

Event Safety Document



Run the Lights

“the brightest night run ever”

Saturday 15th August 2020



Table of Contents

Event Information.....	4
Introduction	4
Management & Planning	4
Local Authority Information.....	4
Event Profile.....	5
10k	5
5k	5
Policy Statements	6
Health & Safety Policy Statement.....	6
Equality Act 2010 Policy Statement.....	6
Children Act 1989/2004 Policy Statement.....	6
Course and Venue	7
Course Information.....	7
10k	7
5k	7
Venue Information.....	8
Surface & Inspections	9
Event Signage.....	9
Aid Station	9
Aid Station Locations	9
Car Parking.....	9
Toilet Facilities	9
Waste.....	9
Waster Carrier Registration	10
Traffic Management	11
TM Scheme Drawing.....	11
Traffic Management Schedule.....	11
Advance Signage Schedule	14
<i>Tramway Activity</i>	19
Staff & Stewards.....	20
Steward Responsibilities.....	20
Course Stewards	20
Water Station Stewards.....	20
Traffic Management Stewards	21
Event Staff & Stewards	22
Core Staff	22
Enquiry Point	22
Finish.....	22
Water Stations.....	22
Road Closure Stewards	23
Insurance	25
UK Athletics Affiliation.....	25

UK Athletics Race Licence	25
Insurance Information & Policy Coverage	26
Evidence of Insurance Cover.....	27
Risk Assessments.....	28
General Event Risk Assessment	28
Coronavirus Risk Assessment	30
Course Risk Assessment.....	35
Medical Risk Assessment.....	36
Determined Medical Coverage	37
Medical Personnel On-Site	37
Weather Risk Assessment.....	37
Emergency Event Planning	38
Cancellation Policy	38
Weather Information.....	38
Emergency Planning	38
DEFINITION	38
BOMB WARNING RECEIVED	38
COMPLETE EVACUATION OF THE EVENT AREAS	39
SUSPICIOUS PACKAGES.....	39
FIRE	39
HOSTILE AND NON-HOSTILE DEMONSTRATIONS	39
CRIMINAL INCIDENT	39
ROAD INCIDENT	39
EMERGENCY SITUATION.....	39
Lost Items/Property	40
Lost Children	40
Communications.....	41
Event Communications Profile.....	41
Event Radio Network	41
Appendix.....	42
Promenade Residents Letter	42
UK Athletics Event Adjudicator Form.....	43
Competitor Leaflet.....	45

Event Information

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.

The event covers two distances:

- **10k – Saturday 15th August 2020**
- **5k – Saturday 15th August 2020**

Both events are officially measured, starting and finishing on the Middle Walkway, Blackpool.

The event is a **TIME TRIAL**. There will be **NO MASS START (GATHERING)**. Competitors start within the following guidelines between 21:00 and 21:45 as an open start line.

- **Individual Competitors** (started 2 metres (*2 seconds*) apart)
- **Groups of Competitors** (Households/Bubbles) (No more than 6)

Management & Planning

A number of key factors have been considered by FCR before promoting the event. The date has been checked as to not coincide with any similar event on the same day in the area using the events calendars at runbritain.com. The route, which has been used in previous years for similar events, was checked for access or any changes. The venue area has been checked whether the event can be hosted from there on the day. A preliminary risk assessment of the course has been undertaken to check suitability of the course. Checks have been made as to the availability of stewards and marshals on the day. Seasonal weather conditions have also been considered. After all these aspects have been considered, the event was proven to be acceptable and safe to promote.

Local Authority Information

A notice of intention has been sent to Blackpool Council for consideration and approval from the Safety Advisory Group and/or all departments required to be informed of the event. The following departments/organisations have been informed about the event for pre-planning purposes:

- *Blackpool Council forwarded to all relevant departments (via SAG)*
- *Blackpool Police (Events)*
- *Lancashire Ambulance Service (via SAG)*
- *Lancashire Fire & Rescue Service (via SAG)*
- *Blackpool, Fylde & Wyre Hospitals (via Remote Medical Services)*

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. The event information desk can offer advice as required as does the events website and the instruction sheet supplied to all competitors before the day (by email or post).

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: **9.00pm – 9.45pm**

Arrival times for participants is between: **8.45pm and 9.45pm**

Duration of the event is typically: **2 hours**

Set-Up of event starts at: **2.00pm**

Take-Down of event typically concludes at: **2.00am (Sunday 16th August)**

5k

Sex Split: 55% men, 45% women.

Age Split: 5% 11-14, 5% 15-25, 15% 26-30, 45% 31-45, 20% 46-55, 10% 56+

Group: Single participants and Family groups

The event start time is: **9.00pm – 9.45pm**

Arrival times for participants is between: **8.45pm and 9.45pm**

Duration of the event is typically: **1 hours**

Set-Up of event starts at: **2.00pm**

Take-Down of event typically concludes at: **2.00am (Sunday 16th August)**

Both events are outdoors.

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

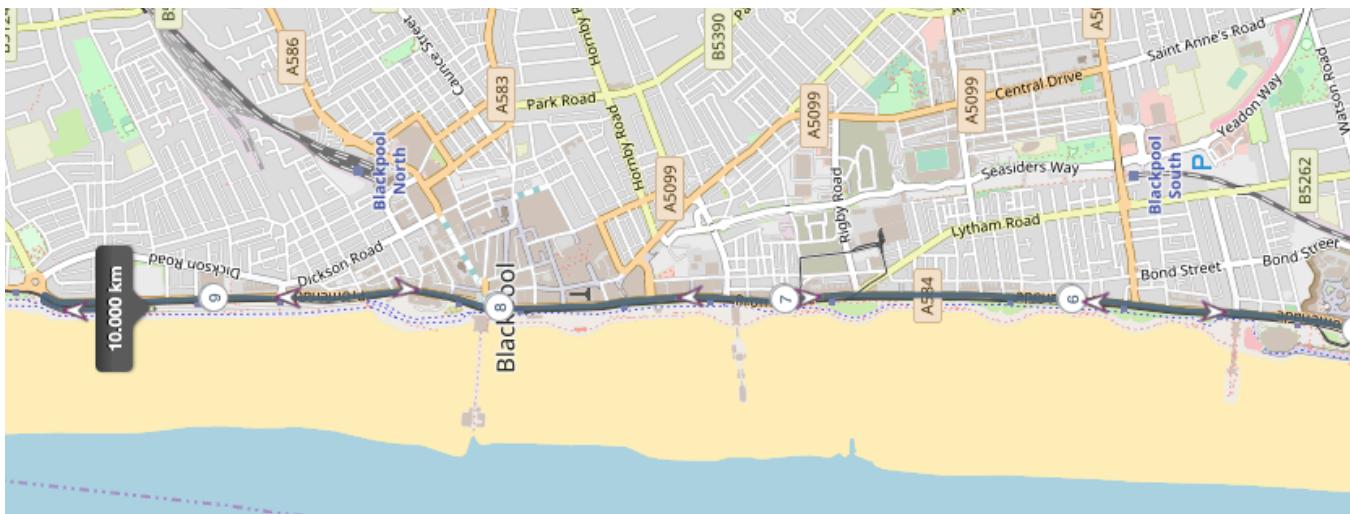
As an organisation, Fylde Coast Runners fully complies with the regulations and amendments contained within the Children Act 1989/2004 and have taken the following pre-cautions to ensure a duty of care to minors. Minors under the age of 18 must have their entry form signed and dated by a parent or guardian. 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.

