measures required	Date completed	Action by
Lack of Inter Agency Awareness	Joint Agency Partners • Working Personnel • Public	<ul style="list-style-type: none"> <li>Co-ordinated approach to planning with Emergency Services and Emergency Planning Team LCC.</li> <li>TM Meeting monthly</li> <li>Joint Agency Meetings - 1st Draft Event Document to be made available to be reviewed and allowing time for amendments</li> <li>Individual meetings with Locations and Managers will be held</li> <li>SAG meetings</li> <li>Publication of final versions for all to view</li> <li>Site walks prior to event as necessary</li> </ul>			Event Manager
Verbal abuse or assault	Employees, members of the public, event staff/marshalls.	briefed not to lone work unless approved and appropriately trained. Training to identify danger as initial response to any incident and to consider own safety before proceeding. Zero tolerance. Lone workers have radio/telephone for comms with event lead	Members will only be out of the first aid compound area when responding to an incident to minimise risk of verbal or physical assault. All teams issued with radio/phone number. Staff to report verbal / physical assault to event manager.		Event Manager
Slips, trips and falls	RMS personnel, staff/public	briefed on appropriate footwear for events as part of their induction training. Treatment centres and vehicles provided with safe access/egress routes including steps where necessary with handrails.	equipment is safely stored leaving walkways clear. Spills kits available in all units. Trailing leads to be routed away from walkways and use of cable covers where possible and wherever a lead crosses a walkway at floor level		All persons
Environmental exposure	RMS personnel, staff/public	Warm room with heating Warm drinks available Disposable blankets available			RMS staff
Storage of combustible and explosive gasses and materials		Ensuring safe storage of all oxygen, entonox and other explosive materials. Ensuring no one is smoking near these materials and ensuring the treatment centres are fenced off Fire marshall appointed for each location. Fire extinguishers provided in all treatment centres and vehicles. Oxygen/gas cylinders safely stored and identified.	Appropriate signage		All RMS personnel
Fire	members of the public, event staff/marshalls		All combustible materials to be stored in cupboards/appropriate containers. Good standard of housekeeping in the treatment areas. Assembly points identified during briefing and treatment centre leads provided will register of volunteers. Volunteers briefed not		Event Manager

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Risk Assessment 2020 v2



			to tackle fires, fire fighting equipment is for aiding personal escape or small contained fires only.		
Hazard and how it might cause harm	Who might be harmed and how they may become harmed	Existing control measures Additional control measures required	Additional control measures required	Date Completed	Actioned by
Manual handling	Employees, Patients	trained in basic manual handling principles and patient handling for AFA and above, and those who have undertaken the MHFA course	Ensure sufficient personnel available for all lifting activities including set-up, take down and during operational hours. Check fitness for role of volunteers as part of briefing. Enough resources sent to patients should Manual Handling need to be used.		All RMS personnel
Electrical faults		Regular safety inspection of treatment centres/vehicles by appropriately trained servicing contractors as per national policy. All portable appliances and cables pat tested on an annual cycle.	informed to report any defective equipment and not to attempt to use. Ensure electrical isolation points are known. Electrical connections only to be made by volunteers familiar with safety requirements.		Event Manager
Stress/Fatigue		Counselling services by own GP. Ensuring all volunteers have regular breaks and regular meals	Encouragement to talk to event management team or HR if feeling unsure/unhappy. Ensure regular breaks available and welfare facilities are provided. Use of debrief at end of event or on a 1-1 basis following a significant incident		Manager, event management team, RMS personnel
Vehicle collision	Uniformed/non-uniformed personnel Employees Public Minor injuries (Sprains, Strains and grazes) up to and including Serious injuries (fractures, dislocations)	Vehicles only to be driven by RMS qualified personnel. Reasonable use of lights and sirens when appropriate. Hi-visibility garments at all times (all event)	All staff must wear High Visibility clothing when manoeuvring vehicles through occupied areas, a member of RMS personnel must act as a second guide/ banks man		RMS personnel
Burns / Scalds - including chemical, sunburn and heat/radiation	labelling of heat sources within the treatment centres / welfare areas. Volunteers trained in the	burns treatment equipment. On warm/sunny days volunteers reminded to use sun-cream and wear RMS baseball cap and ensure they drink plenty of water.			RMS personnel

