



Event Management Document

Southport 10k & Half
Marathon
Sunday 26th June 2022

Fylde Coast Runners Ltd
Unit 1a Hoo Hill Estate
Blackpool
FY3 7HJ
www.fyldecoastrunners.com

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Event Information

Introduction

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

The event combines two distances: a 10k and a half marathon. Both events are officially measured, starting and finishing on Marine Drive (car park adjacent to yacht club), Southport.

Management & Planning

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

Local Authority Information

A notice of intention has been sent to Sefton Council for consideration and approval from the Safety Advisory Group and/or all departments required to be informed of the event.

Event Profile

The event will attract a broad range of participants. Using experience gathered from previous events, abilities vary, but most are experienced or at least competed in a road race previously. The event information desk can offer advice as required as does the events website and the instruction sheet supplied to all competitors before the day (by email and/or post).

10k

Sex Split: 55% men, 45% women.

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

Group: Single participants and Family groups

The event start time is: **9.00am**

Arrival times for participants is between: **8.00am and 8.45am**

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

Set-Up of event starts at: **3.00am**

Take-Down of event typically concludes at: **6.00pm**

Half Marathon

Sex Split: 60% men, 40% women.

Age Split: 10% 17-25, 15% 26-30, 45% 31-45, 20% 46-55, 10% 56+

Group: Single participants and Family groups

The event start time is: **9.00am**

Arrival times for participants is between: **7.45am and 8.45am**

Duration of the event is typically: **4 hours**

Set-Up of event starts at: **3.00am**

Take-Down of event typically concludes at: **6.00pm**

Both events are outdoors.

Policy Statements

Health & Safety Policy Statement

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

It is the responsibility of the Event Manager:

- 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.
- 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 staff, stewards, and volunteers:

- 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.
- 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. All staff, stewards and volunteers generally are expected to support and implement this policy wholeheartedly.

Equality Act 2010 Policy Statement

As an organisation, Fylde Coast Runners fully complies with the regulations and amendments contained within the Equality Act 2010. Specifically, we recognise the protected characteristics of the following: Age, Disability, Gender Reassignment, Marriage and Civil Partnerships, Pregnancy and Maternity, Race, Religion or Beliefs, Sex and Sexual Orientation.

No aspect of the event compromises any of the Equality Act 2010 characteristics, and as an organisation uphold the values of all the regulations and amendments. A copy of the Equality Act 2010 has been obtained and is available to view at the events office or public viewing or for reference by event staff.

Children Act 1989/2004 Policy Statement

As an organisation, Fylde Coast Runners fully complies with the regulations and amendments contained within the Children Act 1989/2004 and have taken the following pre-cautions to ensure a duty of care to minors. Minors under the age of 18 must have their entry form signed and dated by a parent or guardian. The medical services provider, Remote Medical Services, have all their personnel CRB checked. The event technical advisor and event manager are CRB checked.

No aspect of the event compromises any of the Children Act 1989/2004 and as an organisation uphold the values of all the regulations and amendments. A copy of the Act has been obtained and is available to view at the events office or public viewing or for reference by event staff.

Event Information

Venue

The venue for the 2022 event will be located on the Marine Drive car park adjacent to the yacht club. This space offers a larger area to manage competitors in a safe and secure way. The event footprint (start/finish/registration etc) will be constructed on the morning of the event and cleared on conclusion of the event. The area will be controlled using standard 2.2m crowd barriers. **The following image shows the design that will be used on the day.**