Course and Venue

Course Information

10k



- Start – Middle Walkway
- Proceed North along Middle Walkway to end then right across tramway onto Promenade
- Proceed down Promenade
- 10k turn point just north of Watson Road
- The route then follows the same route back finishing on Middle Walkway

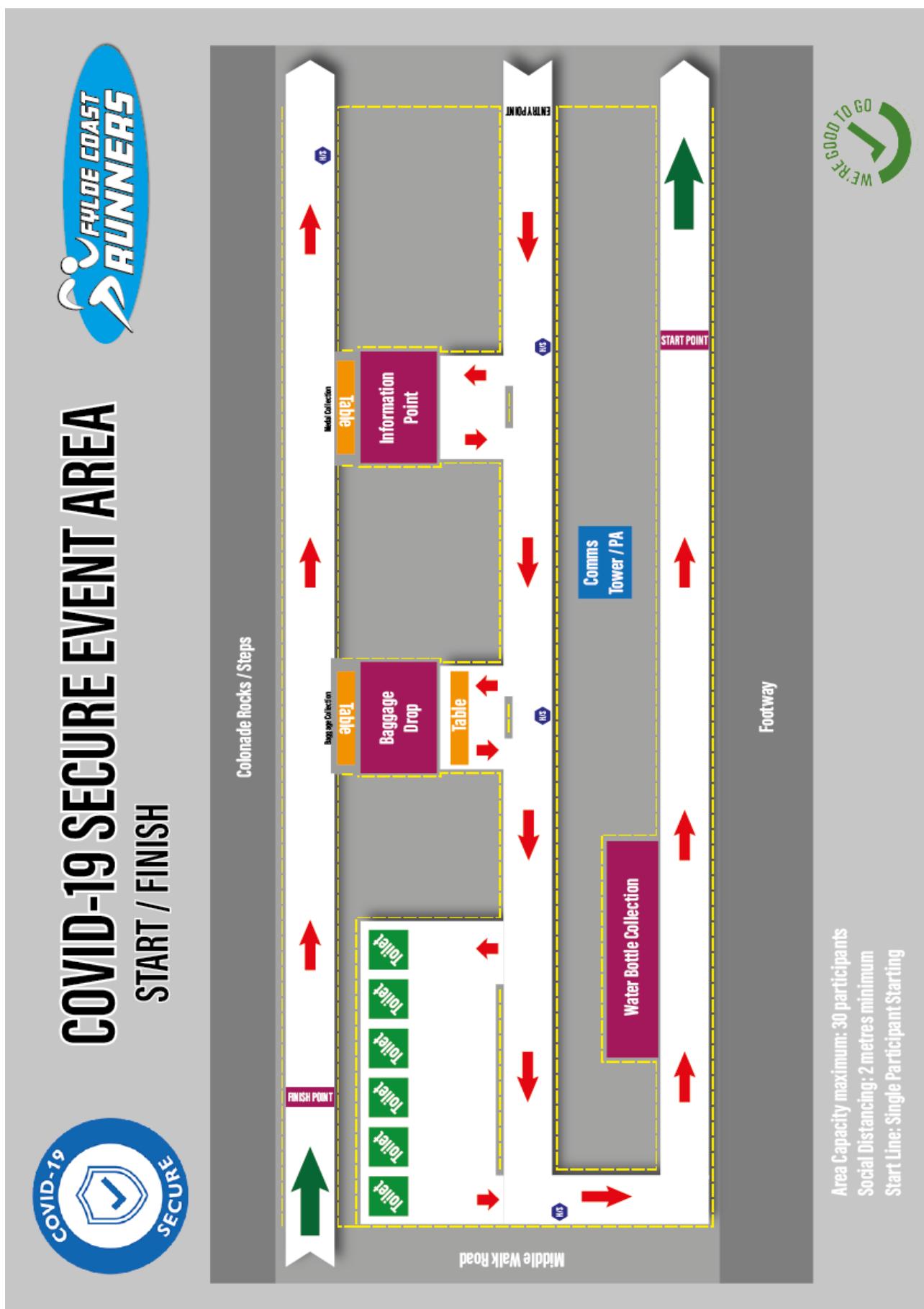
5k

The 5k route follows the same route as the 10k above with the exception of the shorter turn point

- 5k turn point just north of at Crystal Road (approx.)

Venue Information

A new venue layout has been designed within COVID-19 Social Distancing guidelines for an effective safe area for staff and competitors. Below is the layout used for this event.



Surface & Inspections

The surface of the entire route is a tarmac/concrete surface. The surface is of fairly good condition with no major potholes, cracks or defects that would prove to be of concern. The route has been used in previous years for this event with no significant issues. The route has no works or planned works within the time of the event.

Event Signage

Signage is important to give information to competitors and the public and to maintain a safe environment for runners, stewards, spectators and members of the general public. The course will be marked using arrows to show the route of the course. Each mile a sign will be used to mark the distance covered. Signs will also be used to advise the public that an event is in progress. Additional signs will be used to offer information to competitors. All the signs will be erected by the ESO. Most signs will be erected over 2.4m from the ground. In some cases, signs will be mounted at floor level on road cones. All signage will be removed shortly after the event after the last runner has completed the route.