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	treatment of burns/scald				
Infection/PPE	Employees, members of the public, event staff/marshals	Induction training including the Infection Prevention Control policy. Supply of approved cleaning chemicals and PPE available at all treatment centres and on all ambulances. Regular deep cleaning of all vehicles	Briefed on use of cleaning materials available. Clinical waste bins provided and replaced as required.		RMS personnel
Hazard and how it might cause harm	Who might be harmed and how they may become harmed	Existing control measures	Additional control measures required	Date completed	Action by
Structural collapse	personnel, public, staff	Specialist company setting up temporary structures  If RMS temporary structures only trained personnel to erect  health and safety measures are adhered to	All staff to complete dynamic risk assessments always  Any issues reported to the event management team immediately		Team Leader
Terrorist threat	personnel, public, staff	24 hour security on-site Police presence on-site All staff to wear ID badges Staff informed of terrorist information in pre-event briefing	Major incident procedures to be adopted		RMS personnel

**Covid 19**

Spread of Covid-19 Coronavirus	Staff Visitors to premises Cleaners Contractors Drivers	<b>Hand Washing</b> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dryers for drying of hands • See hand washing guidance. • Gel sanitisers in any area where washing facilities not readily available	Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.		All
Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions		<b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>		
Anyone else who physically comes in contact with you in relation		<b>Social Distancing</b> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency	Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>		
			Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.		

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	to your business	<p><b>Hand Washing</b>  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b>Wearing of Gloves</b>  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b>PPE</b>  Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out</p>		
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		<p>carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b>Drivers</b> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference -</p>	<p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference</p> <p><a href="https://www.hse.gov.uk/news/face-mask-ppe-rපේ-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rපේ-coronavirus.htm</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	
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		<a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress</a>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>		
Major trauma (fairground rides, stages, working from height)	personnel, public, staff	Production staff ensured staff working from height trained as such Ensured correct HCP kit (including trauma kit) is on site	ensure existing control measures are in place	RMS personnel	
<b>Hazard and how it might cause harm-</b>					
This is the activity that might cause harm and a short description of how that harm may materialise. Who might be harmed This is the population who are placed at risk by the activity (such as staff, volunteers, contractors, members of the public) and how they may become harmed e.g. struck by moving vehicle or contact with violent person etc.					
<b>Existing risk controls Measures</b>					
that should be in place before commencement of any work activity. On the day it will be necessary for someone to check that the measures are in place and decide if they are appropriate and sufficient. This may be calculated, and the calculation needs to be entered in the likelihood risk calculator box, the initial risk rating being the raw level of risk before any control measures are put in place.					
<b>Additional control measures required to control risk</b>					
These are measures that are put in place in addition to those initially identified, once in place a recalculation of the level of risk must be undertaken. Any additional measures must have the effect of reducing either the likelihood of an occurrence or the consequence or both. Date completed This is the date by which all control measures identified in the assessment must be in place prior to commencement of the activity.					
<b>Action by</b>					
This is for the name of the person responsible for putting measures in place. Additional control measures required to control risk These are measures that are put in place in addition to those initially identified, once in place a recalculation of the level of risk must be undertaken.					
<b>Any additional measures</b>					
Must have the effect of reducing either the likelihood of an occurrence or the consequence or both. Date completed This is the date by which all control measures identified in the assessment must be in place prior to commencement of the activity.					
<b>Action by</b>					
This is for the name of the person responsible for putting measures in place. NOTE: The objective of this risk Assessment is to identify material risk, record the existing control measures where they exist, and then go on to address these to a point that is as low as is reasonably as possible, the additional control measures identified must be recorded on this form and implemented fully. The residual risk at the end of the process is the risk to which RMS is exposed, if any.					

