# FYLDE COAST RUNNING

**Event Management**

**& Safety Document**



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**Windmill Half Marathon**

**Sunday 13th July 2014**

**10.00am Start**

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TABLE OF CONTENTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1: Event Information** |  |  | **Section 4: Event Specific Arrangements** |  |
| Introduction | Page 3 |  | Crowd Management | Page 18 |
| Management & Planning | Page 3 |  | Parking Restrictions | Page 18 |
| Local Authority Information | Page 3 |  | Traffic Management | Page 18 |
| Policy Statements | Page 3-4 |  | Security | Page 18 |
| Organisational Structure | Page 4 |  | PA System | Page 18 |
| Roles & Responsibilities | Page 5-6 |  | PA Announcements | Page 18 |
| Event Profile | Page 6 |  | Temporary Structures | Page 18 |
| Licensing | Page 6 |  | Information Point | Page 18 |
| Insurance | Page 6-7 |  | Food & Hygiene | Page 18 |
|  |  |  | Water | Page 18 |
| **Section 2: Course & Venue** |  |  |  |  |
| Venue Location | Page 8 |  | **Section 5: Communications Plan** |  |
| Start & Finish Location | Page 8-9 |  | Communications | Page 19 |
| Route & Site Plan | Page 9 |  | Media & Public Relations | Page 19 |
| Surface & Inspections | Page 9 |  | Information to Competitors | Page 19 |
| Warning & Event Signage | Page 9 |  |  |  |
| Aid Stations | Page 9 |  | **Section 6: Safety Documents** |  |
| Scaffolding, Barriers & Cones | Page 10 |  | UK Athletics Licence Criteria | Page 20-23 |
| Traffic Management | Page 10 |  | Event Adjudicators Report (Post Race) | Page 24-25 |
| Car Parking | Page 10 |  |  |  |
| Venue Infrastructure | Page 10 |  |  |  |
| Occupant Capacity of the Venue & Event | Page 10 |  |  |  |
| Toilet Facilities | Page 10 |  |  |  |
| Venue specific information and rules | Page 11 |  |  |  |
| Facilities for people with Special Needs | Page 11 |  |  |  |
| Access & Egress Routes | Page 11 |  |  |  |
| Waste Management | Page 11 |  |  |  |
|  |  |  |  |  |
| **Section 3: Risk Assessments** |  |  |  |  |
| Course Risk Assessment | Page 12-13 |  |  |  |
| Medical Risk Assessment | Page 14-15 |  |  |  |
| Accident / Incident Report Form | Page 15 |  |  |  |
| General Event Risk Assessment | Page 15 |  |  |  |
| Set-Up Risk Assessment | Page 16 |  | **Written by Lewis McAndrew** |  |
| Take-Down Risk Assessment | Page 16 |  | *Event Safety Officer & Event Manager* |  |
| Water Station Risk Assessment | Page 17 |  | *UK Athletics Event Adjudicator* |  |
| Program of Event Activities | Page 17 |  |  |  |

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| SECTION 1  **Event Information** | **• Introduction**  **• Management and Planning**  **• Local Authority Information**  **• Policy Statements**  **• Organisational Structure**  **• Roles and Responsibilities**  **• Event Profile**  **• Licensing**  **• Insurance** |

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| **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 is a foot road race consisting of a measured 13.1 mile distance, starting from the main car park at Fairhaven Lake and finishing at the Fairhaven Lake Café, using public roads and pathways around the lake and outer promenade walkway to the former Land Registry building.  The event will take place on Sunday 13th July 2014, starting at 10.00am. The registration area is at the Fairhaven Lake Café. This is where all competitors are directed to go before the start. All competitors must collect their race number before competing. Registration opens at 8.00am. |

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| **Management & Planning** | A number of key factors have been considered by Fylde Coast Running 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, was checked for access or any changes on the carriageways, walkways or cycle paths. The venue has been booked and 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. |

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| **Local Authority Information** | A notice of intention has been sent to Fylde Borough Council for consideration and approval from the Safety Advisory Group. The following departments/organisations will been informed about the event for pre-planning purposes:  *• Fylde Borough Council, Safety Advisory Group  • Blackpool Police  • Road Policing Unit, Preston  • Lancashire Ambulance Service  • Lancashire Fire & Rescue Service* |

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| **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 fulfill this obligation. An effective health and safety policy requires 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 Running 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 Running 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. Under minor under the age of 18 has to 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. |

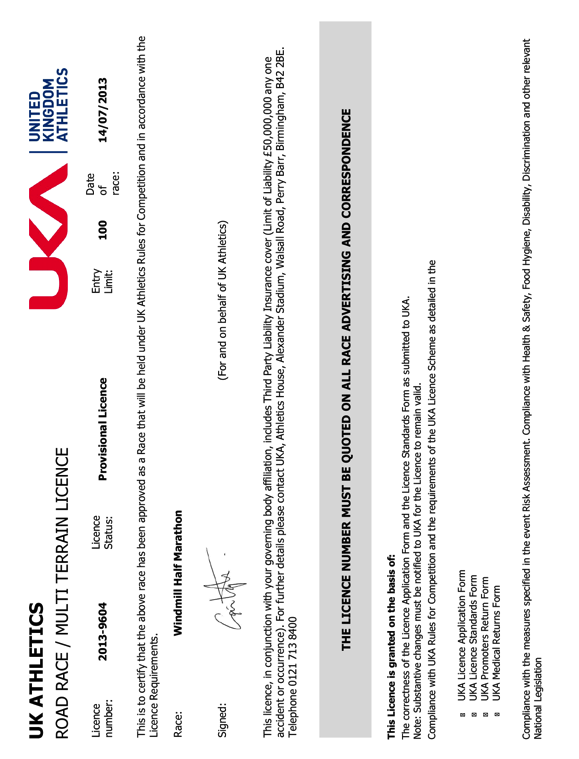
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| **Organisational Structure** | FCR EVENTS  RON MCANDREW  **EVENTS DIRECTOR**  LEWIS MCANDREW  **EVENTS MANAGER**  EVENT ADJUDICATOR  **UK ATHLETICS**  VENUE MANAGER  **ALAN HARRISON**  CHIEF STEWARD  **STEVE ASHCROFT**  TIMEKEEPER  **TYLER HARRISON**  STEWARDS  **VOLUNTEERS** |