The signs that are used for the event are made from lightweight correx board and measure 24 inches by 18 inches. In most cases these signs are screwed to a small wooden stake to allow a good fixing onto streetlights, signs or traffic cones. Where signs are installed on streetlights or posts, they are erected over 2.4 metres to avoid contact with members of the public. They are attached using tie-wraps for a firm fixing. When attached to a traffic cone, duct tape is used, and the high visibility aspect of the traffic cone is still visible.

Aid Station

An Aid station for competitors will be located at on the route as recommended by UK Athletics Best Practice. Following Covid-19 guidance, the aid station be un-manned. It is the responsibility of competitors to pick a bottle up from a table that is free (to allow for social distancing). Stewards will only re-stock tables (wearing suitable PPE). Approximately 100 metres past the water station a bin will be located for competitors to deposit their used bottles. All competitors are expressly told not to drop bottles on the floor or take them with them past this point.

Aid Station Locations

- | | |
|------------|---|
| 10k | • Promenade at Balmoral Road (Southbound) |
| 5k | • Not required |

Car Parking

There is no dedicated parking facilities for the event. Competitors are advised to use pre-existing facilities in the town centre and central car parks.

Toilet Facilities

Temporary Toilets will be installed on the day of the event and removed shortly afterwards. The units will be located within the secure area and on the Middle Walkway in the waiting area.

The contractor for the temporary toilets is:

PORTABLE TOILET COMPANY

Shaw Farm, Stockclough Lane, Feniscowles, Blackburn BB2 5JR
Phone: 01254 200181

Waste

Blackpool Street Scene will be contracted to supply Euro Bins at the following locations

- **SATURDAY - 4 @ Middle Walkway**
- **SATURDAY - 2 @ Water Station (Balmoral Road)**

All other waste generated will be bagged and transferred to FCR HQ for collection by Blackpool Council Trade Waste under our current waste contract. All medical waste will be controlled by Remote Medical Services.

Waster Carrier Registration

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

Regulation authority

Name



National Customer Service Centre

Address

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

Address of place of business
UNIT 1A
HOO HILL LANE
BLACKPOOL
FY3 7HJ

Telephone number 01253 394038

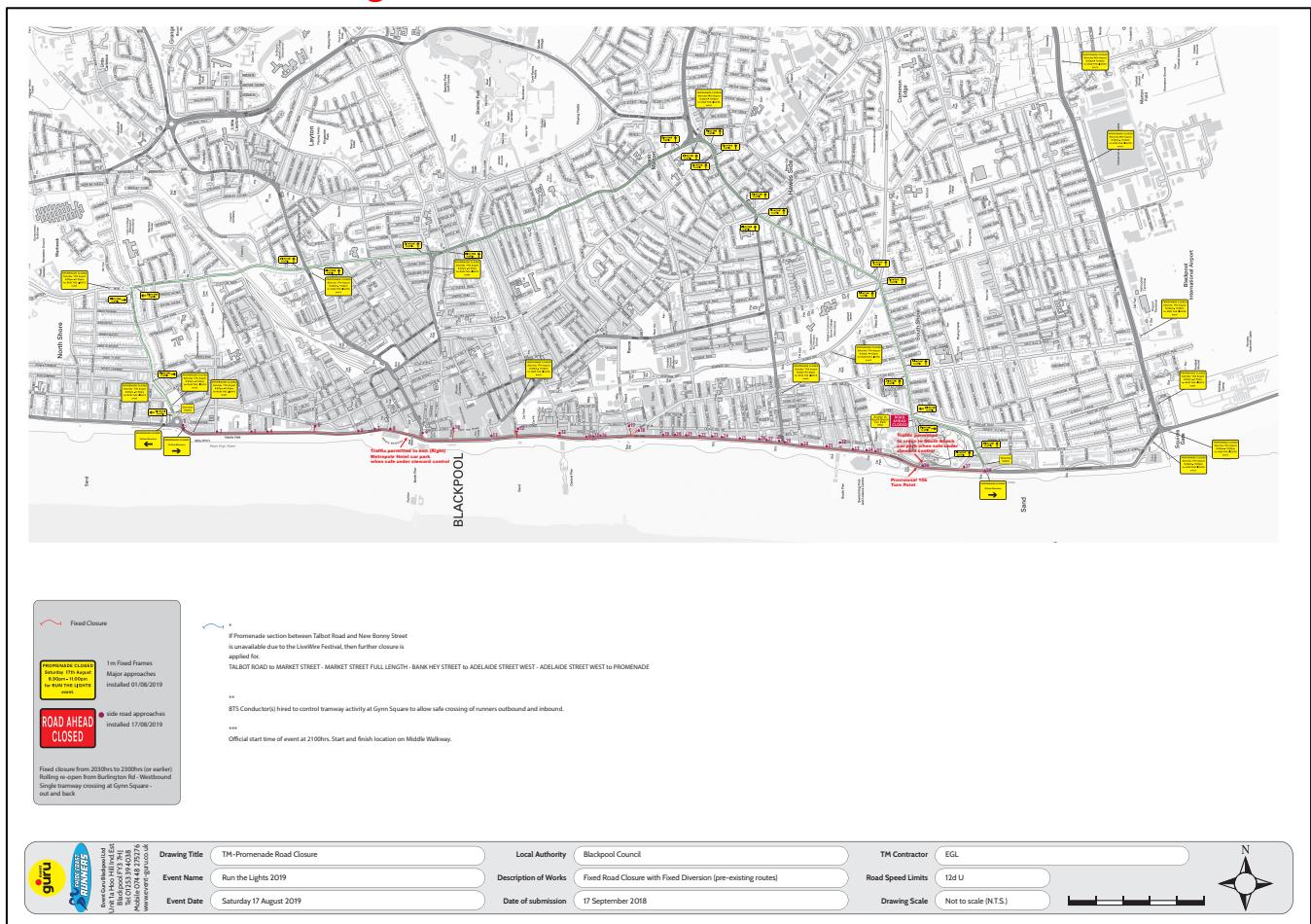
Date of registration Wednesday 7th February 2018

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.