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# Weather Risk Assessment

WRA LINE CODE	Hazard	People at Risk	Risk Rating Level (H/M/L)	Control Measures	Additional Measures & Checks	Risk Rating POST CONTROL Level (H/M/L)
1	Extremes of hot and/or humid weather affecting welfare	Participants Spectators Event Staff Contractors	MED	<p>Morning start is before the sun will have reached maximum levels</p> <p>Running produces a slight cooling breeze</p> <p>Ample stocks of water at drinks stations on the course.</p> <p>Announcements made to ensure runners take on water during the event</p>	Constant monitoring by Event Safety Officer as to conditions on the day	LOW
2	Extremes of wet and/or cold/windy weather	Participants Spectators Event Staff Contractors	MED	Participants advised to stay wrapped up and wear appropriate clothing or the conditions (Social Media / Mass SMS if required)	Constant monitoring by Event Safety Officer as to conditions on the day	LOW

# Insurance

## UK Athletics Affiliation

Fylde Coast Runners is registered and affiliated to UK Athletics as a club, Affiliation Number: 7692524

## UK Athletics Race Licence

The event is licensed under UK Athletics Rules. The following diagram shows the licence issued by UK Athletics for use on event day. The event is insured under this licence.

# Insurance & Policy Coverage



## INSURANCE COVER FOR EVENT ORGANISERS/PROMOTERS

### Who is Insured?

An organisation that has affiliated to UKA for the express purpose of promoting / organising athletic events you are automatically provided with Public Liability and Third Party insurance cover.

This information sheet tells you what insurance cover is provided and what to do if you ever need to make a claim. Any additional cover required will be your own responsibility.

### PUBLIC LIABILITY INSURANCE

	<p>This policy relates to legal liability of Event Organisers/Promoters, in respect of those activities mentioned above.</p> <p><b>Public Liability:</b> Legal liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with the activities.</p> <p><b>Products Liability:</b> Legal Liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with any commodity, article, goods or item manufactured, sold, supplied, installed, erected, repaired, altered or treated.</p>
<b>Geographical Limits</b>	The policy covers activities anywhere in the world, provided that claims are brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands
<b>Limit of Liability</b>	<p>Public Liability: GBP50,000,000 any one occurrence</p> <p>Products Liability: GBP50,000,000 any one occurrence and in the aggregate in the period of insurance</p>
<b>Excess</b>	GBP750 each and every claim or series of claims arising out of one occurrence in respect of third party property damage.

<b>Examples</b>	<p>The following are examples of where cover would apply, subject to legal liability being proven:</p> <ul style="list-style-type: none"> <li>▪ Bodily injury caused by your negligence to a third party (including athletes, spectators etc)</li> <li>▪ Injury caused as a result of incidental first aid administered.</li> <li>▪ Accidental damage caused by your negligence to material property belonging to a third party, for instance damage caused to fences on land being used for a cross country race.</li> <li>▪ Injury caused through the sale of food and drink as part of associated activities</li> </ul>
<b>General Points to Note</b>	<ul style="list-style-type: none"> <li>▪ This is a legal liability policy and it is the injured party's responsibility to prove negligence for injury or damage.</li> <li>▪ This is not a personal accident policy (if an athlete trips over their own shoelaces and breaks an arm, there is no automatic compensation)</li> <li>▪ There is no age limit applied to the cover</li> <li>▪ Injury arising from medical or physiotherapy treatment is not covered by this policy and should be insured by the practitioners' own insurance policy.</li> <li>▪ If injury or damage is caused by a deliberate act or omission there is no cover.</li> <li>▪ Damage to or loss of an organisers'/promoters' own property is not covered by this policy, they should make separate insurance arrangements for any property they own (Property Damage Policy).</li> <li>▪ The policy does not provide cover for any loss or damage incurred through the use of a motor vehicle whilst subject to the Road Traffic Acts and therefore a matter for a claim against the relevant motor vehicle insurance policy.</li> <li>▪ Hazardous Activities Exclusion – this policy does not apply to liability arising out of hazardous activities which increase the risk of bodily injury or damage to property. This includes but is not limited to amusement rides, bonfires, bouncy castles, fairground rides, fireworks, inflatables.</li> </ul>