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| **Roles & 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:   1. 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. 2. Not leave their place without permission unless told to do so by the Event Manager or Police. 3. Not consume or be under the influence of alcohol or drugs. 4. Remain calm and be courteous towards members of the public and runners. 5. Wear distinctive hi-visibility clothing at all times. 6. Be familiar with the course to direct runners and answer any relevant questions. 7. Be prepared to assist in other areas of the event if the need arises. 8. 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**  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**   1. Please remove the bottle tops before handing to the runner. 2. Throw bottle tops in the bags provided. 3. Place enough opened bottles on the table to help you grab them when it gets busy and the runners approach in groups. 4. 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. 5. 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. 6. Take regular breaks and swap round with other stewards so you are not stood doing the same job. 7. ENJOY IT! To runners, this is the most important part of their run, and the majority will be very grateful for your help.   **STEWARD DESIGNATION**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **STEWARD POSITION** | **NAME** | **TIME ON** | **TIME OFF** | **CONTACT NUMBER** | **LOCATION** | | Event Director | Ron McAndrew | 7.00am | 3.00pm | 07854 763016 | Start/Finish Area | | Event Manager | Lewis McAndrew | 5.00am | 4.00pm | 07906 752105 | All areas | | Event Adjudicator | Steve Ashcroft | 8.30am | 12.30pm |  | Start/Finish/Course Area | | Venue Manager | Alan Harrison | 7.30am | 3.00pm |  | Start/Finish Area | | Chief Steward | Steve Ashcroft | 8.30am | 2.00pm |  | Start/Finish/Course Area | | Safety Officer | Lewis McAndrew | 5.00am | 4.00pm | 07906 752105 | All areas | | Sweep Vehicle | Jordan Russell | 5.00am | 4.00pm | 07935 139207 | All areas | |  |  |  |  |  |  | | Reg. Manager | Trish Harrison | 7.30am | 10.00am |  | Marquee adjacent to café | | Enquiry Desk | Tia Ferrigno | 7.30am | 10.00am |  | Marquee adjacent to café | | Late Registration | Jenni McAndrew | 7.00am | 10.00am |  | Marquee adjacent to café | | Number Collection | Debbie Crighton | 7.30am | 10.00am |  | Marquee adjacent to café | | Number Collection | Kate Wildgoose | 7.30am | 10.00am |  | Marquee adjacent to café | | Number Collection | Danny | 7.30am | 10.00am |  | Marquee adjacent to café | | Number Collection | Laura | 7.30am | 10.00am |  | Marquee adjacent to café | |  |  |  |  |  |  | | Water Station 1 | 3.29 Miles  On Outer Promenade just past Lowther Pavilion opposite Beach Street | 10.00am | 1.30pm |  |  | | Water Station 2 | 5.99 Miles  On Ansdell Road South just after turn from White Church on pathway before OP turn. | 10.00am | 1.30pm |  |  | | Water Station 3 | 8.69 Miles  On Outer Promenade just past Lowther Pavilion opposite Beach Street *(same location as W/S 1)* | 10.00am | 1.30pm |  |  | |  |  |  |  |  |  | | **Steward Supervisor** | **Jo** | **10.00am** | **1.00pm** | **07801 400186** | ***Steward Deployment, supervision and control*** | | Steward 1 | PNE Steward | 10.00am | 1.00pm |  | *Main exit from Car Park at Fairhaven Lake.* | | Steward 2 | PNE Steward | 10.00am | 1.00pm |  | *Main exit from Car Park at Fairhaven Lake.* | | Steward 3 | PNE Steward | 10.00am | 1.00pm |  | *Entrance to far Car Park at St Pauls Ave* | | Steward 4 | PNE Steward | 10.00am | 1.00pm |  | *Turn at end of Car Park onto pathway to proceed around lake* | | Steward 5 | PNE Steward | 10.00am | 1.00pm |  | *Turn on pathway onto outer prom pathway (Ansdell Road South)* | | Steward 6 | PNE Steward | 10.00am | 1.00pm |  | *Turn - East Beach off pathway onto Green (dedicated lane)* | | Steward 7 | PNE Steward | 10.00am | 1.00pm |  | *Turn – Off Outer Promenade onto West Beach at Seafield Road* | | Steward 8 | PNE Steward | 10.00am | 1.00pm |  | *Proceed onto pathway at entrance to Fairlawn Rd Car Park* | | Steward 9 | PNE Steward | 10.00am | 1.00pm |  | *Junction at White Church onto Ansdell Rd South - Pathway* | |  |  |  |  |  |  | | Timekeeper 1 | Steve Ashcroft |  |  |  | Lake Café (Grassed Area) | | Timekeeper 2 | Joanne Perry |  |  |  | Lake Café (Grassed Area) | | Number Recorder 1 | Debbie Crighton |  |  |  | Lake Café (Grassed Area) | | Number Recorder 2 | Trish Harrison |  |  |  | Lake Café (Grassed Area) | | Finish - Medals | Jenni McAndrew |  |  |  | Lake Café (Grassed Area) | | Finish - Medals | Tia Ferrigno |  |  |  | Lake Café (Grassed Area) | | Finish - Water | Danny |  |  |  | Lake Café (Grassed Area) | | Finish - Water | Laura |  |  |  | Lake Café (Grassed Area) | | Finish - Goodies | Kate Wildgoose |  |  |  | Lake Café (Grassed Area) | | Finish - Goodies | Alan Harrison |  |  |  | Lake Café (Grassed Area) | |

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| **Event Profile** | The event will attract a broad range of participants, typically aged between 17 and 75 years of age. 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.  Sex Split: **80% men, 20% 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: **10.00am**  Arrival times for participants is between: **08.30am and 09.50am**  Duration of the event is typically: **4 hours (10.00am – 2.00pm)**  Set-Up of event starts at: **05.00am**  Take-Down of event typically ends at: **16.30pm**  The main event is outdoors. The area used for registration, information and gathering is within the Fairhaven Lake Café. The seasonal weather during the time of year is warm and sunny. |

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| **Licensing** | The event is licenced under UK Athletics Rules. (see UKA Licence Criteria ). The following page shows the licence issued by UK Athletics. |

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| **Liability Insurance** | The event is insured under UK Athletics Registration. The following page shows the licence issued by UK Athletics and details the Third Party Liability Insurance. |



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| SECTION 2  **Course & Venue** | **• Venue Location**  **• Start & Finish Location**  **• Route & Site Plan**  **• Surface & Inspections**  **• Warning & Event Signage**  **• Scaffolding, Barriers & Cones**  **• Traffic Management**  **• Car Parking**  **• Venue Infrastructure**  **• Occupant Capacity of Venue & Event**  **• Toilet Facilities**  **• Venue Specific Information & Rules**  **• Facilities for people with Special Needs**  **• Access & Egress Routes**  **• Waste Management** |

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| **Venue Location** | **Fairhaven Lake Café, Fairhaven, St Annes, Lancashire**  OS Grid Reference: SD480352 |

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| **Start Location** | The start is located at the end of the main lake car park. The red line shows the route to the start from the venue. Runners are told to use the pavement when reaching the start location is the marshals will not yet have been deployed. Warning signs are in place at this point. The start banner will be located at the side of the start area to inform runners of the exact point. |

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| **Finish Location** | The finish is located on the grassed area adjacent to the Fairhaven Lake Café. The finish banner will be located at the gate to inform runners of the exact point of finish. |

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| **Route & Site Plan** | The event starts within the main car park and proceeds on a loop around the lake pathways. The route then proceeds along the outer promenade pathway through to the former Land Registry building, turns, and follows a dedicated lane on Lytham Green, avoiding the road, and doubles back on the Outer Promenade. The route then turns at Seafield Road pathway then leads onto pathway along West Beach. **THE ROUTE IS OFF-ROAD**  Macintosh HD:Users:lewismcandrew:Desktop:Screen Shot 2014-06-23 at 12.29.29.png |

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| **Surface & Inspections** | The surface of the route is a tarmac surface and partially on short, well maintained grass. The tarmac surface is of good condition and well maintained with no potholes, cracks or defects. The route has no road-works or planned works within the time of the event. There is a usual piling of sand in the area behind the lake on the outer walkway. This will be inspected on the morning of the race, and stewards will sweep excess sand to the sides if necessary. |

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| **Warning & 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 street lights, signs or traffic cones. Where signs are installed on street lights 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.  The map showing the locations where signs will be deployed on the day of the event and removed directly after the event has finished can be viewed online at  **http://www.mapmyrun.com/routes/view/451963650** |

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| **Aid Stations** | Aid stations for competitors will be located at three mile intervals on the route. Bottled water will be given out by stewards to everyone who requires them. Additional stewards will be responsible for collecting discarded bottles once used. The aid stations will be located just off the running line to avoid trips and falls. A sign will be placed 100 yards before the aid station as a warning. Tables will be used to hold the bottles before being handed out. All stewards will wear gloves. All bottle tops will be removed.  C:\Users\Lewis\Desktop\SIGNS2.jpg  Bottled water will also be available to all runners at the finish. |

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| **Scaffolding, Barriers & Cones** | No Scaffolding is used at this event.  Crowd/Pedestrian Barriers are used at this event to create a sterile finish area.  750mm Road Cones, with hi-vi band are used to create sterile areas within the event. They also serve as a fixing point for signage where a sign cannot be attached to street furniture. Gloves are worn at all times by all stewards whilst handling cones. |

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| **Traffic Management** | No traffic management required as the route is OFF-ROAD. |

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| **Car Parking** | Pay and display parking is available at the Fairhaven Lake area. All runners arriving by car are advised that a valid ticket is required for the full duration of their visit. |

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| **Venue Infrastructure** | The venue comprises of one large room. There are adjoining rooms which are available for registration purposes. All rooms have adequate lighting for all conditions, and heating on demand. There is also hot and cold running water. There is a supply of tables and chairs for competitors and spectators. |

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| **Occupant Capacity of the Venue and Event** | The venue will hold approximately 250 people, standing, whilst still allowing for the technical aspect of registration and enquiry areas.  The event limit is 750 competitors. This is deemed to be the capacity for the roads and pathways used. Once the race has started, the runners do stretch out, but room has to be made available to allow vehicles to pass safely. In previous experience, after approximately 1 mile, the runners are two abreast on the left hand side of the road. This allows for safe passing of vehicles. The event is well underway (2.7 miles) before the runners reach West Beach (main road through Lytham Green), so the runners are thinned out to one’s and two’s. |

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| **Toilet Facilities** | The toilet facilities are accessed through the cafe, which provides 1 disabled facility, 2 female toilets and 2 male toilets. All toilets have hand washing and drying facilities. There is also baby changing within the disabled toilet. Each toilet has adequate lighting for all conditions, and heating on demand. There is also hot and cold running water.  Additional chemical units will be installed for use by runners. These will be delivered before the event and collected shortly afterwards. |

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| **Venue Specific Information & Rules** | There is no venue specific information or requests from the landlord. |