Traffic Management

TM Scheme Drawing



Traffic Management Schedule

Location ID	Junction	Steward	Equipment	Symbol	Closure On	Closure Off
1	Promenade at junction with Gynn Square roundabout	n/a	Road Closed Frame Sign		0830hrs	approx 1050hrs
			Pedestrian Barriers (3)			
			(Special) Promenade Closed follow diversion			
2	Warley Road	JT001	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
3	Derby Road	JT002	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
4	Wilton Parade	JT003	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs

5	Pleasant Street at junction with Dickson Road	JT004	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
			Traffic Cones (5)			
6	Cocker Street	JT005	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
7	Banks Street	JT006	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
8	Springfield Road at junction with Abingdon St	JT007	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
9	Talbot Road at junction with Corporation Street	JT008	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
			Traffic Cones (5)			
10	Church Street at junction with Market Street	JT009				
11	Church Street at junction with Promenade	JT010				
12	Adelaide Street West	JT011				
13	Adelaide Street West at junction with Promenade	JT012				
14	New Bonny Street at junction with Bonny St	JT013	Road Closed Frame Sign		0830hrs	approx 1050hrs
			Pedestrian Barriers (3)			
15	Chapel Street at junction with Foxhall Road	JT014	Road Closed Frame Sign		0830hrs	approx 1050hrs
			Pedestrian Barriers (3)			
16	Yorkshire Street	JT015	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
17	Bairstow Street	JT016	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
18	Princess Street	JT017	Pedestrian Barriers (3) 1 with fixed Road Closed Sign		0830hrs	approx 1050hrs

19	Rigby Road at junction with Tyldesley Road	JT018	Pedestrian Barriers (2)		0830hrs	approx 1050hrs
20	New Bonny Street at junctilon with Bonny St	JT019	Road Closed Frame Sign		0830hrs	approx 1050hrs
			Pedestrian Barriers (4)			
21	Trafalgar Road	JT020	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
22	Barton Avenue	JT021	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
23	Wellington Road	JT022	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
24	Woodfield Road	JT023	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
25	St Chad's Road	JT024	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
26	Crystal Road	JT025	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
27	Alexandra Road	JT026	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
28	Shaw Road	JT027	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
29	Britannia Place	JT028	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
30	Commercial Street	JT029	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
31	Waterloo Road	JT030	Road Closed Frame Sign		0830hrs	approx 1050hrs
			Pedestrian Barriers (3)			
32	Rawcliffe Street	JT031	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
33	Dean Street	JT032	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
34	Station Road	JT033	Road Closed Frame Sign		0830hrs	approx 1050hrs

			Pedestrian Barriers (3)			
35	Withnell Road	JT034	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
36	Osbourne Road	JT035	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
37	Balmoral Road	JT036	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
38	Watson Road	JT037	Pedestrian Barrier with fixed Road Closed Sign		0830hrs	approx 1050hrs
			(Special) Access to South Beach Car Park Only			
39	Clifton Drive	JT038	Pedestrian Barriers (3) 1 with fixed Road Closed Sign		0830hrs	approx 1050hrs
40	Promenade at Burlington Road West	n/a	Road Closed Frame Sign		0830hrs	approx 1050hrs
			Pedestrian Barriers (5)			
			(Special) Promenade Closed follow diversion			
			Traffic Cones (10)			

Advance Signage Schedule

Devonshire Road (Southbound) before junction with Warbreck Hill Road	Advance warning sign (1050) Frame Sign	01/08/2019	
Promenade (Southbound) at junction with King Edward Avenue	Advance warning sign (1050) Frame Sign	01/08/2019	
Warbreck Hill Road (Westbound) at junction with Gynn Square roundabout	Advance warning sign (1050) Frame Sign	01/08/2019	
Warbreck Hill Road (Westbound) at junction with Gynn Square roundabout	Advance warning sign (1050) Frame Sign	01/08/2019	

Talbot Road (Westbound) at junction with Devonshire Road (Traffic Lights)	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Church Street (Westbound) at junction with Devonshire Road (Traffic Lights)	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Central Drive (Westbound) at junction with New Bonny Street	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Preston New Road (Westbound) at junction with South Park Drive	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Waterloo Road (Westbound) at junction with Lytham Road (Traffic Lights)	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Yeadon Way (Westbound) at junction with Car Park (Filling Station)	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Squires Gate Lane (Westbound) before junction with Common Edge Road	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Squires Gate Lane (Westbound) before junction with Amy Johnson Way	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Squires Gate Lane (Westbound) before junction with Lytham Road	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Squires Gate Lane (Westbound) before junction with Sandridge Place (on bridge)	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Clifton Drive (Northbound) before junction with Squires Gate Lane	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.
Starr Gate (Promenade) at Illuminations Archway	Advance warning sign (1050) Frame Sign	01/08/2019	PROMENADE CLOSED Saturday 17th August 8.30pm - 11.00pm for RUN THE LIGHTS event.

Warley Road at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Derby Road at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Wilton Parade at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Pleasant Street at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Cocker Street at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Banks Street at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Springfield Road at junction with Dickson Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Springfield Road at junction with Abingdon Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Chapel Street at junction with Kay Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Chapel Street at junction with Dale Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Rigby Road at junction with Blundell Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Rigby Road at junction with Tyldesley Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs

Lytham Road at junction with Tyldesley Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Trafalgar Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Wellington Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Woodfield Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
St Chad's Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Crystal Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Alexandra Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Shaw Road at junction with Lytham Road	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Rawcliffe Street at junction with Bond Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Dean Street at junction with Bond Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Station Road at junction with Bond Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs
Withnell Road at junction with Bond Street	Road Ahead Closed (32x24) Promenade closed between 0830hrs - 1100hrs	24/08/2019	ROAD AHEAD CLOSED Promenade closed tonight between 0830hrs - 1100hrs