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<b>How to make a claim</b>	<ul style="list-style-type: none"> <li>▪ Report all incidents of injury or property damage to third parties as soon as possible regardless of whether a claim is likely.</li> <li>▪ Do not negotiate, deny or admit any claim. <b>Never</b> admit liability or make an offer of payment to third parties.</li> <li>▪ Forward any third party correspondence or solicitor's letters or legal documents immediately upon receipt.</li> <li>▪ All incidents/claims should be reported to:           <p><b>Contact:</b> John Temperton - UK Athletics  <b>Tel:</b> 0121 713 8493  <b>Email:</b> <a href="mailto:insurance@uka.org.uk">insurance@uka.org.uk</a></p> </li> <li>▪ When making a claim it is your duty to disclose all material facts to Insurers. Failure to disclose all material facts could prejudice your claim.</li> </ul>
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This document is issued as a matter of information only and confers no rights upon the document holder other than those provided by the policy. This document does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this document may be issued or pertain, the insurance afforded by the policy (polices) described herein is subject to all terms, conditions or exclusions of such policy (polices). Limits shown may have been reduced by paid claims.

### WHAT TO DO IN THE EVENT OF A DANGEROUS INCIDENT OR AN ACCIDENT

In the case of either a dangerous incident or an accident, please complete the UK Athletics Accident & Incident Report Form at <http://www.uka.org.uk/governance/health-safety/> to notify Peter Sculiffe, UK Athletics Health & Safety Manager. If this is not available then collect the following information:

- Date & time of accident/incident.
- Details of the injured person.
- Name of event and promoter.
- Description of accident/incident with diagrams and/or photographs if possible.
- Nature of injuries.
- Details of any first aid given and named of first aid representatives.
- Names of other persons present.
- Details of reporting person.

All information collected should be sent to the Health & Safety Manager at UKA at the address below.

In the event of the theft or disappearance of property or valuables, these should additionally be reported to the local organiser and the local police.

UKA, Athletics House,  
 Central Boulevard, Blythe Valley Park,  
 Solihull, West Midlands, B90 8AJ  
[www.uka.org.uk](http://www.uka.org.uk)

Registered in England No.3686940



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ENGLAND ATHLETICS



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# Evidence of Insurance Cover

Lynsey Jarman Client  
Adviser



Marsh Ltd Victoria  
House Queens Road  
Norwich, NR1 3QQ  
[www.marsh.com](http://www.marsh.com)

18<sup>th</sup> March 2020

To whom it may concern

Dear Sirs

**CONFIRMATION OF INSURANCE – Name of Policyholder:**

UK Athletics Limited and/or Track and Field World Cup Ltd and/or England Athletics Limited and/or Welsh Athletics Limited and/or Scottish Athletics

**Limited and/or Athletics Northern Ireland (2008) and/or Mary Peters Track Ltd and/or Run4Wales Limited and/or Athletics World Cup Limited and/or subsidiary companies and/or all affiliated National and Regional Associations, Federations and bodies and all affiliated clubs and associations**

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the Policyholder above and that we have arranged insurances on its behalf as detailed below:

## PRIMARY PUBLIC/PRODUCTS LIABILITY

**INSURER:** Royal & Sun Alliance Insurance Plc

**POLICY NUMBER:** YMM902055

**PERIOD OF INSURANCE:** 1st April 2020 to 31st March 2021 both days inclusive

## LIMITS OF LIABILITY:

**GBP 5,000,000** any one occurrence unlimited in the period of insurance for **Public Liability** and in the aggregate in the period of insurance for **Products Liability**



Registered in England and Wales Number: 1507274, Registered Office: 1 Tower Place West, Tower Place, London EC3R 5BU.  
Marsh Ltd is authorised and regulated by the Financial Conduct Authority.



# Staff & Stewards

## Pre-Event Testing

All staff and stewards arriving at the event will need to sanitise or wash their hands before starting. A check of their temperature will also be taken and recorded. If any staff or stewards are showing elevated temperature, then they will be instructed to withdraw and return home with a recommendation to get a Coronavirus test. Temperature checks will also be made at the conclusion of the event and recorded.