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| **Facilities for people with Special Needs** | Ramp Access is available via the side entrance of the venue (registration area). The disabled toilet facility is fully equipped and large enough to accommodate wheelchairs. Once access has been gained via the ramp, all interior surfaces are flat and full access is possible. There is disabled parking available at the venue if required. |

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| **Access & Egress Routes** | Full access is available throughout the whole route for emergency vehicles and ambulance response. There is a dedicated parking facility directly opposite the venue for Remote Medical Services ambulance to be held on standby. |

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| **Waste Management** | The following waste is generally produced as a result of the event; PET Plastic Bottles (from water stations and finish). These bottles and the caps are collected during and after the event and are transferred to Waste Recycling Facility for processing. Paper Waste (from entries, forms, race numbers etc.) These paper items are shredded for security and bagged for transfer to the Waste Recycling Facility for processing. General Waste will be placed in the bins provided at the Fairhaven Lake Café for local collection. Clinical Waste will be handled by Remote Medical Services and disposed of by them as appropriate. |

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| SECTION 3  **Risk Assessments** | **• Course Risk Assessment**  **• Medical Risk Assessment**  **• General Event Risk Assessment**  **• Set-up Risk Assessment**  **• Take-down Risk Assessment**  **• Water Station Risk Assessment**  **• Program of Works**  **• Due Diligence** |

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| **Course Risk Assessment** | The following risk assessment is for the Windmill Half Marathon. 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.  Date of Assessment: 5 February 2014  Risk Assessment carried out by: **Lewis McAndrew, Event Manager** |

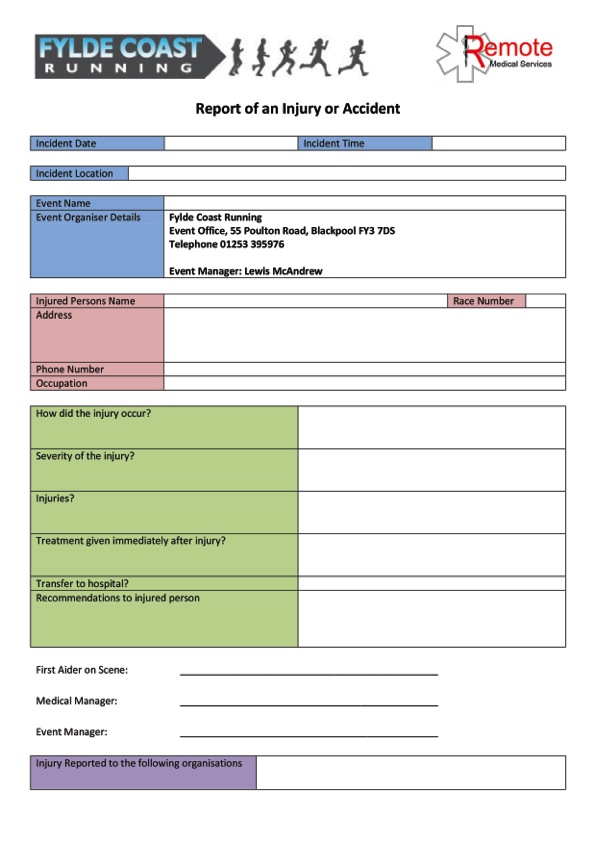
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| **Course Section** | **Mile/km**  **from start** | **Details of Hazard / Road Conditions / Junction /** | **Risk Rating Level (H/M/L)** | **Persons at risk from hazard** | **Measures taken to reduce risk to**  **persons affected** | **Measures to be undertaken by** | **Additional information**  **and checking procedure** | **Risk Rating after measures taken (H/M/L)** |
| Start Area (Main Car Park at Fairhaven Lake) | 0 Mile | Large gathering of competitors before the start of the race | L | Competitors, spectators | The area is signed and stewards are deployed to maintain a clear run-through for parking vehicles before the start. All vehicles will be stopped at the entrance to the car park 1 minute before the start to avoid any possible collision | Event Manager and stewards deployed to the start area.  STEWARD (AH) | Stewards will be briefed on their duty before the start of the race. | L |
| Exit from Car Park, left onto outer lake pathway | 0.2  Mile  12 Mile | Junction, vehicles entering car park | M | Competitors | The area is signed and stewards are deployed to maintain a clear run-through for parking vehicles before the start. All vehicles will be stopped at the entrance to the car park to avoid any possible collision until the last runner has passed (approx. 2 minutes) | Event Manager and stewards deployed to the start area.  STEWARD | Stewards will be briefed on their duty before the start of the race, and on their individual briefing instruction card. ESO to deploy signage | L |
| Outer pathway alongside lake area | 0.2 – 1 Mile  12.2 Mile | Runners on pathway with spectators and members of the public | L | Competitors | The area is signed with marker arrow and Event in Progress to advise members of the public about the event and to proceed with caution | Event Signage | ESO to deploy signage | L |
| Outer pathway alongside lake area turning into inner pathway around lake | 1 - 2 Mile  12.5 Mile | Runners on pathway with spectators and members of the public | L | Competitors | The area is signed with marker arrow and Event in Progress to advise members of the public about the event and to proceed with caution | Event Signage and Steward deployed to the junction  STEWARD | Stewards will be briefed on their duty before the start of the race, and on their individual briefing instruction card. ESO to deploy signage | L |
| Turn at pathway on corner to outer promenade pathway | 2.3 Mile | Runners on pathway with spectators and members of the public | L | Competitors | The area is signed with marker arrow and Event in Progress. A steward is deployed to direct runners accordingly and to advise members of the public about the event and to proceed with caution | Event Signage and Steward deployed to the junction  STEWARD | Stewards will be briefed on their duty before the start of the race, and on their individual briefing instruction card. ESO to deploy signage | L |
| Outer pathway along coastline to the former Land Registry building | 2.3 – 4 Mile | Runners on pathway with spectators and members of the public | L | Competitors | The area is signed with marker arrow and Event in Progress. A steward is deployed to direct runners accordingly and to advise members of the public about the event and to proceed with caution | Event Signage and Steward deployed to the junction | Stewards will be briefed on their duty before the start of the race, and on their individual briefing instruction card. ESO to deploy signage | L |
| Turn off pathway onto a dedicated lane on Lytham Green | 4 Mile | Runners proceeding onto grass | L | Competitors | The area is signed with marker arrow and Event in Progress. A steward is deployed to direct runners accordingly and to advise members of the public about the event and to proceed with caution. | Event Signage and Steward deployed to the junction  STEWARD | Stewards will be briefed on their duty before the start of the race, and on their individual briefing instruction card. ESO to deploy signage | L |
| Outer Pathway | 4 – 6 Mile | Runners proceeding along roadway | M | Competitors | The area is signed with marker arrows and Event in Progress signs throughout this section. | Event Signage | ESO to deploy signage | L |
| Junction at White Church, left turn onto Inner Promenade | 5 Mile | Runners proceeding along pathway | L | Competitors | The area is signed with marker arrow and Event in Progress. A steward is deployed to direct runners accordingly and to advise members of the public about the event and to proceed with caution. | Event Signage and Steward deployed to the junction  STEWARD | Stewards will be briefed on their duty before the start of the race, and on their individual briefing instruction card. ESO to deploy signage | L |
| The route completes a second lap so replicates to 12.6 Miles. | | | | | | | | |
| The final section to the finish replicates second lake section. | | | | | | | | |

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| **Medical Risk Assessment** | The following medical risk assessment has been developed to fulfill our statutory duty of care to participants and staff working within the framework of the event. The event uses the following organisation: REMOTE MEDICAL SERVICES (RMS) for all medical requirements. All RMS staff is highly qualified paramedics and front line NHS staff or Fire Service staff.  The following factors are taken into consideration in preparing this assessment;  *• Competitor numbers, profile and ages*  *• Course distance, severity and configuration*  *• Vehicular access for treatment and transportation of casualties – on course and finish area*  *• 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 on 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 eg. Asthma, Cardio-Vascular Disease, Diabetes*  *• Cardiac Arrest* |

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| **Medical Matrix for Cover** | | | | |
|  | Estimated Race Finishers | Under 150 | 150-1000 | 1000-5000 |
| a. | First Aiders (BLS) on course | 2 per 150 runners | 2 per 250 runners | 4 per 1000 runners |
| b. | Distance between FA points | 50% *(halfway point)* | 50% *(halfway point)* | 40% |
| c. | Mobile AED and ALS | 1 | 1 | 2 |
| d. | Ambulance (suitable for emergency transfer) | 1 | 1 | 2 |
| e. | Paramedic | n/a | n/a | 1 per 5000 |
| f. | Doctor | n/a | n/a | 1 per 2500 |
| g. | Nurse | n/a | n/a | 1 per 5000 |
| h. | Medical Manager | 1 | 1 | 1 |
| i. | Medical Control / Base | n/a | n/a | n/a |
| j. | Beds | n/a | 1 per 250 | 3 per 5000 |