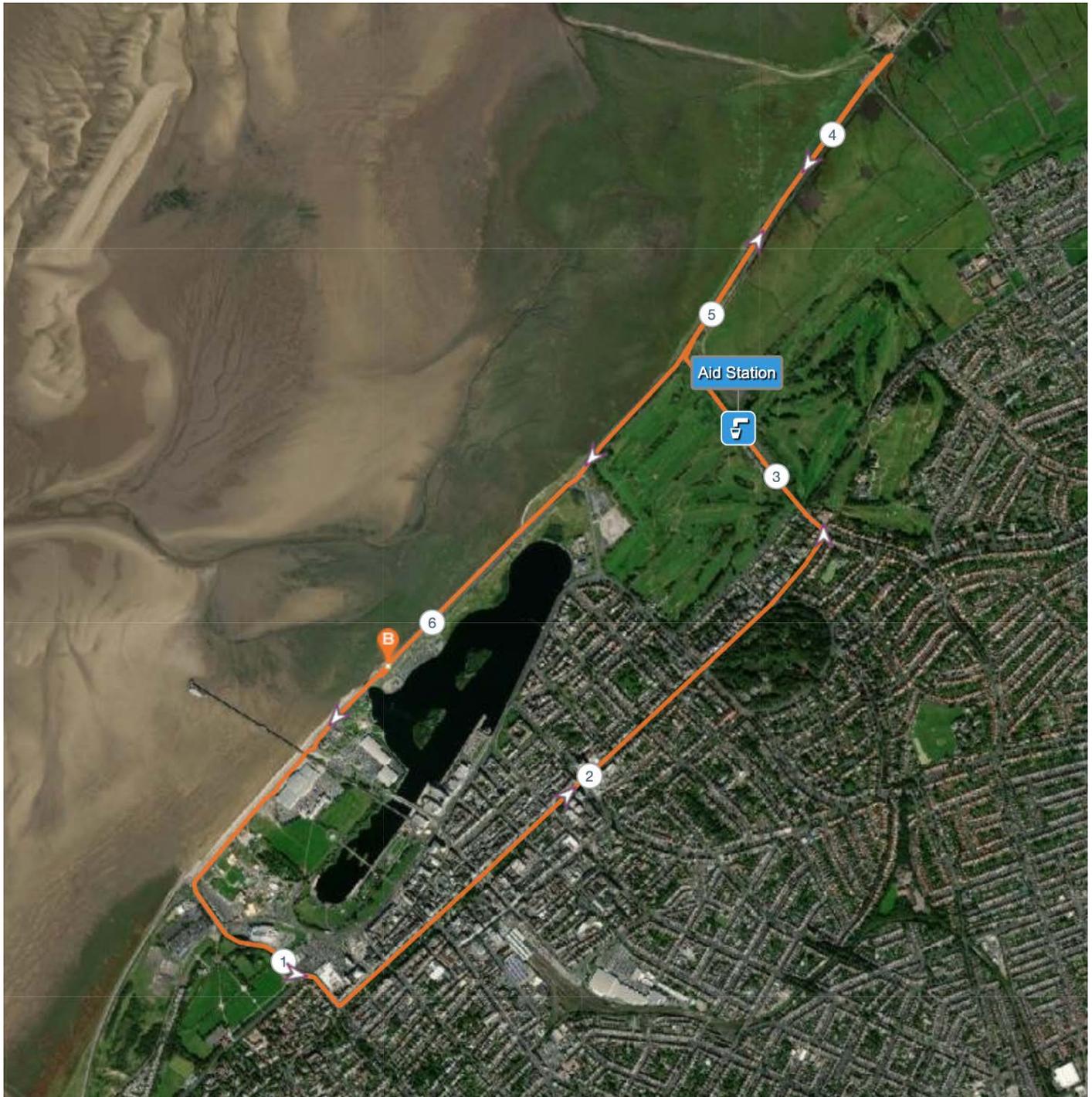


Half Marathon Route



The half marathon starts on the Marine Drive carpark, before joining Marine Drive heading South along Marine Drive to the roundabout at Victoria Way. The route crosses over the roundabouts onto Duke Street. There is then a left turn onto Lord Street to run its full length onto Albert Road then continuing straight ahead onto Argyle. The route then turns left onto Hesketh Road all the way to Marine Drive. At the junction with Marine Drive the route turns right and continues all the way to Crossens on Marine Drive. There is a turning point at the entrance to the Wastewater Treatment Plant and the route then returns back along Marine Drive. The route continues all the way along Marine Drive onto the Coastal Road where there is another turn point approximately 1 mile along the Coastal Road. The route then returns to the Marine Drive car park for the finish.

10k Route



The 10k starts on the Marine Drive carpark, before joining Marine Drive heading South along Marine Drive to the roundabout at Victoria Way. The route crosses over the roundabouts onto Duke Street. There is then a left turn onto Lord Street to run its full length onto Albert Road then continuing straight ahead onto Argyle. The route then turns left onto Hesketh Road all the way to Marine Drive. At the junction with Marine Drive the route turns right and continues to a spot just after the nature reserve car park on Marine Drive where runners turn. The route then returns back along Marine Drive to the Marine Drive car park for the finish.

Aid Stations

Aid stations for competitors will be located on the route, laid out as recommended by UK Athletics Best Practice. 500ml bottled water will be available for all competitors at each point. Following Covid-19 guidance, the aid station be un-manned. It is the responsibility of competitors to pick a bottle up from a table that is free (to allow for social distancing). Stewards will only re-stock tables (wearing suitable PPE). Approximately 100 metres past the water station a bin will be located for competitors to deposit their used bottles. All competitors are expressly told not to drop bottles on the floor or take them with them past this point.

Event	Distance on Course	Location
10k & Half Marathon	5k (3 miles)	Hesketh Road, just passed last property on left (<i>left side</i>)
Half Marathon	6 miles	Marine Drive just after turn at Wastewater Treatment Plant (<i>right side</i>)
Half Marathon	9 miles	Marine Drive at lake sluice gate (<i>right side</i>)
Half Marathon	11 miles	Coastal Road just after turn to return to finish (<i>right side</i>)

All waste is collected by event stewards at each site and bagged ready for collection by the Sweep Vehicle. Waste is then transferred to our premises for collection under our Waste Management Agreement with Blackpool Council.