Osbourne Road at junction with Bond Street

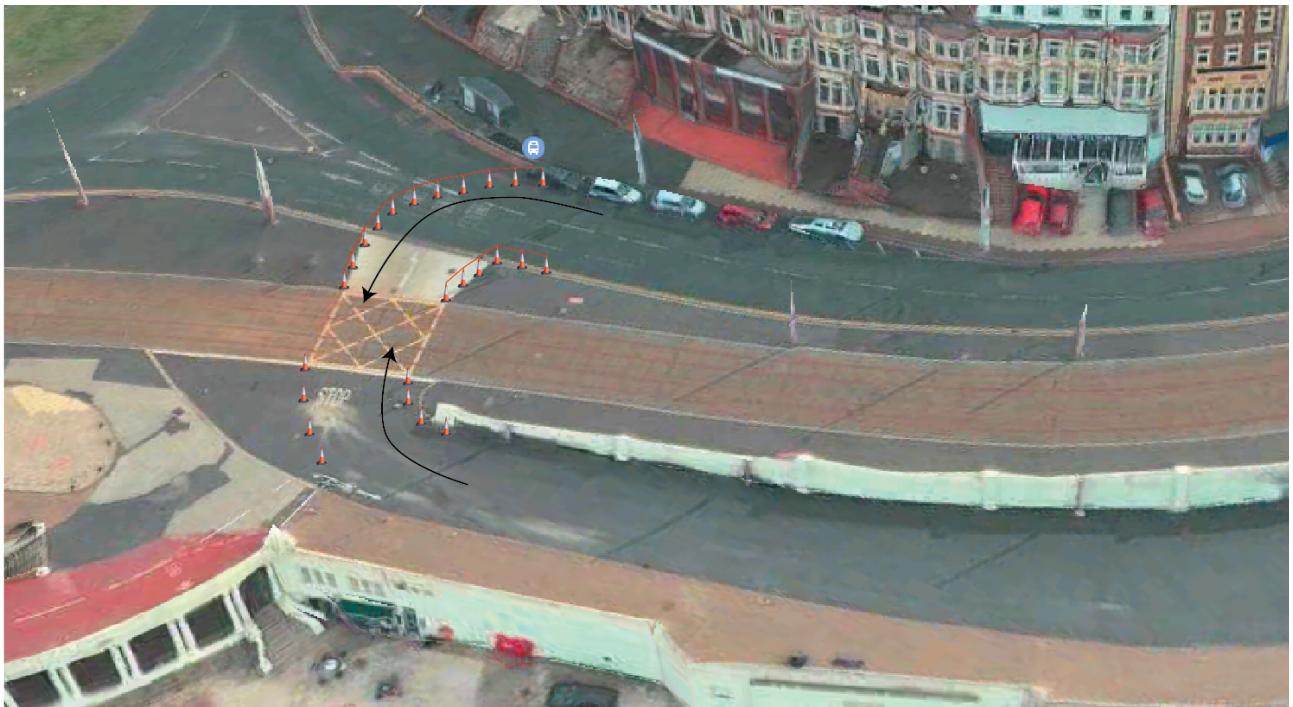
Road Ahead Closed (32x24) Promenade
closed between 0830hrs - 1100hrs

24/08/2019

**ROAD AHEAD
CLOSED**
**Promenade closed
tonight between
0830hrs - 1100hrs**

Tramway Activity

The following plan shows the crossing of the tramway at Gynn. A Tramway Activity Permit will be applied for in the usual manner.



Staff & Stewards

Steward Responsibilities

Course Stewards

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.
- 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.
- **WEAR A FACE-COVERING AT ALL TIMES WHILST ON DUTY**
- 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.

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 Stewards

Maintain levels of bottles on tables for runners to pick up a bottle. All bottle caps should be kept on. All water station stewards should wear the required PPE at all times.

~~The main responsibilities of the stewards are to distribute bottled water to runners from their designated point. 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.~~

Water Station Best Practice

~~Please remove the bottle tops before handing to the runner. Throw bottle tops in the bags provided. Place enough opened bottles on the table to help you grab them when it gets busy and the runners approach in groups. Collect as many discarded bottles off the course in the area of the water station as possible. The majority of bottles will be dropped by runners within 500 metres. Tie up full bags of rubbish. If you need more bags then please drop a call into the first aid point at the finish who will arrange for more to be sent to you. Take regular breaks and swap round with other stewards so you are not stood doing the same job. ENJOY IT! To runners, this is the most important part of their run, and the majority will be very grateful for your help.~~

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.
- 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.
- **WEAR A FACE-COVERING AT ALL TIMES WHILST ON DUTY**
- **WEAR DISPOSABLE GLOVES AT ALL TIMES WHILST ON DUTY**
- 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.

Traffic Management Stewards

The main responsibilities of the traffic management stewards are to uphold the road closure order, advise motorists of alternative routes and to provide safety for runners and members of the public where they are positioned. 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.
- 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.
- **WEAR A FACE-COVERING AT ALL TIMES WHILST ON DUTY**
- 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.

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.

Event Staff & Stewards

Core Staff

Name	Position	Duty	Location	Contact
Lewis McAndrew	Race Director	Oversee event operations	Registration Lead Vehicle	07488 275 276
Alan Harrison	Event Safety Officer	Event Safety & Compliance	Registration Start & Finish Areas	07824 995680
Tyler Harrison	Course Manager	Setup of course signage and water station delivery	Course	07564 903 169
Trish Harrison	Registration Manager	Oversee registration area and operations	Registration	07913 017 430
Joanne Tong	Steward Manager	Steward control and supervision	Course	07941 364 290
Brian Porter	UK Athletics Event Adjudicator	Ensure event is operated and run under given standards	Start & Finish Areas	
	Covid-19 Risk Manager	Ensure compliance of guidelines and social distancing	Start & Finish Areas	

Enquiry Point

Name	Position	Duty	Location	Times
Trish Harrison	Registration Manager	Competitor Enquiries	Registration	1800hrs – 2045hrs

Finish

Name	Position	Duty	Location	Times
Trish Harrison	Management	Control Area	Finish Line	2100hrs – 2330hs
	Management	Control Area	Finish Line	2100hrs – 2330hs

Water Stations

STATION ID	GROUP	LOCATION	EQUIPMENT	TIME ON	TIME OFF
4.8k	JT Stewards (x4)	Balmoral Road	6 Tables Bin Bags, Face Masks, Gloves, Hand Gel	2030hrs	2230hrs

Road Closure Stewards

Steward Number	Name	Location	Duty	Time On	Time Off	Hours	Rate	Pay
TR-01		Warley Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-02		Derby Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-03		Wilton Parade	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-04		Pleasant Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-05		Cocker Square	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-06		Banks Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-07		Springfield Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-08		Metropole Hotel Car Park	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible. DIRECT CARS LEFT ALONG TRAMWAY WHEN EXITING - OR ROADWAY IF RUNNER ACTIVITY IS QUIET	2100	2330	Min 3	£8.50	£25.50
TR-09		Talbot Road / Market Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-10		Church Street / Market Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-11		New Bonny St / Bonny St	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-12		Chapel Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-13		Yorkshire Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-14		Bairstow Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-15		Foxhall Square / Princess St	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-16		Rigby Rd / Tyldesley Rd	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-17		Lytham Rd / Tyldesley Rd	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-18		Trafalgar Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-19		Barton Avenue	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50

TR-20		Wellington Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-21		Woodfield Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-22		St Chads Rd / Bolton St	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-23		Crystal Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-24		Alexandra Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-25		Shaw Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-26		Britannia Place	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-27		Commercial Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-28		Waterloo Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-29		Rawcliffe Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-30		Dean Street	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-31		Station Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-32		Withnell Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-33		Osbourne Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-34		Balmoral Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-35		Watson Road	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible. Access to South Beach Car Park Allowed	2100	2330	Min 3	£8.50	£25.50
TR-36		Clifton Drive	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50
TR-37		Burlington Road West	Promenade Road Closure. No traffic permitted onto Promenade. Any traffic must be directed off Promenade as soon as possible.	2100	2330	Min 3	£8.50	£25.50

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.