## Course Stewards Responsibilities

The main responsibilities of the stewards are to act as markers on the course and to provide safety for runners in that area of the course. They will also assist the police and other emergency services should the need arise. Stewards are also required to report any injuries or runners requiring medical assistance.

### ***Whilst on duty, stewards will:***

- Concentrate only on their duties. Not use mobile phones, iPods or other electronic devices unless required to report an emergency or medical assistance request to the First Aid Point.
- **Wear appropriate PPE for their role at all times whilst on duty**
- Not leave their place without permission unless told to do so by the Event Manager or Police.
- Not consume or be under the influence of alcohol or drugs.
- Remain calm and be courteous towards members of the public and runners.
- Wear distinctive hi-visibility clothing at all times.
- Be familiar with the course to direct runners and answer any relevant questions.
- Be prepared to assist in other areas of the event if the need arises.
- Be responsible and over the age of 18, **not currently self-isolating or a shielding/vulnerable person.**

Stewards will be required to stand at their designated point for quite some time. We advise that they wear clothing appropriate for the time of year and have a flask of warm drink or drinks bottles. We also advise a trip to the toilet before the start of the race. If a steward wants to leave post at any time during the event, they must call in to the first aid point to have a replacement steward sent to their point.  
**STEWARDS ARE NOT TO LEAVE THEIR POINT UNATTENDED UNDER ANY CIRCUMSTANCES.** On the day of the events, all stewards and supervisors will be walked or driven onto the route after being briefed on their specific role.

## Water Station Steward Responsibilities

The main responsibilities of the water station stewards are to ensure that the tables are stocked with water for the self-service collection by competitors. They will also assist the police and other emergency services should the need arise.

Water Station Stewards are also required to report any injuries or runners requiring medical assistance.

Stewards will be required to stand at their designated point for quite some time. We advise that they wear clothing appropriate for the time of year and have a flask of warm drink or drinks bottles. We also advise a trip to the toilet before the start of the race. If a steward wants to leave post at any time during the event, they must call in to the first aid point to have a replacement steward sent to their point.  
**STEWARDS ARE NOT TO LEAVE THEIR POINT UNATTENDED UNDER ANY CIRCUMSTANCES.**

# Event Management Staff

Name	Position	Duty	Location	Contact
Lewis McAndrew 55 Poulton Road Blackpool FY3 7DS	Race Director	Oversee event operations	Course Start & Finish Areas	07488 275 276
Alan Harrison 22 Staining Avenue Preston PR2 1NL	Event Safety Officer	Event Safety & Compliance	Course Start & Finish Areas	07824 995 680
Roy Brooks-Brennan 22 Staining Avenue Preston PR2 1NL	Assistant Event Safety Officer	Event Safety & Compliance	Course Start & Finish Areas	07427 264 909
Skye Harrison 22 Staining Avenue Preston PR2 1NL	Covid-19 Risk Manager	Ensure compliance of guidelines and social distancing	Start & Finish Areas	07842 049 879
Tyler Harrison 7 Derwent Place, Thornton Cleveleys FY5 3HA	Course Manager	Setup of course signage and water station delivery	Course	07564 903 169
Dale Horton 5 Buxton Avenue, Bispham Blackpool FY2 0JD	Assistant Course Manager	Setup of course signage and water station delivery	Course	07982 837 509
Trish Harrison 22 Staining Avenue Preston PR2 1NL	Enquiries Manager	Oversee registration area and operations	Registration	07913 017 430
Joanne Tong 39 Three Nooks, Bamber Bridge, Preston PR5 8EL	Steward Manager	Steward control and supervision	Course	07941 364 290
Brian Porter 34 Delany Drive, Freckleton, Preston PR4 1SJ	UK Athletics Event Adjudicator	Ensure event is operated and run under given standards	Start & Finish Areas	07759 829 513