Toilet Facilities

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

The contractor for the temporary toilets is:

PORTABLE TOILET COMPANY

Shaw Farm, Stockclough Lane, Feniscowles, Blackburn BB2 5JR

Phone: 01254 200181

Waste Carrier Registration

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

Regulation authority

Name



Address

National Customer Service Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

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

Carriers details

Name of registered carrier FCR Event Management Ltd

Registered as a lower tier waste carrier, broker and dealer

Registration number CBDL222944

Address of place of
business

UNIT 1A
HOO HILL LANE
BLACKPOOL
FY3 7HJ

Telephone number

01253 394038

Date of registration

Wednesday 7th February 2018

Making changes to your registration

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

Staff & Stewards

Steward Responsibilities

Course Stewards

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

Whilst on duty, stewards will:

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

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

Water Station Stewards

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

The main responsibilities of the stewards are to distribute bottled water to runners from their designated point. They will also assist the police and other emergency services should the need arise. Water Station Stewards are also required to report any injuries or runners requiring medical assistance.

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

Water Station Best Practice

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

Whilst on duty, stewards will:

- Concentrate only on their duties. Not use mobile phones, iPods or other electronic devices unless required to report an emergency or medical assistance request to the First Aid Point.
- Not leave their place without permission unless told to do so by the Event Manager or Police.
- Not consume or be under the influence of alcohol or drugs.
- Remain calm and be courteous towards members of the public and runners.
- Wear distinctive hi-visibility clothing at all times.
- **WEAR A FACE-COVERING AT ALL TIMES WHILST ON DUTY**
- **WEAR DISPOSABLE GLOVES AT ALL TIMES WHILST ON DUTY**
- Be familiar with the course to direct runners and answer any relevant questions.
- Be prepared to assist in other areas of the event if the need arises.
- Be responsible and over the age of 18.

Traffic Management Stewards

The main responsibilities of the traffic management stewards are to uphold the road closure order, advise motorists of alternative routes and to provide safety for runners and members of the public where they are positioned. They will also assist the police and other emergency services should the need arise. Stewards are also required to report any injuries or runners requiring medical assistance.

Whilst on duty, stewards will:

- Concentrate only on their duties. Not use mobile phones, iPods or other electronic devices unless required to report an emergency or medical assistance request to the First Aid Point.
- Not leave their place without permission unless told to do so by the Event Manager or Police.
- Not consume or be under the influence of alcohol or drugs.
- Remain calm and be courteous towards members of the public and runners.
- Wear distinctive hi-visibility clothing at all times.
- **WEAR A FACE-COVERING AT ALL TIMES WHILST ON DUTY**
- Be familiar with the course to direct runners and answer any relevant questions.
- Be prepared to assist in other areas of the event if the need arises.
- Be responsible and over the age of 18.

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

Event Staff

Core Management Staff

Name	Position	Duty	Location	Contact
Lewis McAndrew	Event Director	Oversee all event operations	Course / Start & Finish Areas	07387 597 691
Alan Harrison	Event Safety Officer	Event Safety & Compliance	Registration / Start & Finish Areas	07824 995 680
Roy Brooks-Brennan	Event Course Manager	Ensure course is set-up as per all plans.	Course	
Tyler Harrison	Traffic Management Officer	Traffic Management operations and course safety	Course	07564 903 169
Joanne Tong	Steward Manager	Steward control and supervision	Course	07941 364 290

Other Staff

Name	Position	Duty	Location	Contact
Rowena Doherty	Commentator	Safety Announcements and information as required	Start & Finish Areas	
Brian Porter	UK Athletics Event Adjudicator	Ensure event is operated and run under given standards	Start & Finish Areas	

Course Stewards

Ref / Name	Duty	Location	Times	Pay
CS1-1	Turn Point / Split 10k Runners	Marine Drive	0900 – 1130	£24.00
CS1-2	Turn Point / Split 10k Runners	At Finish Split	0900 – 1130	£24.00
CS1-2	Turn Point Half Marathon Runners	Coastal Road	0900 – 1200	£24.00

Aid Station Stewards

Ref / Name	Duty	Location	Times	Pay
SHM-A-1 SHM-A-2 SHM-A-3	Place bottles on tables ready for athletes to collect. Remove bottle caps. Ensure tables are regularly topped up. Collect ALL waste bottles and leave bagged up ready for collection	Hesketh Road (3 Miles) 10k & Half Marathon	0900 – 1100 0900 – 1100 0900 – 1100	£24.00 £24.00 £24.00
SHM-A-4 SHM-A-5 SHM-A-6	Place bottles on tables ready for athletes to collect. Remove bottle caps. Ensure tables are regularly topped up. Collect ALL waste bottles and leave bagged up ready for collection	Marine Drive (just after turn point at Wastewater Treatment Site)	0900 – 1100 0900 – 1100 0900 – 1100	£24.00 £24.00 £24.00
SHM-A-7 SHM-A-8 SHM-A-9	Place bottles on tables ready for athletes to collect. Remove bottle caps. Ensure tables are regularly topped up. Collect ALL waste bottles and leave bagged up ready for collection	Marine Drive (at Sluice) just after start/finish	0900 – 1100 0900 – 1100 0900 – 1100	£24.00 £24.00 £24.00