UK ATHLETICS		ROAD RACE / MULTI TERRAIN LICENCE		UKA		UNITED KINGDOM ATHLETICS	
Licence number:	2020-40914	Licence Status:	Provisional Licence	Race	Single Race - Run the Lights Illuminations 10k	Entry Limit	Date
						1000	Aug 15 2020 09:00 PM

This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

Event: **Run the Lights Illuminations 10k & 5k**

Race: **Run the Lights Illuminations 10k**

Signed:  (For and on behalf of UK Athletics)

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact UKA, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 713 8400

THE LICENCE NUMBER MUST BE QUOTED ON ALL RACE ADVERTISING AND CORRESPONDENCE

Insurance Information & Policy Coverage



INSURANCE COVER FOR EVENT ORGANISERS/PROMOTERS

Who is Insured?

As 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>Public Liability: 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>Products Liability: 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 service manufactured, sold, supplied, installed, erected, repaired, altered or treated.</p>
Geographical Limits	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
Limit of Liability	<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>
Excess	GBP750 each and every claim or series of claims arising out of one occurrence in respect of third party property damage.

Examples	<p>The following are examples of where cover would apply, subject to legal liability being proven:</p> <ul style="list-style-type: none"> Bodily injury caused by your negligence to a third party (including athletes, spectators etc) Injury caused as a result of incidental first aid administered. 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. Injury caused through the sale of food and drink as part of associated activities
-----------------	--

General Points to Note	<ul style="list-style-type: none"> This is a legal liability policy and it is the injured party's responsibility to prove negligence for injury or damage. This is not a personal accident policy (if an athlete trips over their own shoelaces and breaks an arm, there is no automatic compensation) There is no age limit applied to the cover Injury arising from medical or physiotherapy treatment is not covered by this policy and should be insured by the practitioners' own insurance policy. If injury or damage is caused by a deliberate act or omission there is no cover. 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]. 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. 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.
-------------------------------	--



v.1 (09/10)



v.1 (09/10)

How to make a claim

- Report all incidents of injury or property damage to third parties as soon as possible regardless of whether a claim is likely.
- Do not negotiate, deny or admit any claim. **Never** admit liability or make an offer of payment to third parties.
- Forward any third party correspondence or solicitor's letters or legal documents immediately upon receipt.
- All incidents/claims should be reported to:

Contact: John Temperton – UK Athletics
Tel: 0121 713 8493
Email: insurance@uka.org.uk
- 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.

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 Sutcliffe, 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

Registered in England No.3686940



v.1 (09/10)



v.1 (09/10)

Evidence of Insurance Cover

Lynsey Jarman
Client Adviser



Marsh Ltd
Victoria House
Queens Road
Norwich, NR1 3QQ
www.marsh.com

18th 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.



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 licence 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 barriered 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	Failure of PA systems	Participants Spectators Event Staff Contractors	LOW	Engineers from PA company on standby Loudhailer backup for key areas	Tests on all equipment prior to the event Electrician on standby for power failures	LOW
14	Crowd disorder or unrest	Participants Spectators Event Staff Contractors	LOW	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		LOW
15	Incident from use of machinery / power tools in setup / breakdown	Event Staff Contractors	LOW	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		LOW
16	Manual movement of equipment on site	Event Staff Contractors	LOW	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	LOW
17	Sanitary accommodation – problems arising from level of accommodation	Participants Spectators Event Staff Contractors	LOW	Installation of temporary facilities for the duration of the event.	Toilet provider to maintain. Personnel and equipment on site	LOW
18	Lost & found children / persons	Event Staff Participants	LOW	ESD details procedures in place for missing / found children		LOW

Coronavirus Risk Assessment

Risk assessment for the safe and risk-reduced staging of the **Run the Lights 10k & 5k** and to make it Covid-19 secure for all participants, FCR staff, stewards and members of the general public. Any particular event aspect covered within this risk assessment supersedes any other reference that may be within the Event Safety Document.

Assessment Date: **3rd July 2020**
 Assessed By: **Lewis McAndrew (Event Director)**
 Overview By: **Alan Harrison (Event Manager)**

Risk Level	Description
1	Very Low – Monitor control measures
2	Low – Monitor control measures
3	Medium – Further control measures required
4	High – Event unable to proceed
5	Very High – Event unable to proceed

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 (approx. 100m in length by the width of roadway on middle walk) 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 (including FCR staff and stewards permitted within the secure 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>
3	Secure area entry point	Participants Stewards General Public	3 (MEDIUM)	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	Stewards to control access to secure area and monitor quantity of participants within the secure area.	1 (VERY LOW)	<i>Under normal circumstances there is no access control and monitoring at the event. The areas are open to all.</i>

				<p>point to maintain social distance.</p> <p>Temperature checks of participants will be taken at the entry point. If any participant displays elevated temperature, then access to the secure area will be refused and their registration carried over. Contact-free measurement equipment will be used.</p>	<p>Stewards to walk the queuing line to ensure 2 metre social distancing is being observed.</p>		
--	--	--	--	--	---	--	--

4	<i>One-Way system Point 1 Enquiry Point</i>	Participants FCR Staff	3 (MEDIUM)	<p>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.</p> <p>In addition, the staff member will wear face mask and have access to hand sanitiser.</p> <p>Event Support trailer located 2 metres to the side of the one-way system to maintain social distancing.</p>	<p>FCR Staff to ensure the one-way system and secure flows efficiently the area whilst in operation.</p>	1 (VERY LOW)	
5	<i>One-Way system Point 2 Baggage Point</i>	Participants Stewards	3 (MEDIUM)	<p>Participants are asked NOT to bring baggage to the event and to arrive prepared and ready to run.</p> <p>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.</p> <p>Stewards to wear face mask, face visor, gloves and have access to hand sanitiser.</p>	<p>FCR Staff to ensure the one-way system and secure flows efficiently the area whilst in operation.</p>	2 (LOW)	<i>Under normal circumstances the baggage area is unmanned and has no control measures.</i>
6	<i>One-Way system Point 3</i>	Participants	2 (LOW)	Participants must use the hand sanitiser point before continuing through the	FCR Staff to ensure the sanitiser point	1 (VERY LOW)	<i>Under normal circumstances there is no hand</i>