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| **Medical Risk Assessment** | | |
|  | **Area Assessed** | **Measures taken from Assessment** |
| 1.1 | **Assessment of appropriate medical cover required for the event** | Medical service coverage assessed in accordance with UKA Good Practice Guide to Medical Services, exceeding where possible to the Event Manager’s request and previous experience. |
| 1.2 | **Event Arrangements and Profile** | The route has been used for many years. The previous casualty and incident rate is ZERO. |
| 1.3 | **Anticipated Competitor Numbers and Profile** | The event is likely to attract 300 competitors. There is a broad mix of ages and abilities. Sex Split: 80% men, 20% women. Age Split: 10% 15-25, 15% 26-30, 45% 31-45, 20% 46-55, 10% 56+. Group: Single participants and Family groups. |
| 1.4 | **Previous Medical Coverage** | 1 FAP at finish, 2 cycle ALS responders, 1 Ambulance capable of emergency transfer. |
| 1.5 | **Check availability of local A&E facilities and Ambulance Trust** | Hospital and Ambulance services notified by Fylde Borough Council via its SAG meeting in advance. |
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| 2.0 | **Ensure capability to deliver BLS plus AED response within 8 minutes of report of injury by event stewards or medics** | Cycle responders on course trained to deliver BLS and AED. Course points identified to provide rapid response. Rear cycle responder and FAP at the finish area. |
| 2.1 | **Procedures to check first aid in place before the start of the race** | Medical Manager to report to Event Manager 48 hours before the race to confirm final arrangements are in place. Medical manager to call Event Manager on arrival to event to report in for duty. |
| 2.2 | **Ensure effective reporting of casualties by stewards** | Marshals deployed at 0.5m intervals wherever possible. All marshals are equipped with mobile phones to contact the FAP at the finish. All medics are equipped with radios. All marshals are briefed regarding reporting casualties to the FAP. Senior event staff is also equipped with radios. |
| 2.3 | **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 obstacles. |
| 2.4 | **Public Announcements** | Pre-race announcements will be made to ensure rules are adhered to. To point out where medical facilities are located. Any competitors who suffer from any significant health risks must put a large cross on their numbers to help medics respond accordingly. |
| 2.5 | **Transport of exhausted runners** | Medical team to oversee transport requirements for all runners on the course. Any runner requiring transport will be transferred to the FAP at the finish area. |
| 2.6 | **Monitor** | All communications between medics and event staff are monitored by the Medical Manager. All major incidents are reported to the Event Manager. |

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| **Accident / Incident Report Form** | The following form will be used if the need arises, to ensure correct reporting of accidents. This information can be used to determine future medical coverage and event planning |



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| **Set-up Risk Assessment** | The following assessment covers aspects of set-up for the event. |

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| **Activity** | **Location** | **Details of Hazard** | **Risk Rating Level (H/M/L)** | **Persons at risk from hazard** | **Measures taken to reduce risk to**  **persons affected** | **Measures to be undertaken by** | **Additional information**  **and checking procedure** | **Risk Rating after measures taken (H/M/L)** |
| Loading van with event equipment, signs, cones etc. | Events Office | Manual Handling, trips, back injury, trapped fingers. | L | Event Manager | Ensure route to vehicle is free of obstacles from the storage area. Only carry small amounts. Cones to be carried in pairs. When loading place at back of van and slide into position | Event Manager | Constant Monitoring | L |
| Vehicle weight | Events Office | Dangerous vehicle loading | H | Event Manager and other road users | Vehicle weight limit is 750kg. Ensure limit is not breached and the weight is distributed evenly in the vehicle | Event Manager | Constant Monitoring | L |
| Erecting Signs (a) | On Course | Vehicle and personnel on active carriageways | M | Event Manager and crew | All Event Crew to wear Hi-Vi clothing when working on an active carriageway. Vehicles to display warning beacons when stationery | Event Manager and all crew working on active carriageway | Event Manager to check all crew is wearing Hi-Vi and to check operation of all warning beacons on vehicles. | L |
| Erecting Signs (b) | On Course | Personnel on active carriageways | M | Event Manager and crew | All Event Crew to wear Hi-Vi clothing when working on an active carriageway. When erecting signs or staking to ground crew not to have their backs to on-coming vehicles | Event Manager and all crew working on active carriageway | Event Manager to check all crew is wearing Hi-Vi and are familiar with this safety aspect. | L |
| Erecting Signs ( c) | On Course | Trip, fall or head injury | M | Members of the public | Signs attached to street furniture must be placed over 2.4 metres above ground to avoid head injury. Signs staked to the ground must not overhang pavements or roadways to avoid trips or falls. | Event Manager and all crew | Event Manager to check all crew is familiar with this safety aspect. | L |

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| **Take-down Risk Assessment** | The following assessment covers aspects of take-down for the event. |

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| **Activity** | **Location** | **Details of Hazard** | **Risk Rating Level (H/M/L)** | **Persons at risk from hazard** | **Measures taken to reduce risk to**  **persons affected** | **Measures to be undertaken by** | **Additional information**  **and checking procedure** | **Risk Rating after measures taken (H/M/L)** |
| Loading van with event equipment, signs, cones etc. | On Course | Manual Handling, trips, back injury, trapped fingers. | L | Event Manager | Only carry small amounts. Cones to be carried in pairs. When loading place at back of van and slide into position | Event Manager | Constant Monitoring | L |
| Vehicle weight | On Course | Dangerous vehicle loading | H | Event Manager and other road users | Vehicle weight limit is 750kg. Ensure limit is not breached and the weight is distributed evenly in the vehicle | Event Manager | Constant Monitoring | L |
| Dismantling Signs (a) | On Course | Vehicle and personnel on active carriageways | M | Event Manager and crew | All Event Crew to wear Hi-Vi clothing when working on an active carriageway. Vehicles to display warning beacons when stationery | Event Manager and all crew working on active carriageway | Event Manager to check all crew is wearing Hi-Vi and to check operation of all warning beacons on vehicles. | L |
| Dismantling Signs (b) | On Course | Personnel on active carriageways | M | Event Manager and crew | All Event Crew to wear Hi-Vi clothing when working on an active carriageway. When dismantling signs crew not to have their backs to on-coming vehicles | Event Manager and all crew working on active carriageway | Event Manager to check all crew is wearing Hi-Vi and are familiar with this safety aspect. | L |

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| **Water Station Risk Assessment** | The following assessment covers aspects of water station. |

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| **Activity** | **Location** | **Details of Hazard** | **Risk Rating Level (H/M/L)** | **Persons at risk from hazard** | **Measures taken to reduce risk to**  **persons affected** | **Measures to be undertaken by** | **Additional information**  **and checking procedure** | **Risk Rating after measures taken (H/M/L)** |
| Opening Bottles | Adjacent to Village Hall (3 mile) | Blisters and Cross Contamination | L | Stewards | Stewards who are opening bottle tops are to wear gloves to avoid blisters. Medical gloves, freshly opened should be used to avoid cross contamination | Stewards | ESO to ensure correct procedures are adhered to | L |
| Table | Adjacent to Village Hall (3 mile) | Collapse | L | Stewards | Do not overfill the table with bottles | Stewards | ESO to ensure correct procedures are adhered to | L |
| Discarded Bottles | Adjacent to Village Hall (3 mile) | Strain | L | Stewards | Discarded bottles should be picked up using Litter Pickers rather than bending over to avoid injury | Stewards | ESO to ensure correct procedures are adhered to | L |
| Bottle Distribution | Adjacent to Village Hall (3 mile) | Collision from vehicles | M | Stewards | All stewards working on the water station are to wear hi-vi tabards whilst on duty. Stewards are not to stand in the road to hand out bottles | Stewards | ESO to ensure correct procedures are adhered to | L |
| General Safety | Adjacent to Village Hall (3 mile) | Collision from vehicles | M | Stewards | All stewards working on the water station are to wear hi-vi tabards whilst on duty | Stewards | ESO to ensure correct procedures are adhered to | L |

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| **Program of Event Activities** | The following timeline shows the activities within the framework of the event, and the personnel responsible for its actions. |

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| **Time** | **Date** | **Activity** | **Location** | **Personnel** |
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| **General Risk Assessment** | The following is the generic event risk assessment. |