# Event Stewards

## General Stewards

Name	Address	Duty	Location	Contact	PPE
		<u>Welfare Officer</u> Ensure all high use services are sanitized. ie; tops of barriers, toilet door handles, table tops etc.	Start/Finish areas, toilet area		Visor Gloves
		<u>Entry Control</u> Monitor access to start/finish area, only allowing a maximum of 30 participants at any one time. <b>COMPETITOR ACCESS ONLY</b>	Secure Start/Finish Area Entrance Fairhaven Lake		Visor Gloves
		<u>Finish Control</u> Ensure only finishing competitors enter the finishing lane	Secure Start/Finish Area Entrance Fairhaven Lake		Visor Gloves
		<u>Baggage Area</u> See separate note for Baggage Storage	Secure Start/Finish Area Entrance Fairhaven Lake		Visor Gloves

		<b>Water</b> Ensure tables of water are fully stocked at all times during the event for competitor self service	Secure Start/Finish Area Entrance Fairhaven Lake		Face Covering Gloves
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## Course Stewards

Name	Address	Duty	Location	Contact Tel.	PPE
		Direct runners left from lake to run up slope and exit the lake.	Exit from Fairhaven Lake at bottom of the slope (outside RSPB building) <b>8.00am – 10.00am</b>		Face Covering Gloves
		Direct runners left when they get to the top of the exit ramp. Advise to stay left at all times whilst on this section.	Top of slope exiting from Fairhaven Lake from RSPB building. <b>8.00am – 10.00am</b>		Face Covering Gloves
		Turn runners around at this point to return in the direction they have just come from.	Turn point just before entrance to St Pauls Ave car park (on pathway). <b>8.00am – 10.00am</b>		Face Covering Gloves
		Direct runners straight ahead at this point passing the exit and remaining on the pathway	Top of slope exiting from Fairhaven Lake from RSPB building. <b>8.00am – 10.00am</b>		Face Covering Gloves
		Direct runners straight ahead passing the first car park entrance.	Car park entrance (to tennis courts and bowling greens). <b>8.00am – 10.00am</b>		Face Covering Gloves
		Direct runners straight ahead crossing the main lake car park entrance continuing along pathway	Main Fairhaven Lake car park entrance/exit. <b>8.00am – 10.00am</b>		Face Covering Gloves
		Direct runners right to run along pathway alongside Clifton Drive	White Church corner of Ansdell Road South and Clifton Drive <b>8.00am – 10.30am</b>		Face Covering Gloves
		Direct runners straight ahead crossing over Fairlawn Road continuing along the pathway	Fairlawn Road <b>8.00am – 10.30am</b>		Face Covering Gloves
		Direct runners right to join the outer pathway at Lytham Green	Seafield Road <b>8.00am – 10.30am</b>		Face Covering Gloves
		Direct runners (on both sides of the pathway) to continue straight along outer pathway	Lytham Green outer pathway at Dicconson Terrace car park <b>8.00am – 11.00am</b>		Face Covering Gloves
		Direct runners (on both sides of the pathway) to continue straight along outer pathway	Lytham Green outer pathway at Bath Street car park <b>8.00am – 11.00am</b>		Face Covering Gloves
		Direct runners (on both sides of the pathway) to continue straight along outer pathway	Lytham Green outer pathway at Lytham Windmill <b>8.00am – 11.00am</b>		Face Covering Gloves
		Direct runners Left onto to crosswalk pathway before end of Lytham Green for short grass section looping back	Lytham Green outer pathway at last crosswalk pathway <b>8.00am – 11.00am</b>		Face Covering Gloves

		<b>Direct runners from the new pathway at Granny's Bay to continue along new section</b>	New section at start of Granny's Bay <b>8.00am – 11.00am</b>		Face Covering Gloves
		<b>Direct runners right from new section into St Pauls Avenue car park (south end)</b>	South end of St Pauls Avenue car park <b>8.00am – 11.00am</b>		Face Covering Gloves
		<b>Direct runners right from car park back into Fairhaven Lake at the western side entrance</b>	St Pauls Avenue car park side entrance to Fairhaven Lake <b>8.00am – 11.00am</b>		Face Covering Gloves
		<b>Direct runners right along pathway to side of Spitfire</b>	Spitfire <b>8.00am – 11.00am</b>		Face Covering Gloves

## Water Station Stewards

Name	Address	Duty	Location	Contact	PPE
		Ensure tables are stocked with water to enable self-service by competitors	End of Lytham Green adjacent to small hut		Visor Gloves Sanitiser
		Ensure runners throw their bottles into the bins provided and do not pass with a bottle	100m past the water station		Visor Gloves Sanitiser

# Emergency Event Procedures

## Cancellation Policy

In the event that the Fairhaven Flyer 10k is cancelled prior to the start of the races, the following plan will be brought into action (some actions, such as the mail out, will be dependent on the time available).