	Hand Sanitiser Point			one-way system and getting to the water collection point	is kept stocked and clean.		sanitiser points at the event.
7	<i>One-Way system Point 4 Water Collection Point</i>	Participants	2 (LOW)	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.	1 (VERY LOW)	<i>Under normal circumstances, water is not provided at the start of an event.</i>
8	<i>One-Way system Point 4 Start Point</i>	Participants FCR Staff	2 (LOW)	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.	1 (VERY LOW)	<i>Under normal circumstances, there is a mass start with all participants starting at a set time.</i>
9	Start time window	Participants	5 (VERY HIGH)	A starting window of 45 minutes (9pm-9.45pm) will be established to allow participants to start within social distancing guidelines. The secure area will only be open between 8.45pm and 11.30pm. No access will be permitted outside of these times.	Events office to manage start time system	2 (LOW)	<i>Under normal circumstances, there is a mass start with all participants starting at a set time.</i>
10	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	
11	Course	Participants Stewards General Public	3 (MEDIUM)	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 to maintain a safe distance.	FCR staff to deploy signage Stewards to monitor, advise and instruct participants.	2 (LOW)	

				<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 unoccupied by another participant.</p> <p>A Euro-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 be able to collect a paper bag which will include their finishers medal, a bottle of water and a chocolate bar from a table at the end of the finish lane.</p> <p>Once participants have finished and collected their paper bag. Participants will also be instructed to use hand sanitiser before exiting the secure area. 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>

14	Spectators	Participants FCR Staff Stewards	4 (HIGH)	<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.	2 (LOW)	<i>Under normal circumstances, spectators are welcomed at the event.</i>
15	Toilets	Participants Toilet supplier (Portable Toilet Company)	3 (MEDIUM)	<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 hand washing facilities, 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.	2 (LOW)	<i>Under normal circumstances, toilets are able to be used by all participants and spectators. They are not normally serviced during the event.</i>

Appendix	
1	All FCR staff must wear protective gloves and face masks at all times.
2	All stewards working within the secure area must wear protective gloves and face masks at all times.
3	Stocks of PPE and hand sanitiser to be purchased before the event. Where this is not possible, the event will be cancelled.
4	The following event facilities have been withdrawn; <ul style="list-style-type: none"> • Live Results • On the day prize-giving • On the day entry/registration
5	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.
6	Medical attendance will be provided by Remote Medical Services.

Course Risk Assessment

The following risk assessment is for the Blackpool Festival of Running. A degree of risk is inevitable in this type of event. Road runners should expect to encounter the following (*up to a point*); hard physical effort, adverse weather conditions, possible unevenness in running surfaces, jostling at the start point and the presence of other pedestrians and road users.

Date of Assessment: **6 February 2020**

Risk Assessment carried out by: **Lewis McAndrew, Event Manager**

Course Section	Miles from Start	Details of Risk / Road Conditions / Junction / Risk	Pre-Risk Assessment Rating (H/M/L)	Persons at risk from hazard	Measures taken to reduce risk to persons affected	Measures undertaken by and enforced by	Additional information	Post-Risk Assessment Rating (H/M/L)
Route to Start	0	Competitors and spectators leaving the venue to go to the start area.	L	Competitors, Spectators	The route to the start will be clearly signed including an archway over the start line to show the exact start location.	Event Signage Event Safety Officer Event Manager		L
Start Area	0	Large gathering of runners on North Promenade waiting to start the race. Runners straying onto tramway.	M	Competitors	Road closure in force on the promenade. Barriers used to prevent runners straying onto the tramway.	FCR		L
Promenade	0 – 3k	Runners on Promenade section between Gynn & Burlington Rd West This section is on tarmac surface. The surface is smooth with no significant defects, cracks or potholes that need to be addressed.	M	Competitors	Road closure in force on the promenade. Stewards located at all road ends joining the promenade to prevent access. Lead vehicle to ensure the correct route is taken.	Course Stewards Event Safety Officer	Supervisors in periodic locations to assist the stewards and provide welfare as required.	L
Market St / Adelaide St Section	2.8k – 3.9km	Runners in pedestrianised area. This section is on tarmac surface. The surface is smooth with no significant defects, cracks or potholes that need to be addressed.	L	Competitors Members of the public	Stewards to control flow of runners through junctions. Additional signage in place to make members of the public aware an event is in progress.	Course Stewards Event Safety Officer	Supervisors in periodic locations to assist the stewards and provide welfare as required.	L
Promenade	0 – 3k	Runners on Promenade section between Gynn & Burlington Rd West This section is on tarmac surface. The surface is smooth with no significant defects, cracks or potholes that need to be addressed.	M	Competitors	Road closure in force on the promenade. Stewards located at all road ends joining the promenade to prevent access. Lead vehicle to ensure the correct route is taken.	Course Stewards Event Safety Officer	Supervisors in periodic locations to assist the stewards and provide welfare as required.	L
Tramway Crossing at Gynn	9.5k	Runners crossing over tramway onto Upper Walkway from the Promenade. Runners crossing over tramway onto Promenade from the Middle Walkway. Tram movements.	H	Competitors	This section will be manned by BTS staff / conductor and event stewards to control the area, allowing runners to cross and trams to proceed when clear. Barriers will be used to create a lane on both sides of the tramway.	Blackpool Transport Course Stewards		L

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 data
- Availability of communications
- Time of year, anticipated weather conditions
- Provision of drinking water, energy drinks, shelter etc.

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

- Abrasions, cuts and sprains from trips and falls
- Head injuries from trips and falls
- Aggravation of pre-existing medical conditions including Asthma, Cardio-Vascular Disease and 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.
Public announcements	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.
Transport of exhausted runners	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.
Monitor	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 runner has completed the event.