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| **Location / Hazard** *– unless specified the hazard is other road users* | **People at Risk** | **Risk Rating Level (H/M/L)** | **Control Measures** | **Additional Measures** | **Risk Rating after measures taken (H/M/L)** |
| Major Incident on Event Day | Participants, Spectators, Event Staff & Contractors | Med | Contingency plans as contained within this document |  | Low |
| Major Incident in build up period (eg. 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 Director | Low |
| Fire Risk at key assembly areas (and event structures) | Participants  Spectators  Event Staff  Contractors | Low | ESMP contains fire risk assessment & prevention plan  Fire Service are aware of event  Fire certification documents are obtained for all structures  Site guidelines show precautions for risk areas such as catering etc | Site Manager / Safety officer to check to ensure site guidelines are adhered to | Low |
| Duty of Medical Care:  Staff in build and strip out phases Participants and spectators on event day | Participants  Spectators  Event Staff  Contractors | Med | First aid kits and qualified first aid personnel with event team during site build up and strip out periods  Medical plan with ESMP defines levels of cover in place | Medical plan to be reviewed by medical planning group | Low |
| Incident of Fatality | Participants  Spectators  Event Staff  Contractors | Low | Fatality procedure identified within ESMP  Medical plan in place  Health & Safety management systems in place | Medics and key event staff briefed on procedure  Welfare procedure will be initiated on race day if required to ensure that families are informed and looked after | Low |
| Critical Medical Incident | Participants  Spectators  Event Staff  Contractors | Low | Critical incidents are dealt with as part of the standard procedures within the medical set-up  Medical plan in place  Health & Safety management systems in place | Medics and key event staff briefed on procedure  Welfare procedure will be initiated on race day if required to ensure that families are informed and looked after  Event Safety Officer to liaise with next of kin and assist with practicalities and ongoing flow of information | Low |
| Vehicle Movement on Sites & Route | Participants  Spectators  Event Staff  Contractors  General Public | Low | Event plan designed with limited need to move vehicles on circuit during the event with all set-up done pre race.  During the event, stewards in position to manage movement of vehicles (essential access only as defined in ESMP) and pedestrians on site  ESMP and site guidelines set on site speed limits. All staff and contractors informed on speed limit and site regulations in advance. All crew given copies of safe working system covering driving on site at events.  Only experienced drivers who have worked at similar events before will be employed. Support vehicle drivers informed of specific regulations and speed limit. | Event Control to manage any emergency access requirements on the day  Event Control to manage and direct any support vehicle movements on course during the event  Set-up and event management schedule designed to prevent need for any vehicle movement (except rider pick-up operation) during event period.  On course medics are based on cycles  Crew to wear hi-vis. All crew briefed on fact that lots of vehicles will be moving at build / strip out points | Low |
| Build programmes and set-up of sites in general Public Access  Safe Working Practices | Participants  Spectators  Event Staff  Contractors | Low | Set up schedules agreed in advance with all contractors  Start, finish & feed station areas to be staffed by stewards  Use of competent suppliers  Site regs in place. All crew briefed in advance and managed by site manager. | Site Safety Officers present on site to allow for constant cover.  Checks by Event Safety Officer and event staff pre-event on suppliers to review their risk assessments and agree method statements in advance of the event. | Low |
| Extremes of hot and/or humid weather affecting welfare | Participants  Spectators  Event Staff  Contractors | Low risk for event preceding  Med for welfare in hot/humid extremes | Morning start is before the sun will have reached maximum levels  Running produces a slight cooling breeze  Ample stocks of water at drinks stations and on route | Implementation of Hot Weather Plan call to be made by Event Control on medical grounds should the weather be sufficiently extreme and seen as potentially hazardous to the welfare of participants and/or staff.  If extremes of weather are forecast in advance, suitable advice will be sent to participants via SMS and email and posted on event website | Low |
| Extremes of wet and/or cold/windy weather | Participants  Spectators  Event Staff  Contractors | Low risk for event preceding  Med for welfare in cold/wet extremes | All participants advised to bring warm clothing and waterproofs  Space blankets issued at finish and carried by event site teams to hand out as required  Wind conditions measured on site for gantry and marquees  All structures to receive checks for movement in windy conditions. | On site checks on structures as required by Site Safety Officer, plus decision on working practices in windy conditions  Additional ballast on site over and above that demanded by structural calculations for gantries and marquees  Implementation of Cold / Wet Weather Plan call to be made by Event Control on medical grounds should the weather be sufficiently extreme and seen as potentially hazardous to the welfare of participants and/or staff.  If extremes of weather are forecast in advance, suitable advice will be sent to participants via SMS and email and posted on event website | Low  Low |
| Business / resident access to premises affected by event road closures | Participants  Spectators  Event Staff  Contractors  Local residents  Non-event traffic  Business Users | Med | Mailshot sent in advance to all businesses and residents across and in immediate vicinity of the route.(A map showing the area of notifications is contained with the ESMP)  This is supported by advance signage  A number of specific businesses will be visited in person pre-event. |  | Low |
| Loss of stewarding personnel affecting implementation of closures | Participants  Spectators  Event Staff  Contractors | Low | Use of professional stewarding providers licensed by the SIA and with large pools of staff to call upon  2 providers used to spread risk | Management teams in place at Event Control to re-assess priorities in the event of staff shortage | Low |
| Supply of adequate drinking water to keep participants hydrated | Participants | Low | Bottled water supply provided by FCR internally from stock  Full details in ESMP | Levels adjusted as require in response to expected total number of participants on event day and weather conditions | Low |
| Storage of equipment on site: Theft  Access to contents | Event staff  Set-up team  Participants  Contractors | Low | Security in place from beginning of set-up  Event vehicles / cabins to be used for storage & to remain locked when not attended | Additional cover to be brought in if any areas are thought to be at risk (judged by Event Director) | Low |
| Theft / malicious damage | Event staff  Set-up team  Participants  Contractors | Low | Security stewards on site  Stewards to inform Event Manager / Control / Police of any incident  Event vehicles / cabins to be used for storage & to remain locked when not attended  Set-up commences in early hours of event day | Additional cover to be brought in if any areas are thought to be at risk (judged by Event Director) | Low |
| Issues with Power: Loss of supply  Risk of electrocution | Event staff  Set-up team  Participants  Contractors | Low | Generator supply provided for PA systems at start, finish site  Generators supplied with full fuel tanks, with plenty of contingency capacity | Site Safety officer to check before sign-off.  Site Manager to carry out regular checks  Electrician on standby | Low |
| Power Supply for: PA & Timing Equipment | Set-up team  Participants  Contractors | Low | Generators to be placed within barrier compounds  Use of competent suppliers with risk assessment and health & safety policy to cover installation and operation  Cable covers or matting placed over surface cabling, that cannot be run underneath barriers  Site regulations | Site Safety officer to check before sign-off.  Site Manager to carry out regular checks | Low |
| Crowd Disorder or unrest | Event staff  Set-up team  Participants  Contractors | Low | Use of PA, signage and stewards to keep participants and crowds informed (see ESMP for details)  Previous history of running event participants is that they are general of good nature | Additional cover to be brought in if any areas are thought to be at risk (judged by Event Director) | Low |
| Incident from use of machinery / power tools in set-up / 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 | Site safety officer to check on contractors where relevant | Low |
| Manual movement of equipment on site | Event staff  Set-up team  Contractors | Low | Safe system of work in place for staff governing manual handling  Manual lifting to be limited where possible and practical, and forklifts / trollies / buggies to be used to convey items on site | Activities to be monitored by Event Management Team and suitable numbers of staff to be allocated to each task to ensure no person is overloaded | Low |
| Use of fork lifts | Event staff  Set-up team  Contractors | Low | Only suitably qualified staff may use forklifts. Evidence of their training must be requested and documentation held by the Event Manager.  The load to be lifted has been assessed to ensure that suitable plant is used. | Operations on site to be monitored by Site Safety Officer.  All crew are briefed that forks will be moving on site | Low |
| Use of tail lifts in hired vehicles | Event staff  Set-up team  Contractors | Low | Only crew who have been briefed on the use of any tail lift either at the point of hiring or by those staff/crew present at that briefing should attempt to operate a tail lift | No hired in vehicles with a tail lift at time of writing  Staff responsible for such vehicles are to assess the use of the tail lift to ensure that the safe load limit is not exceeded or tail lift operated in a busy area where it could come into contact / conflict with workers or the public | Low |
| Lost & Found children / persons | Event staff  Participants | Low | Lost & Found children/persons procedure within ESMP – system details contained in briefings to staff and stewards  Lost children service manned by 2 x DSB accredited staff within a designated room at Race Hq  Meeting points in place. These are signed.  Stewards around the site | Briefing notes issued to all staff about location of lost/found children/persons service  Details of the management system, forms to be used to record all incidents, and comms to be used to communicate with Event Control are provided to the Lost Children team in advance  PA systems in use across sites if required  Liaison with Event Control to ensure co-ordinated steward/police/organisers response | Low |
| Media access across the sites and course | Event staff  Participants | Low | Press Manager on site to supervise access by visiting media. Press access pass system in operation (photo bibs & personal passes)  Media to be accredited in advance | Start Manager and Finish Manager briefed on systems for managing photographers etc in their areas | Low |
| Erection and removal of road closure / traffic diversion signage and equipment | Local residents  Motorists  Contractor | Low | Signage and equipment to be delivered and removed by Ventbrook Traffic Management in advance in compliance with Traffic Management Regs | Event Control in place to monitor any issues | Low |
| Failure of PA systems | Event staff  Participants | Low | Engineers from PA company on standby. Loudhailer backup for key areas | Tests on all equipment prior to the event. Electrician on site for generator failure | Low |
| PA horn / speaker clusters:  Erection / dismantling  Collapse leading to injury or damage | Event staff  Set-up team  Participants  Contractors | Low | Use of experienced contractor working to safe practices under LOLER  Checks by contractor on all supports prior to the opening of the event | Site Safety officer to check before sign-off.  Site Manager to carry out regular checks | Low |
| Communications – issues relating to: Failure of comms  Radio net congestion | Event staff  Set-up team  Participants  Contractors | Low | Back up mobile phone numbers held for key staff and supervisory stewards  Stewards and event crew positioned across the circuit to allow for relay of signal should it be required – digital net could be replaced by back-to-back comms  Radio system via Remote Medical with onsite presence over the weekend to address issues. | Comms managed from Event Control with all parties present to allow for integrated response to any incident  4 digital communication channels allocated to allow for effective communications across the course from event control  Emergency Services operate on the separate Airwaves system | Low |
| Celebrity Visits:  Possible crowd issues  Personal safety issues | Celebrities  Event Staff  Participants  Media | Low | Any visits by celebrities to attend the event are assessed for impact  At present there are no names likely to cause any high level of interest | Event Director and Communications Director to liaise on any media promotion | Low |
| Issues relating to waste: Collection of waste on time  Response to incidents | Event staff  Set-up team  Participants  Contractors  Motorists | Low | Cleansing operation provided by event.  Full spec to be contained within ESMP | Event Control, Sector Managers and Site Managers to monitor progress on the day | Low |
| Official photo activity – potential conflict with public.  (official company is Event Photos) | Event staff  Participants  Spectators | Low | Photo points to be agreed and specified in advance.  Photo points to be barriered off and outside the flow line of the participants  At time of writing there are no photo points that require raised platforms or ladders  Experienced photographers used to working at busy running events, all briefed to stay out of running line at all times | Event Control, Sector Managers and Site Managers to monitor on the day | Low |
| Need for adequate public liability insurance for all parties | Event staff  Participants  Spectators  Contractors  General Public | Low | All contractors hold public and employers liability insurance. | Checks made pre-event to ensure insurance details are submitted by suppliers | Low |
| Branding issues in the wind:  Boards / barriers blowing over | Event staff  Participants  Spectators  Contractors  General Public | Low | Barrier lines to be braced by contractor  Plan exists for branding team to remove branding at certain wind speeds | Forecast monitored  Extra ballast in place at key areas (sandbags and heras blocks) | Low |
| Theft of participants possessions | Participants | Med | Participants advised to only use the designated baggage area  Security patrols around the official car-parks | Site Managers and Security Team to monitor on the day | Low |
| Support Team Operation: Vehicles getting lost | Event staff  Participants | Low | All drivers to be provided with detailed maps showing advised routes by Route Operations Manager  All vehicles have two-way radio units and will be in regular communication with Event Control  Local drivers to be used as much as possible |  | Low |
| Equipment site in wrong locations | Event staff  Participants  Contractors | Low | Site to be marked out by Site Managers the day before using temporary ground marking paint.  Site staff to supervise the positioning and erection of the infrastructure  Site plans issued to all contractors in advance |  | Low |