- Race Director to agree a public statement and short-term action plan, including base for activity.
- Press statement to be put out to all participants.
- Press statement to be put out to website and social media.
- Social media platforms – Facebook and Twitter – to be updated by FCR.
- Mass SMS to be sent by FCR to all entrants, directing participants to [www.fyldecoastrunners.com](http://www.fyldecoastrunners.com) for further information.
- All participants – email to all entrants implemented by FCR admin staff.
- With a late announcement, event crew to be positioned at strategic points to meet any participants unaware of the situation.
- Press statement to follow on the next working day after the event – FCR to manage.
- Letters/emails to be sent to all participants within 3 days explaining the next steps – FCR to manage

## Emergency Planning

### DEFINITION

A major incident is any emergency that required the implementation of special arrangement by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue and transport of a large number of casualties.
- The involvement either directly or indirectly of a large number of people.
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police.
- The need for the large-scale combined resources of two or more of the emergency services.
- The mobilisation and organisation of the emergency services and supporting organisations eg. Local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The event is attended by 300 participants plus limited spectators on the day and so the risk of emergency incidents is present. In order to enable any emergency to be dealt with efficiently and safely, the following procedures are in place;

### BOMB WARNING RECEIVED

If a bomb warning is received by the police, media or organisers, the following procedures will take place;

- If a location is specified in the warning, the Event Safety Officer and police are consulted. Any unusual packages or behaviour reported to the police and the area may be closed to the public. If a package is located, the police will investigate and take the necessary action in evacuation with the help of the Event Safety Officer and stewards.
- If no location is specified, a site meeting will be called with the Event Safety Officer, and a Police Liaison. The site meeting will take place in the Event Control Unit located adjacent to the finish area.

The procedures to follow will be directed by the police and could include a detailed search of all event areas, evacuation of all areas or partial evacuation of a particular area, and further investigation into the validity of the warning.

## COMPLETE EVACUATION OF THE EVENT AREAS

If a complete evacuation of the town centre is required, the police will assist. An emergency meeting of all stewards will be called, and the situation explained to them. Stewards will be responsible for moving all competitors, staff and spectators including event traders to the nearest egress route and clear the area. The event PA system will be used to give information to the public regarding the evacuation, the police will advise on the wording to be used. Once stewards have cleared the area, they will report to the Event Safety Officer who will ask them to stand by, evacuate or assist in another area. The Event Safety Officer will remain in constant communication with the police to ensure they are aware of the progress of the evacuation. Participants will be stopped at the next available point on the course and will be prevented from re-entering the evacuated area until the situation has been fully assessed.

## SUSPICIOUS PACKAGES

If a suspicious package is notified to a steward, they must contact the Event Safety Officer who will contact the police. The steward should be consulted as to any details they may have about the package and movements in the vicinity. The police will ascertain the seriousness of the package and may require partial evacuation, which will be conducted by the steward with the assistance of the police. The police will then proceed with the investigation.

## FIRE

If a steward discovers a fire, they will raise the alarm by shouting. Evacuate all people that might be at risk. The steward will contact the emergency services by dialling 999 and then notify the Event Safety Officer or send someone to notify the Event Safety Officer. The Event Safety Officer will also notify the emergency services and then ensure that the police, event staff and Traffic Management Officer are aware and are expecting a fire engine. The police will ensure safe passage of the fire engine to the fire. The fire engine crew will deal with the fire as necessary. Participants will be stopped at the next available point on the course and will be prevented from re-entering the evacuated area until the situation has been fully assessed.