2	Paramedic Ambulance for patient transfer and deployment on course if required	To be positioned and ready for use at 1900hrs
1	Rapid Response Ambulance Car 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 1900hrs
6	Cycle First Responders On patrol on course, following and looping the running field	To be positioned and ready for use at 1900hrs
1	Medical Tent Located within the finishing area. Beds included	To be positioned and ready for use at 1900hrs

Medical Personnel On-Site

Qty	Personnel	Location	Provider
2	Paramedic	Stationed in ambulance	Remote Medical Services
1	Nurse	Stationed at Med Tent	Remote Medical Services
6	ALS First Responders	On bikes on course	Remote Medical Services
1	Medical Manager	Course	Remote Medical Services
3	ALS First Aider	Event Build Up and Breakdown – Event Safety Vehicle	FCR Events

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	Morning start is before the sun will have reached maximum levels Running produces a slight cooling breeze Ample stocks of water at drinks stations on the course. Announcements made to ensure runners take on water during the event	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

Emergency Event Planning

Cancellation Policy

In the event that the Blackpool Festival of Running 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 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.

Weather Information

The weather in Blackpool is typical of northern weather, although in recent years, the summer months have been exceptionally sunny and the winters fairly mild. December, January and February tend to be Blackpool's coldest months, with average daytime temperature of 15 degrees.

Blackpool is said to have a moderate climate, which is typically northern. The wettest months in Blackpool fall slightly earlier, between September and November, when you can expect approximately 110mm / 4.3 inches of precipitation every month. The overall rainfall is at its least in March, April and May, with just 56mm / 2. Inches expected each month, making these the towns driest months.

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 over 1000 participants plus spectators on each 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 and at the event registration/enquiry marquee. 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 Tent located at the start/finish area of the event.

Appendix

Promenade Residents Letter

Advance Notice of Promenade Road Closure for an event

CLOSURE DATE: Saturday 15th August 2020, 2030hrs - 2400hrs

Dear Resident / Business Owner

Run the Lights 10k & 5k

The above event is taking place on Blackpool's Promenade. This is a running event starting and finishing from Blackpool's Middle Walkway between the hours of 8.00pm and midnight. For safety reasons the Promenade and some adjoining roads will be closed to traffic between these times.

Road Closure Details: **Promenade (Gynn to Burlington Road West)**

The event and subsequent closure will not affect access to your home or business. Stewards are positioned at all road ends on the Promenade. Please show this notice to a steward who will safely direct you to your property if you require access/egress during the closure period. Please try to keep vehicular movements to a minimum during the closure period.

Access to businesses who are located West of the tramlines will be given special priority. Please gain access to your property via the closest side road to avoid excessive use of the closed Promenade. Stewards will assist as required.

Diversion Routes will be in operation on the evening of the event.

Emergency Contacts: **01253 394038 (Prior to the event evening)
07387 597687 (On the night contact)**

Emergency services vehicle access to premises will be maintained at all times. Approval for the event is granted by Blackpool Council. The road closure order is written by Blackpool Council Traffic.

We thank you in advance for your co-operation and assistance with the event. Should you require any further information, please contact Fylde Coast Runners or visit our website.

 **Fylde Coast Runners**
Unit 1a · Hoo Hill Estate · Blackpool · FY3 7HJ · Telephone 01253 394038
www.fyldecoastrunners.com

UK Athletics Event Adjudicator Form

Name of Race: **RUN THE LIGHTS**

Date of Race: **15 AUGUST 2020**

No.	Area	Yes	No	N\A
1	Race Information			
	Was the start area traffic free?			
	Was the finish area traffic free?			
	Were there marshals to assist runners in the following areas and did the level of cover provided match that detailed in the Event Plan and/or briefing documents?			
	Start Line			
	Pre-Finish			
	Finish			
	Post Finish			
	Were marshals briefed before the event?			
	Were marshals located in the correct positions as detailed in the Event Plan and/or briefing documents?			
	Were marshals wearing distinctive tabards/bibs/tops?			
2	Signage			
	Was there signage in the following areas?			
	Start Line			
	Information			
	Changing			
	Toilets			
	Baggage			
	Finish			
	Further Comments on this Section			
3	Course Review	Yes	No	
	Was the course signed?			
	Was there are Lead Vehicle or Cyclist?*			
	Was there a Sweep Vehicle/Cyclist or back marker?*			
	Was the course Traffic Free?			
	Were there mile or kilometre markings on the course?			
	Further Comments on this Section			
4	Water Stations	Yes	No	N/A
	Did the event provide water stations? If No skip forward to A			
	Were the water stations off the running line?			
	Were there advance signs for the water station/s?			
	Were adults operating or supervising the water station/s?			
	Were volunteers wearing distinctive tabards/bibs/tops?			
A	Was water provided to all athletes at the end of the race?			
	Were the water stations of sufficient length for the size of the field?			
	Further Comments on this Section			
5	Medical Provision	Yes	No	

	Was there Medical Provision at the event?		
	Who provided this Service? Details:		
	Was the Medical Risk Assessment available for inspection?		
	Was the medical information template printed on the back of the race number?		
	Further Comments on this Section		
6	Risk Assessment	Yes	No
	Was the Risk Assessment available for inspection?		
	Further Comments on this Section		
7	Certification	Yes	No
	Was there a need for a UKA Course Measurement Accuracy Certificate for the event?		
	If yes was it on display?		
	Race Promoter confirmed that measured course was run		
	Further Comments on this Section		
8	Incidents		
	Please describe any incidents not covered by the previous questions:		
	Did you share any of your comments with the Race Promoter before submitting this report		
	Please explain why:		
	Further comments:		

When applying for a race licence, the Race Director agreed to meet runbritain Licence Standards. If you identify any areas where Licence Standards have not been achieved, please note this in the comments section.

This form is to be completed online within 7 days of the event and will be reviewed by the Regional Panel.

If you did not witness any of the above please identify who your source of information came from e.g. athletes or additional helper.

EVENT ADJUDICATOR: BRIAN PORTER

Competitor Leaflet

The following leaflet is issued to all competitors with their bib number by post before the event.

COVID-19 SECURE Event Guidelines

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 are in possession of your personalised bib number. A maximum of 50 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

The event will be chip timed only and published on the events website the following day.

spectators

Please avoid bringing spectators with you to the event. They will not be permitted in or near the secure area. Where this is not possible, advise them to go onto the course and follow all social distancing guidelines.

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 un-occupied 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.

SOCIAL DISTANCING 2 METRES

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.