Traffic Management Stewards

Ref / Name	Duty	Location	Times	Pay
TMS-01	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Marine Drive (Crossens)	0900 – 1330	£36.00
TMS-02	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Marshside Road / Marine Drive	0900 – 1330	£36.00
TMS-03	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Hesketh Road / Marine Drive	0900 – 1330	£36.00
TMS-04	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Fairway / Marine Drive	0900 – 1330	£36.00

TMS-05	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Marine Parade / Marine Drive	0900 – 1330	£36.00
	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Car Park Exit (behind retail park) / Marine Drive	0900 – 1330	£36.00
TMS-06	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Victoria Way / Marine Drive	0900 – 1330	£36.00
TMS-07	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Weld Road / Coastal Road	0900 – 1330	£36.00
TMS-08	Uphold road closure for the duration of the event. Ensure barriers/signage are kept in place.	Coastal Road (Pontins)	0900 – 1330	£36.00
TMS-09	Hold traffic on roundabout when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Victoria Way / Esplanade Roundabout	0900 – 1000	£20.00
TMS-10	Hold traffic at exit when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Victoria Way / Morrisons Store	0900 – 1000	£20.00
TMS-11	Hold traffic on roundabout when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Victoria Way / Duke Street Roundabout	0900 – 1000	£20.00
TMS-12	Hold traffic on roundabout when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Lord Street Roundabout	0900 – 1000	£20.00
TMS-13	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Kingsway / Lord Street	0900 – 1000	£20.00
TMS-14	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Coronation Walk / Lord Street	0900 – 1000	£20.00
TMS-15	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Waverley Street / Lord Street	0900 – 1000	£20.00
TMS-16	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Neville Street / Lord Street	0900 – 1000	£20.00
TMS-17	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Bold Street / Lord Street	0900 – 1000	£20.00
TMS-18	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Seabank Road / Lord Street	0900 – 1000	£20.00
TMS-19	Hold traffic at roundabout when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Leicester Street / Lord Street Roundabout	0900 – 1030	£20.00
TMS-20	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Saunders Street / Albert Road	0900 – 1000	£20.00
TMS-21	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Alexandra Road / Albert Road	0900 – 1000	£20.00
TMS-22	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Leyland Road / Albert Road	0900 – 1000	£20.00
TMS-23	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Park Road West / Albert Road	0900 – 1000	£20.00
TMS-24	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Argyle Road / Park Crescent	0900 – 1000	£20.00
TMS-25	Hold traffic at junction when lead vehicles approach until all athletes have passed this point (Tail Vehicle)	Argyle Road / Hesketh Road Roundabout	0900 – 1000	£20.00

Insurance

UK Athletics Affiliation

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

UK Athletics Race Licence

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

Tba

Insurance Information & Policy Coverage



INSURANCE COVER FOR EVENT ORGANISERS/PROMOTERS

Who is Insured?

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

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

PUBLIC LIABILITY INSURANCE

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



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



v.1 (09/10)



v.1 (09/10)



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

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



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

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

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

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

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

UKA, Athletics House,
Central Boulevard, Blythe Valley Park,
Sothill, West Midlands, B90 8AJ
www.uka.org.uk

Registered in England No.3686940



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Evidence of Insurance Cover



Lynsey Jarman

Marsh Ltd
39 Kings Hill Avenue, Kings Hill
West Malling, Maidstone
Kent, ME19 4ER
T +44 (0) 1732 877651
lynsey.jarman@marsh.com
www.marsh.com

29 March 2022

To whom it may concern

Dear Sirs

CONFIRMATION OF INSURANCE – Name of Policyholder:

UK Athletics Limited and/or England Athletics Limited and/or Welsh Athletics Limited and/or Scottish Athletics Limited and/or Athletics Northern Ireland (2008) and/or Mary Peters Track Ltd and/or Run4Wales Limited and/or subsidiary companies and/or all affiliated National and Regional Associations, Federations and bodies and all affiliated clubs and associations

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

PRIMARY PUBLIC/PRODUCTS LIABILITY

INSURER: Royal & Sun Alliance Insurance Plc

POLICY NUMBER: YMM902055

PERIOD OF INSURANCE: 1st April 2022 to 31st March 2023 both days inclusive

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

Pollution Sudden and Accidental: GBP 5,000,000 All incidents considered to have occurred during the Period of Insurance in respect of pollution and contamination of buildings or other structures of water or land or of the atmosphere

EXCESS: In respect of third party property damage only: GBP 250 each and every claim or series of claims arising out of one occurrence in respect of claims made by any member coach, official, athletics club or athletics association

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A business of Marsh McLennan



Chartered

of the Insured, increasing to GBP 750 each and every claim or series of claims arising out of one occurrence in respect of any other claims.