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| SECTION 4  **Event Specific Arrangements** | **• Crowd Management**  **• Parking Restrictions**  **• PA System**  **• PA Announcements**  **• Temporary Structures**  **• Information Point**  **• Food & Hygiene**  **• Water**  **• Emergency Planning**  **• Fire Safety** |

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| **Crowd Management** | An event of this nature does not attract large crowd other than family members with competitors. |

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| **Parking Restrictions** | No parking restrictions required. |

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| **PA System** | A portable PA System will be used at the start of the race to issue the pre-race briefing to competitors. This system will then be used at the finish to provide announcements as necessary. |

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| **PA Announcements** | A PA System will be installed by FCR Events to be located at the start and finish areas. This is an integrated unit as part of the Event Support and Welfare Unit. This also acts as the Race Command Unit and base for event communications.  **Evacuation of Venue**  “Please leave the venue by the nearest exit and assemble on the main car park for further instructions”  **Lost Items**  Lost property will be difficult to locate due to the location and size of the event. However, any item found at the start line will be taken to the Registration area which is situated on Lytham Green. 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 finish area at the Event Support Unit.  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 contact the Race Director, who will advise if the child has been reported missing or whether he/she should be taken to the Lost Children Point. 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 Event Control via the radio provided. Event Control will notify the police of the details and ask the PA Announcer to announce that a child has been found and asking parents/guardian to report to the Lost children Point. Details and colour of the child’s coat/clothing is the only information that will 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 the mobile radios to circulate a description of the child to Stewards. Upon the parent / carer arriving to collect the child, 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 child will be taken and given to the Race Director. Once the child has been reunited with the parent / carer, inform all involved. If there is any doubt as to the validity of the parent/carer’s claim on the child, the police should be called and the matter dealt with by them. Children 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.* |

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| **Temporary Structures** | An inflatable archway (self-sealing, no constant air type) will be located at the finish to mark the finish line. The following risk assessment covers the use of this device.  Macintosh HD:Users:lewismcandrew:Desktop:General Risk Assessment – Inflatable Finish Arch – StartFinish Area Operations .png |

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| **Information Point** | The information point for competitors and members of the public is located within the Fairhaven Lake Café. The point is staffed by experience personnel and can answer most questions. They can also forward any queries directly to the Event Manager. |

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| **Food & Hygiene** | The café is open throughout the day. All bottles given to runners are sealed. |

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| **Water** | Tap water is available at the venue, both hot and cold. This can be used for drinking if necessary. |

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| **Emergency Planning** | **Definition**  A major incident is any emergency that requires 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, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.   The event is estimated to attract approximately 1000 athletes and spectators on the day and so the risk of emergency incidents is present. In order to enable any emergency to be dealt with efficiently and safely, the following procedure are in place:  **Bomb Warning Received**  If a bomb warning is received by the police, media or organisers, the following procedure will take place:  If a location is specified in the warning, the Race Director 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 Race Director and Stewards.  If no specific location is specified, a site meeting will be called with the Race Director, Event Manager & Safety Officer and Police Liaison. The site meeting will take place at the Event Support Unit.  The next 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 of the validity of the warning.  **Complete Evacuation of the Event Areas**  If a complete evacuation of the venue is required, the police will assist. An emergency meeting of all Stewards will be called and the situation explained to them. Each section Steward will be responsible for moving all visitors, staff and event traders to the nearest exits and clearing their area of the Event. 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 their section, they will report to the Race Director who will ask them to stand by, evacuate or assist in another section of the Event. The Race Director will remain in constant communication with the police to ensure they are aware of the progress of the evacuation.  Athletes will be stopped on the next available point on the course and will be prevented from re-entering the Event area until the situation has been fully assessed.  **Suspicious Packages**  If a suspicious package is notified to a Steward, they must contact the Race Director who will contact the police. The section 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 section 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 Race Director or send someone to inform the Race Director or Event Manager & Safety Officer. Locate the nearest fire extinguisher if applicable and try to contain the fire if safe to do so. The Race Director will also notify the emergency services and then ensure that the police on the Event site and the 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 team will deal with the fire as necessary.  Athletes will be stopped at the next available point on the course and will be prevented from re-entering the Event area until the situation has been 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 Race Director immediately. The Race Director 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 Race Director who will notify the police. The area should be closed off and any potential witnesses held at the area until the police arrive. 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 Race Director and police should be notified. The police will deal with the incident as quickly as possible and may re route traffic if 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 Race Director or Event Manager/Safety Officer. You should prepare your area for possible imminent evacuation.  The Pre Evacuation message Is: “All Stewards operate a Code Black”  Clear for your area for possible evacuation and await further instruction. If a full evacuation of your area is necessary, a public announcement will be made from the stage or you will be notified via radio or mobile phone from the Race Director or Event Manager/Safety officer or Chief Steward.  The announcement will be: “Your attention please – for your own safety, please leave the Event in “X” direction”  You must physically point in the direction during the announcement. Your responsibility is to follow the instruction of your Chief Steward or assist emergency services in co-ordinating an evacuation. Once an evacuation is complete, and you are in a safe area, seal off the area and prevent re-admittance. Await further instruction. |