## HOSTILE AND NON-HOSTILE DEMONSTRATIONS

If a demonstration takes place at the event location, either by an individual or a group, the stewards should notify the Event Safety Officer immediately. The Event Safety Officer will notify the police and a site meeting held to decide on the best course of action. It may be necessary for a steward to ask the individual to cease their actions and leave the event area, if they do not leave, the police will assist.

## CRIMINAL INCIDENT

If a criminal incident occurs, the steward should notify the Event Safety Officer who will notify the police. If there is a direct risk to life, then contact the police first then notify the Event Safety Officer or send someone to notify the Event Safety Officer. The police will deal with the situation in the appropriate manner and request a site meeting or evacuation.

## ROAD INCIDENT

If an incident occurs on the roadways incorporating the event, the Event Safety Officer and police should be notified. The police will deal with the incident as quickly as possible and may re-route traffic as necessary. Stewards may be asked to help with re-routing or directing of the traffic.

## **EMERGENCY SITUATION**

A pre-evacuation message will be notified to you from the Event Safety Officer. You should prepare for possible imminent evacuation.

The pre-evacuation message is: *"All stewards operate a Code Black"*.

If a full evacuation of your area is necessary, a public announcement will be made from the stage and/or PA system and/or you will be notified via radio or mobile phone from the Event Safety Officer. The announcement will be: *"Your attention please - for your own safety, please leave the event area by the exit directed by stewards"*.

You must physically point and shout in the direction of safe exit during the evacuation. Your responsibility is to follow the instruction of the Event Safety Officer or emergency services in coordinating the evacuation. Once the evacuation is complete, and you are in a safe area, seal off the area and prevent re-admittance. Await further instructions.

## **Lost Items/Property**

Lost property will be difficult to locate due to the location and size of event. However, any item found at the start/finish areas will be taken to the Control Unit situated adjacent to the finish area. Items will be booked in and not released until the claimant can provide an adequate description of the item.

Where ownership cannot be proven or is contested, the matter will be passed to the police. Any valuable item left unclaimed at the end of the event will be handed to the police. All other property will be disposed of.

## **Lost Children**

The lost children point will be located within the event registration/enquiry marquee and will be staffed by CRB/DBS checked personnel for the duration of the event. If a lost child is found, the steward who finds them or is handed them should remain at the point in which the child was found for several minutes and then contact the Event Safety Officer, who will advise if the child has been reported missing or whether he/she should be taken to the lost children point as detailed above.

Details of the child's location when found, clothing, age and description are ascertained and if the child can communicate, details of parents are asked from him/her and reported to the Event Safety Officer who will pass the information onto the lost children point. The Event Safety Officer will notify the police of the details and ask the PA announcer to announce that a child has been found and asking parents/guardians to report to the lost children point. Details and colour of the child's coat/clothing is the only information that can be given out in the announcement.

- DO NOT REFER TO CHILDREN SPECIFICALLY OR GIVE DETAILS OF NAME, SEX OR AGE**

Stewards will direct all members of the public who have either lost someone or are looking for someone to the lost children point. If a parent arrives looking for a child who is not there, use radios to circulate a description of the child to stewards. Upon the parent/guardian arriving to collect the missing person, they must be asked for the child's name, age, sex and a description of the child's clothing and this should be checked against the available information. Details of the person claiming the missing person will be noted down and given to the Event Safety Officer to record it officially. If there is any doubt as to the validity of the parent/guardian claim on the missing person, the police should be called, and the matter dealt with by them. Missing persons not collected by the time the event closes, will be handed over to the police.

**THE AIM OF THESE GUIDELINES IS TO PROTECT THE LOST CHILDREN AND EVENT STAFF FROM POSSIBLE LEGAL REPERCUSSIONS**

# Communications

## Event Communications Profile

Communication between all those involved in the delivery of the event on the day will be a key factor in ensuring that a safe and successful event takes place. The means of communication will vary from the use of a bespoke network of radio communication, mobile phones and word of mouth between individuals.

Key staff will be based at the start/finish areas. They will primarily make use of the radio network brought in for the event period.

## Event Radio Network

The network will be provided and installed by **RMS AMBULANCE** on the day of the event. Radios must be collected and signed for from the Medical Team located at the start/finish area of the event.