Layer 1 EXCESS PUBLIC/PRODUCTS LIABILITY

INSURER: Chubb European Group SE
POLICY NUMBER: UKCASD32396
PERIOD OF INSURANCE: 1st April 2022 to 31st March 2023 both days inclusive
LIMITS OF LIABILITY: GBP 10,000,000 any one occurrence in excess of Primary GBP 5,000,000

Layer 2 EXCESS PUBLIC/PRODUCTS LIABILITY

INSURER: QBE Insurance
POLICY NUMBER: Y022009QBE0721A
PERIOD OF INSURANCE: 1st April 2022 to 31st March 2023 both days inclusive
LIMITS OF LIABILITY: GBP 35,000,000 any one occurrence **in excess** of Underlying Primary GBP 5,000,000 and Excess policy limit GBP 10,000,000

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

Risk Assessments

General Event Risk Assessment

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

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

Course Risk Assessment

The following risk assessment is for the Southport 10k & 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 and road users (motor vehicles prohibited).

Date of Assessment: **21 February 2022**

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

Course Section	Details of Risk / Road Conditions / Junction / Risk	Pre-Risk Assessment Rating (H/M/L)	Persons at risk from hazard	Measures taken to reduce risk to persons affected	Additional information	Post-Risk Assessment Rating (H/M/L)
Start	Large gathering of competitors in the pre-start area for the start at 9.00am. Competitors becoming lost or not knowing where to go.	Low	Competitors Spectators	Gantry over the start line to show the exact start location Barriered start lane to allow safe line-up of competitors Regular PA announcements to ensure competitors gather before the start		Low
Course	Correct direction of competitors and staying on correct route	Med	Competitors	Lead vehicle to precede runners throughout course on both events	Half Marathon Lead Car 10k Lead Bike	Low
Course	Surface	Low	Competitors	Tarmac Surface of good condition with no kerbs or raisings to consider on any part of the route		Low
Marine Drive to Victoria Way	Procession of competitors on carriageway in a large group (post start)	Low	Competitors	Road Closure in operation for duration of event	Supported by full closure equipment and stewards at junctions.	Low
Victoria Way leading to Lord Street	Competitors on carriageway, proceeding over two roundabouts	Low	Competitors	Rolling Road Closure in operation for duration of event. Led by control vehicle at front and rear. Closing junctions from the front, re-opening when last competitor has passed.	Supported by closure equipment and stewards at junctions.	Low
Lord Street to Albert Road	Competitors on carriageway Active opposite lane	Med	Competitors	Rolling Road Closure in operation for duration of event. Led by control vehicle at front and rear. Closing junctions from the front, re-opening when last competitor has passed. Competitors to remain on left hand side of road at all times.	Supported by closure equipment and stewards at junctions. "Keep Left" signs spaced out to warn competitors	Low
Albert Road to Argyle Road	Competitors on carriageway Active opposite lane	Med	Competitors	Rolling Road Closure in operation for duration of event. Led by control vehicle at front and rear. Closing junctions from the front, re-opening when last competitor has passed. Competitors to remain on left hand side of road at all times.	Supported by closure equipment and stewards at junctions. "Keep Left" signs spaced out to warn competitors	Low
Argyle Road to Hesketh Road	Competitors on carriageway	Low	Competitors	Rolling Road Closure in operation for duration of event. Led by control vehicle at front and rear. Closing junctions from the front, re-opening when last competitor has passed. Competitors to remain on left hand side of road at all times.	Supported by closure equipment and stewards at junctions. "Keep Left" signs spaced out to warn competitors	Low
Hesketh Road to Marine Drive	Procession of competitors on carriageway in a large group (post start)	Low	Competitors	Road Closure in operation for duration of event	Supported by full closure equipment and stewards at junctions.	Low
Marine Drive and Coastal Road	Competitors on carriageway	Low	Competitors	Road Closure in operation for duration of event	Supported by full closure equipment and stewards at junctions.	Low