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| **Fire Safety** | There is a minimal risk of fire and all electrical equipment will be operated by trained employees. All outside equipment brought to the location will be required to provide a risk assessment and evidence of PAT testing.  **Fire Announcement**  In the event of a fire or other emergency within the event arena, the following announcement will be given out via the PA system: *“Your attention please – your attention please – Spectators please listen carefully, this is a public announcement – for your own safety please leave the area as directed by the Stewards wearing fluorescent jackets.”* |

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| SECTION 5  **Communications Plan** | **• Communications**  **• Media & Public Relations**  **• Information to Competitors** |

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| **Communications** | Communications will be controlled from the Race HQ by Remote Medical Services located near to the finish point of the event. Key officials and stewards will have a radio for instant communication and message relaying. Remote Medical Services will use radios on the same frequency for complete course coverage. A repeater station will be strategically located at a pre-determined, tested location. The aim of the radio deployment is to have no more than 0.5 miles distance between each operator.    Radio Point  Radio Point  Radio Point  **Race HQ**  Radio Point  Radio Point  Radio Point |

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| **Media & Public Relations** | A major incident will attract the attention of the press, radio and television media. The response is likely to be immediate from local reporters and, dependent upon the scale and nature of the incident, may result in national and international media attention. Failure to consider the media response at an early stage may have serious implications for the management of the whole incident. The initial focus of attention for the media will be the area of operations and the search for information. It is vital, therefore, that a fast and regular flow of coordinated information is made available, ensuring that incidents are projected in the most positive light. The Event Manager will, generally, provide all or a combination of: Factual details of its own response and designated Press Officer acting on behalf of Fylde Coast Running at Race HQ. |

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| **Information to Competitors** | Communication to the runners can be accomplished by announcements over the public address system; this will only be used in the case of an emergency. Any emergency will be relayed by the event manager then to the announcer who will make necessary announcements to the runners and general public. |

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| SECTION 6  **Safety Documents** | **• UK Athletics Licence Criteria**  **• Event Adjudicators Report (Post Race)**  **•** **Steward Briefings** |

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| **UK Athletics Licence Criteria** | The following criteria have been addressed as described in the following chart. |

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| **Planning Consents** | |  | | | | | | |  | |
| 1 | | a). UKA Rules will be applied. | | | | | | | YES | |
|  | | b). As organisers we have a copy of the 'Rules of Competition. | | | | | | | YES | |
|  | | c). Copy of the rules will be available on the day. | | | | | | | YES | |
| 2 | | a). The Local Authority, SAG, or similar body will be consulted with regard to course safety matters and all necessary consents will be obtained. | | | | | | | YES | |
|  | |
|  | | b). If required, Local Authority or SAG will be provided with all the relevant documentation for the event. | | | | | | | YES | |
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|  | | c). Temporary Traffic Orders Regulations will be applied for if the event is staged on the Public Highway and is subject to any closures. | | | | | | | N/A | |
|  | |
| 3 | | Observations made by the ‘Safety Advisory Group’ (or similar body), Highways Authority, Police and emergency services with regard to the Course or other aspects of the event, will be carefully considered and, if not adopted, will be drawn to the attention of the Governing Body at the time of this Licence application. | | | | | | | YES | |
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| 4 | | Possible inconvenience to residents and other members of the public has been considered and minimised where reasonably possible. | | | | | | | YES | |
|  | |
| 5 | | The venue for the start and finish will be free from traffic and be able to cope with expected numbers and conditions and that the course is adequate for the type of event being staged. | | | | | | | YES | |
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|  | |
| 6 | | Permission has been/will be obtained to cross private land. | | | | | | | N/A | |
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| **The Course** | |  | | | | | | |  | |
| 7 | | The course route & marshalling arrangements will be suitable for the size of the field in accordance with the Home Office Good Practice Guide for Sporting Events on the Public Highway. http://runbritain.com/rdp/race-organisersguide/ event-organisation-order-2/ | | | | | | | YES | |
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| 8 | | a) If an exact distance has been advertised, an AUKCM (Association of United Kingdom Course Measurers) or IAAF (International Amateur Athletics Federation) /AIMS (Association of International Marathon) Measurer has measured/will measure the course to obtain a Certificate of Accuracy. | | | | | | | YES | |
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|  | | b) The certificate will be available and is dated within the past 10 years. | | | | | | | YES | |
|  | | c) The Race Promoter shall verify that the course route will be laid out on race day in strict accordance with the measurement record. (If the course as measured can’t be undertaken as per certificate due to safety factors the promoter will notify UKA, the competitors and Event Adjudicator and the results will not be validated for record, Power of Ten or handicap standards). | | | | | | | YES | |
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| 9 | | The Course will be signed, taped and marshalled, where appropriate, with all turnings clearly indicated, to ensure runners keep to the approved route. | | | | | | | YES | |
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|  | |  | | | | | | |  | |
| 10 | | Adults will marshal all participants, any relevant road intersections, major junctions and changes of course direction as agreed after consultation with the Local Authority, “SAG” (or similar body)’, Highways Authority and Police. This may vary among Home Countries | | | | | | | YES | |
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| 11 | | Marshals will be fully briefed before the start of the event. | | | | | | | YES | |
| 12 | | All course marshals will wear conspicuous tabards/bibs where road closures are not employed (it may be beneficial to wear as a means of identifying a race official). | | | | | | | YES | |
|  | |
|  | |
| 13 | | There will be a conspicuous vehicle and/or marshal preceding the field. | | | | | | | YES | |
| 14 | | There will be a sweep vehicle and/or marshal following the field. | | | | | | | YES | |
| 15 | | Marshals will remain on course until released by the sweep vehicle or marshal. | | | | | | | YES | |
| 16 | | The course will be cleared of race signs, debris, etc. as soon as reasonably practical. | | | | | | | YES | |
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|  | |  | | | | | | |  | |
| **Start and Finish** | |  | | | | | | |  | |
| 17 | | Provision will be made for the accurate recording and display of results. (Fun Runs being exempt). | | | | | | | YES | |
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|  | |  | | | | | | |  | |
| **Medical Support** | |  | | | | | | |  | |
| 18 | | The First Aid and or Medical cover for the event will meet the requirements of the recommended minimum standards contained in the Good Practice Guide for the Provision of First Aid & Medical Services at UK Athletics Licenced Road Races. A Medical Risk Assessment will be undertaken. Please provide details and justification for any departures from the recommended minimum standards. | | | | | | | YES | |
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| 19 | | Copies of correspondence relating to First Aid/Medical Providers and Police will be made available to UK Athletics and/or the licence issuing Authority on request. | | | | | | | YES | |
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| **Drinks Stations** | |  | | | | | | |  | |
| 20 | | Drinks Stations will be provided on the Course for the duration of the event, being in accordance with UKA Rules. i.e. for events of 10km or greater, drink stations will be provided at intervals of approx. 5 km / 3 ml. and fully comply with The Food Hygiene Laws 2006. www.food.gov.uk | | | | | | | YES | |
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|  | |
| 21 | | a) Drink Stations will not be situated on the running line. | | | | | | | YES | |
|  | | b) Drink Stations will be clearly signed in advance of the location. | | | | | | | YES | |
| 22 | | Drinks will be provided for the entire field at the end of the race. | | | | | | | YES | |
| 23 | | Any equipment used for drinks (e.g. containers and hoses) will be clean and hygienic. | | | | | | | BOTTLES | |
|  | |
| 24 | | a) All drink stations will be under the control of adults who will be well briefed. Where additional helpers are used they will be of a responsible age and always under fulltime adult supervision. | | | | | | | YES | |
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|  | |
|  | | b) All drink stations personnel will be issued with high visibility Tabards/Bibs where adjacent to or on the public highway. (If on closed roads it may not warrant the wearing of high visibility Tabards/Bibs, but may identify race officials) | | | | | | | YES | |
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|  | |  | | | | | | |  | |
| **Facilities** | |  | | | | | | |  | |
| 25 | | There will be well-signed and adequate male and female toilet facilities at: a) The Race HQ b) The Start Area c) The Finish Area | | | | | | |  | |
|  | | YES | |
|  | | YES | |
|  | | YES | |
| 26 | | There will be storage, and transportation if relevant, of competitors' baggage. | | | | | | | YES | |
|  | |  | | | | | | |  | |
| **Misc.** | |  | | | | | | |  | |
| 27 | | a) Race numbers as issued by the event will be worn by all competitors. | | | | | | | YES | |
|  | | b) Competitors will be advised that numbers must not be folded, cut or mutilated. | | | | | | | YES | |
|  | |
| 28 | | a) A Medical Information Template will be printed on the reverse of the runner’s number. | | | | | | | YES | |
|  | |
|  | | b) Final Instructions will request all competitors to complete the Template | | | | | | | YES | |
| 29 | | a) UKA Rule 207 regarding age groups will be observed. | | | | | | | YES | |
|  | | b) Parental or Guardian permission will be requested on the entry form for runners under 18 years old. | | | | | | | YES | |
|  | |
|  | | c) Any person associated with the event and having significant dealing with minors will be CRB checked. For guidance refer to http://www.uka.org.uk/governance/welfare-and safeguarding/ [This is not required for taking entries, handing out drinks and marshalling etc.] | | | | | | | YES | |
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| 30 |  | AGE / MAXIMUM DISTANCES APPLICABLE FOR ROAD RUNNING (NB: Age on day of race) | | | | | | | | |
| Under 9 | 9 & 10 | 11 & 12 | 13 & 14 | 15 | 16 | 17 | 18 & 19 | 20+ | Yes | No |
| 2k | 3k | 5k | 6k | 10k | 16k | 25k | Marathon | Unlimited | Yes |  |
|  | |  | | | | | | |  | |
| 31 | | Where under 9’s are on the Public Highway they will be supervised by adults NB: Events for under 9 years should ideally be on fully closed roads or private roads / footpaths | | | | | | | N/A | |
|  | |
|  | |
| 32 | | a) If the course crosses a railway level crossing written confirmation will be obtained from the appropriate Authorities that the crossing(s) will not be in use for the duration of the race. The railway level crossing will be marshalled for the duration of the race. | | | | | | | N/A | |
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|  | | b) If the course crosses a swing or opening bridge, written confirmation will be obtained from the appropriate Authorities that the bridge(s) will not be in use for the duration of the race. The bridge(s) will be marshalled for the duration of the race. | | | | | | | N/A | |
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| 33 | | A UKA Licenced Endurance Official (Race Referee or Event Adjudicator) will be appointed before the event and attend throughout the race. Note: An Event Adjudicator will be appointed for every event. A Race Referee need only be appointed for league competition, Championships at every level and any inter County, Area or Country event. If a race promoter decides they need to appoint both then that is entirely their choice. | | | | | | | YES | |
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| **Risk Assessment** | |  | | | | | | |  | |
| 34 | | Organisers will be able to demonstrate that sufficient consideration to Duty of Care and any risks associated with the event, including Medical requirements, have been appraised and planned accordingly. | | | | | | | YES | |
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|  | |
| 35 | | The Risk Assessment has taken account of the requirements of the: | | | | | | |  | |
|  | | a) Home Office Good Safety Guide to Sporting Events on the Public Highway. | | | | | | | YES | |
|  | | b) Equality Act 2010 | | | | | | | YES | |
|  | | c) Food Hygiene Laws 2006 | | | | | | | N/A | |
|  | | d) Children Act 1989/2004 relating to duty of care | | | | | | | YES | |
|  | | e) UKA guidance on Welfare and Safeguarding matters | | | | | | | YES | |
|  | |  | | | | | | |  | |
| 36 | | The final RISK ASSESSMENT will, if requested, be available for inspection before or post-race by the Event Adjudicator, Race Referee or BARR Scrutinisers and UKA upon prior request. | | | | | | | YES | |
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|  | |  | | | | | | |  | |
| **Licence Matters** | |  | | | | | | |  | |
| 37 | | As Organisers we will undertake to promote runbritain and will display: | | | | | | |  | |
|  | | a) runbritain logo. | | | | | | | YES | |
|  | | b) “Under UKA Rules” and either the “Licence Number” or “Licence Applied For” | | | | | | | YES | |
|  | | c) The Course Measurement Certificate Number and Logo, if applicable | | | | | | | YES | |
|  | | on: | | | | | | |  | |
|  | | 1) Event website (if applicable) | | | | | | | YES | |
|  | | 2) Event Entry Form | | | | | | | YES | |
|  | | 3) All pre-race runners information | | | | | | | YES | |
| 38 | | The Race Licence will be displayed in a prominent place on race day for competitors to see. | | | | | | | YES | |
|  | |
| 39 | | a) A minimum discount of £2:00 on the entry fee will be allowed to all entrants who hold a current Home Country Governing Body Competition Licence. (This may vary by each Home Country) | | | | | | | YES | |
|  | |
|  | |  | |
|  | | b) Registration status will be confirmed by requesting the entrants to provide their Home Country Governing Body Competition/Registration number on the event entry form. | | | | | | | YES | |
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| 40 | | Within one month after the event complete the Race Promoters Returns Form, Medical Return Form and Race Referees/Event Adjudicators Report Form in the Race Directors’ Portal at www.runbritain.com/rdp and if applicable a cheque for the Licence Fee balance will be sent to Athletics Services | | | | | | | YES | |
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| **Event Adjudicators Report** | The following report is completed by the Event Adjudicator on the day of the race, to ensure standards are upheld. The report is submitted to UK Athletics after the event. |

http://www.deafukathletics.org.uk/images/UKAlogo.jpg

**UK Athletics: Event Adjudicator Report**

**Name of Race: Licence No.**

**Date of Race:**

**Venue: County:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Area** | **Yes** | **No** | **N\A** |
| **1** | **Start and Finish** |  |  |  |
| A | Was this area free from moving traffic? |  |  |  |
|  | **Finish** |  |  |  |
|  | Was this area free from moving traffic? |  |  |  |
| B | 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 |  |  |  |
|  |  |  |  |  |
| C | Was there signage in the following areas? |  |  |  |
|  | Start Line |  |  |  |
|  | Information |  |  |  |
|  | Changing |  |  |  |
|  | Toilets |  |  |  |
|  | Baggage |  |  |  |
|  | Finish |  |  |  |
|  | Further Comments on this Section |  |  |  |
| **2** | **Course** | **Yes** | **No** |  |
| A | Was the course signed? |  |  |  |
| B | Were Marshals Briefed before the Event? |  |  |  |
| C | Were marshals located in the correct positions as detailed in the Event Plan and/or briefing documents? |  |  |  |
| D | Were marshals wearing high visibility bibs? |  |  |  |
| E | Was there are Lead Vehicle or Cyclist?\* |  |  |  |
| F | Was there a Sweep Vehicle/Cyclist or back marker?\* |  |  |  |
| G | Was the course Traffic Free? |  |  |  |
| H | Were there mile or kilometre markings on the course? |  |  |  |
|  | Further Comments on this Section |  |  |  |
| **3** | **Water Station/s** | **Yes** | **No** | **N/A** |
| A | Did the event provide water stations? **If No go to F** |  |  |  |
| B | Was the water station/s off the running line? |  |  |  |
| C | Were there advance signs for the water station/s? |  |  |  |
| D | Were adults operating or supervising the water station/s? |  |  |  |
| E | Were volunteers wearing high visibility bibs? |  |  |  |
| F | Was water provided to all athletes at the end of the race? |  |  |  |
| G | Were the water stations of sufficient length for the size of the field? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Further Comments on this Section |  |  |  |
| **4** | **Medical** | **Yes** | **No** |  |
| A | Was there Medical Provision at the event and did it meet with what the organiser requested? |  |  |  |
| B | Who provided this Service? Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| C | Was the Medical Risk Assessment available for inspection? |  |  |  |
|  | Further Comments on this Section |  |  |  |
| **5** | **Risk Assessment** | **Yes** | **No** |  |
| A | Was the Risk Assessment available for inspection? |  |  |  |
|  |  |  |  |  |
| **6** | **Certification** | **Yes** | **No** |  |
| A | Was the runbritain Race Licence Displayed? |  |  |  |
| B | Was there a need for a UKA Course Measurement Accuracy Certificate for the event? |  |  |  |
| C | If yes was it on display? |  |  |  |
| D | Race Promoter confirmed that measured course was run |  |  |  |
|  | Further Comments on this Section |  |  |  |
| **7** | **Incidents** |  |  |  |
| A | Where there any incidents not covered by the previous questions? |  |  |  |
|  | If yes please describe; |  |  |  |

Did you share any of your comments with the Race Promoter before submitting this report?

Yes / No

Please explain;

**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.

**Name:** **Signature:** **Date:**

(This could be identified by unique personal number issued for online submission) \*Only on paper copy

**Event Adjudicator No.** ..............................