Medical Risk Assessment

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

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

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

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

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

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

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

Area Assessed	Measures taken
Assessment of appropriate medical cover required for the event	Medical service coverage assessed in accordance the UK Athletics Good Practice Guide to Medical Services, exceeding where possible to the Event Safety Officers request and previous experience with this type of event.
Event arrangements and profile	The route has been used in previous years. The previous casualty and incident rate is MINIMAL. Closed roads with experience stewards and traffic management.
Anticipated competitor numbers	The event is likely to attract around 1000 competitors with approximately the same number with accompanying spectators.
Check availability of local NHS A&E facilities and Ambulance Trust	Hospital and Ambulance service notified via Planning Group in advance of the event. Nearest A&E facility approximately 3.2 miles from start/finish area of the event.
Ensure capability to deliver BLS plus AED response within 6 minutes of report of injury/incident by event stewards	Cycle responders on course trained and equipped to deliver BLS and AED. Course points identified to provide rapid response. Rear sweep vehicle and FAP at finish area to treat casualties and respond to incidents.
Procedures to check first aid in place before the start of the event	Medical Manager to report to Event Safety Officer, 4 hours before the event to confirm final arrangements are in place and confirmed. Medical Manager to call/meet Event Safety Officer on arrival to event to report in for duty.
Ensure effective reporting of casualties by stewards	Stewards deployed at regular intervals on the main route. All stewards are equipped with mobile phones or radio to contact the FAP at the finish area. All medics are equipped with mobile phone and radio. All stewards are briefed regarding reporting casualties to the FAP.
Layout and management of finish area to provide access for medical services	Finish area has a clear access lane. Finish area coordinator to ensure lane is free of general public and obstructions.
Public announcements	Pre-race announcements will be made to ensure rules and instructions are adhered to. To point out where medical facilities are located. Any participants who suffer from any significant health risk must put a large red cross on their run number to help medics respond accordingly.

Transport of exhausted runners	Medical team to oversee transport requirements for participants requiring it on the course. Any participant requiring transport will be transferred to the FAP for assessment.
Monitor	All communications between medics and event staff are monitored by the Medical Manager. All major incidents are to be reported to the Event Safety Officer.

Determined Medical Coverage

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

2	Paramedic Ambulance for patient transfer and deployment on course if required	To be positioned and ready for use at 0730hrs
1	Rapid Response Ambulance Car positioned on course at strategic location on course. To follow last runner in from halfway point if not in use	To be positioned and ready for use at 0730hrs
6	Cycle First Responders On patrol on course, following and looping the running field	To be positioned and ready for use at 0730hrs
1	Medical Tent Located within the finishing area. Beds included	To be positioned and ready for use at 0800hrs

Medical Personnel On-Site

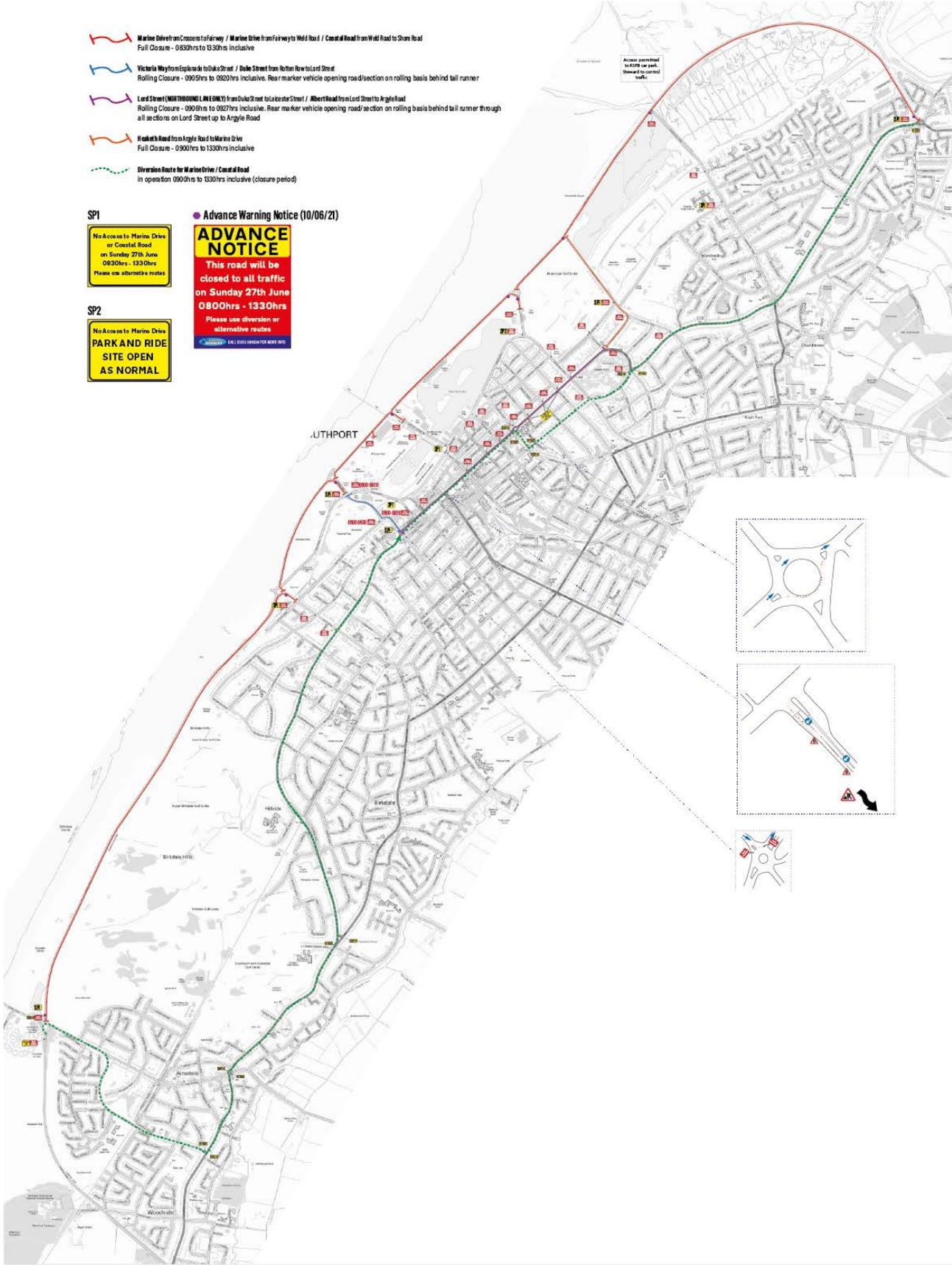
Qty	Personnel	Location	Provider
4	Paramedic	Stationed in ambulance	Remote Medical Services
1	Nurse	Stationed at Med Tent	Remote Medical Services
6	ALS First Responders	On bikes on course	Remote Medical Services
1	Medical Manager	Course	Remote Medical Services
3	ALS First Aider	Event Build Up and Breakdown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

Weather Risk Assessment

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

Traffic Management

Traffic Management Plan



-  Marine Drive from Crossarts to Fairyway / Marine Drive from Fairyway to Wall Road / Coastal Road from Wall Road to Shores Road
Full Closure - 0830hrs to 1330hrs inclusive
-  Victoria Way from Spina to Duke Street / Duke Street from Rotton Row to Lord Street
Rolling Closure - 0900hrs to 0920hrs inclusive. Rear marker vehicle opening road/section on a rolling basis behind tail runner
-  Lord Street (NORTHBOUND LANE ONLY) from Duke Street to Leicester Street / Albert Road from Lord Street to Argyle Road
Rolling Closure - 0900hrs to 0927hrs inclusive. Rear marker vehicle opening road/section on a rolling basis behind tail runner or through all sections on Lord Street up to Argyle Road
-  Hesketh Road from Argyle Road to Marine Drive
Full Closure - 0900hrs to 1330hrs inclusive
-  Diversion Route for Marine Drive / Coastal Road
In operation 0900hrs to 1330hrs inclusive (closure period)

SP1

No Access to Marine Drive or Coastal Road on Sunday 27th June 0830hrs - 1330hrs
Please use alternative routes

SP2

No Access to Marine Drive
PARK AND RIDE SITE OPEN AS NORMAL

Advance Warning Notice (10/06/21)

ADVANCE NOTICE
This road will be closed to all traffic on Sunday 27th June 0800hrs - 1330hrs
Please use diversion or alternative routes
www.southport.gov.uk CALL 01594 566100 FOR MORE INFO

Traffic Management Schedule

Section	Road Name	From junction	To junction	Closure Type	Start Time	End Time
Red	Marine Drive	Crossens	Fairway	Full - with diversion route	0800hrs	1330hrs
Red	Marine Drive	Fairway	Weld Road	Full - with diversion route	0830hrs	1330hrs
Red	Coastal Road	Weld Road	Shore Road	Full - with diversion route	0830hrs	1330hrs
Blue	Victoria Way	Esplanade	Duke Street	Rolling Closure	0900hrs	0920hrs
Blue	Duke Street	Rotten Row	Lord Street	Rolling Closure	0902hrs	0923hrs
TRAFFIC MANAGEMENT VEHICLE 1 TO LEAD – CLOSING SIDE ROADS WHEN PASSING						
Purple	Lord Street	Lord Street Roundabout	Kingsway	Rolling Closure	0905hrs	0930hrs
Purple	Lord Street	Kingsway	Neville Street	Rolling Closure	0910hrs	0940hrs
Purple	Lord Street	Neville Street	Leicester St Roundabout	Rolling Closure	0912hrs	0945hrs
Purple	Lord Street	Leicester St Roundabout	Saunders Street	Rolling Closure	0912hrs	0950hrs
Purple	Lord Street	Saunders Street	Albany Road	Rolling Closure	0912hrs	0952hrs
Purple	Lord Street	Albany Road	Leyland Road	Rolling Closure	0913hrs	0955hrs
Purple	Lord Street	Leyland Road	Park Road West	Rolling Closure	0913hrs	1000hrs
TRAFFIC MANAGEMENT VEHICLE 2 TO FOLLOW – REOPENING SIDE ROADS WHEN PASSING – NO VEHICLES TO PASS THE TAIL VEHICLE – CONVOY SYSTEM LIVERY						
TRAFFIC MANAGEMENT VEHICLE 3 TO CLEAR ALL SIGNAGE ALONG THIS SECTION						
Access is permitted on opposite carriageway throughout this period. Limited right turn access, permitted only when gaps allow and under steward control						
TRAFFIC MANAGEMENT VEHICLE 1 TO LEAD – CLOSING SIDE ROADS WHEN PASSING						
Orange	Argyle Road	Albert Road	Hesketh Road	Rolling Closure	0914hrs	1010hrs
Centre line coning on this section from Leicester Road Roundabout to Hesketh Road						

NOTES

1. Access remains to residents at all times. Stewards to advise on safety procedures for access (ie. Slow careful driving to premises or escorted by steward to premises).
2. Full access maintained for emergency services vehicles (under blue light conditions) at all times. Runners to STOP under instructed from appropriate steward at any location to allow clear passage for emergency service vehicles (under blue light conditions).
3. Times indicated are approximate. Where appropriate road will be re-opened sooner than anticipated to relieve traffic conditions.
4. Constant monitoring of the traffic management operation may result in dynamic risk assessments changing the format to relieve traffic conditions or incidents.
5. Traffic Control Safety Officer onsite for duration of the traffic management scheme.

Emergency Event Planning

Cancellation Policy

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

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

Weather Information

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

Southport is said to have a moderate climate, which is typically northern. The wettest months in Southport fall slightly earlier, between September and November, when you can expect approximately 110mm / 4.3 inches of precipitation every month. The overall rainfall is at its least in March, April and May, with just 56mm / 2.2 inches expected each month, making these the town's driest months.

Emergency Planning

DEFINITION

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

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

The event is attended by over 2000 participants plus spectators on the day and so the risk of emergency incidents is present. In order to enable any emergency to be dealt with efficiently and safely, the following procedures are in place.

BOMB WARNING RECEIVED

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

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

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

COMPLETE EVACUATION OF THE EVENT AREAS

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

Participants will be stopped at the next available point on the course and will be prevented from re-entering the evacuated area until the situation has been fully assessed.

SUSPICIOUS PACKAGES

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

FIRE

If a steward discovers a fire, they will raise the alarm by shouting. Evacuate all people that might be at risk. The steward will contact the emergency services by dialling 999 and then notify the Event Safety Officer or send someone to notify the Event Safety Officer. The Event Safety Officer will also notify the emergency services and then ensure that the police, event staff and Traffic Management Officer are aware and are expecting a fire engine. The police will ensure safe passage of the fire engine to the fire. The fire engine crew will deal with the fire as necessary.

Participants will be stopped at the next available point on the course and will be prevented from re-entering the evacuated area until the situation has been fully assessed.

HOSTILE AND NON-HOSTILE DEMONSTRATIONS

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

CRIMINAL INCIDENT

If a criminal incident occurs, the steward should notify the Event Safety Officer who will notify the police. If there is a direct risk to life, then contact the police first then notify the Event Safety Officer or send someone

to notify the Event Safety Officer. The police will deal with the situation in the appropriate manner and request a site meeting or evacuation.

ROAD INCIDENT

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

EMERGENCY SITUATION

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

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

If a full evacuation of your area is necessary, a public announcement will be made from the stage and/or PA system and/or you will be notified via radio or mobile phone from the Event Safety Officer.

The announcement will be: *“Your attention please – for your own safety, please leave the event area by the exit directed by stewards”*.

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

Lost Items/Property

Lost property will be difficult to locate due to the location and size of event. However, any item found at the start/finish areas will be taken to the Control Unit situated adjacent to the finish area. Items will be booked in and not released until the claimant can provide an adequate description of the item. Where ownership cannot be proven or is contested, the matter will be passed to the police. Any valuable item left unclaimed at the end of the event will be handed to the police. All other property will be disposed of.

Lost Children

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

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

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

Stewards will direct all members of the public who have either lost someone or are looking for someone to the lost children point. If a parent arrives looking for a child who is not there, use radios to circulate a description of the child to stewards. Upon the parent/guardian arriving to collect the missing person, they must be asked for the child’s name, age, sex and a description of the child’s clothing and this should be checked against the available information. Details of the person claiming the missing person will be noted down and given to the Event Safety Officer to record it officially. If there is any doubt as to the validity of the

parent/guardian claim on the missing person, the police should be called, and the matter dealt with by them. Missing persons not collected by the time the event closes, will be handed over to the police.
THE AIM OF THESE GUIDELINES IS TO PROTECT THE LOST CHILDREN AND EVENT STAFF FROM POSSIBLE LEGAL REPERCUSSIONS

Communications

Event Communications Profile

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

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

Event Radio Network

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

UK Athletics Event Adjudicator Form

Name of Race: **Southport 10k & Half Marathon**

Date of Race: **26 June 2022**

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

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

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

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

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