



Event Safety Document

WIGAN 10K

Saturday 4th September 2021
Sunday 5th September 2021

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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 its delivery. This includes details of the event itinerary together with event personnel, site plans, routes, planning, schedules, risk assessments and cover provided by the medical services, stewards and emergency services. In most instances throughout this document, elements are the same for both the 5k event (Saturday 4th) and the 10k event (Sunday 5th).

The event is a foot race consisting of a measured 10-kilometre and a measured 5-kilometre distance starting and finishing on Market Street, Wigan, Lancashire.

- The 5k event will take place on **Saturday 4th September 2021**, starting at **7.00pm**.
- The 10k event will take place on **Sunday 5th September 2021**, starting at **9.30am**.

The registration/enquiry area is at the squared pedestrian area at the top of Market Street in a dedicated marquee. This is where competitors are directed to go if they have any problems/issues/questions on the respective day of the event.

MANAGEMENT AND PLANNING

The Event Safety Officer, the Race Director and organising committee before promoting the event, has considered a number of key factors.

The date has been checked as to not coincide with any similar event on the same day in the area using the events calendar at runbritain.com. The running route was checked for traffic management implications and suitable diversion routes. The venue and adjacent areas including the town centre have been checked for suitability and whether the event can be hosted from there on the day.

A preliminary risk assessment of the course has been undertaken to check for risks and suitability for all types and ability of runner. Checks have been made as to the availability of stewards and marshals on the day. Seasonal weather conditions have also been considered and what facilities may or may not be required.

After all these aspects have been considered, the event was proven to be acceptable and safe to promote.

LOCAL AUTHORITY / ORGANISATION INFORMATION

The following departments / organisations have been informed about the event for pre-planning and delivery purposes:

- Wigan Council
- Wigan Leisure & Culture Trust
- Wigan Council – Traffic
- Greater Manchester Police
- North West Ambulance Service

A letter outlining details of the event, including a point of contact on the day of the event will be distributed to all residents and businesses along the running route. This will be hand mailed approximately 3 weeks before the event.

EVENT PROFILE

The 5k event will attract a broad range of participants, typically aged between 11 and 75 years of age. Using experience gathered from previous events, abilities vary, but most are experienced or at least competed in a similar event 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 post or email).

Sex Split:	45% Men / 55% Women
Age Split:	11-25 15%, 26-30 15%, 31-45 40%, 46-55 20%, 56+ 10%
Group Profile:	Single participants and family groups
Event Type:	Outdoor event

The 10k event will attract a broad range of participants, typically aged between 15 and 75 years of age. Using experience gathered from previous events, abilities vary, but most are experienced or at least competed in a similar event 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 post or email).

Sex Split: 55% Men / 45% Women
Age Split: 15-25 15%, 26-30 15%, 31-45 40%, 46-55 20%, 56+ 10%
Group Profile: Single participants and family groups
Event Type: Outdoor event

EVENT POLICY STATEMENTS

HEALTH AND SAFETY POLICY – SUMMARY

DESIGNATED HEALTH AND SAFETY OFFICER: LEWIS MCANDREW – EVENT SAFETY OFFICER – EVENT GURU LIMITED

It is an important duty of this organisation, in the conduct of its operations, to ensure a safe and healthy working environment for its entire staff, stewards, volunteers and members of the public. 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 requires the full collaboration and cooperation of all staff, stewards and volunteers. All staff, stewards and volunteers are asked to read this policy and accept their own personal responsibility for health and safety at work.

It is the responsibility of the Event Safety Officer:

- 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 all 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:

- 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 or issue that cannot be rectified personally
- b. To cooperate 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 within the framework of the event, reviewing safety performance and promoting safer working. The ESO accepts ultimate responsibility for health and safety within the organisation as a whole. All staff, stewards and volunteers are expected to support and implement this policy wholeheartedly.

EQUALITY ACT 2010 POLICY STATEMENT – SUMMARY

As an organisation, we fully comply 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 can be viewed at the **Event Guru Blackpool** Office at any time.

CHILDREN ACT 1989/2004 POLICY STATEMENT – SUMMARY

As an organisation we fully comply with the regulations and amendments contained within the Children Act 1989/2004 and have taken the following precautions 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 at point of electronic entry. A lost children point will be made available at the race enquiry point and all necessary announcements made via the PA system. A responsible adult who is DBS checked and who is cleared by IHL will be responsible for this fulfilment.

No aspect of the event compromises any of the Children Act 1989/2004 characteristics and as an organisation uphold the values of all of the regulations and amendments. A copy of the Children Act 1989/2004 can be viewed at the **Event Guru Blackpool** office at any time.

EVENT STAFF, STEWARDS & VOLUNTEERS

PRIMARY EVENT STAFF

Race Director	Matthew Johnson (Joining Jack)	07941 020 371
Event Safety Officer	Lewis McAndrew (Fylde Coast Runners Ltd)	07488 275 276
Traffic Management Control Officer	Tyler Harrison (Fylde Coast Runners Ltd)	07564 903 169
Medical Manager	Adam McConkey (RMS Ambulance)	07779 302 914
Event Adjudicator / Event Commentator	Stephen Ashcroft (UK Athletics)	07886 786 246
Chief Steward (Roads & Course)	Joanne Tong	07941 364 290
Volunteer Coordinator	Melanie Whitehead (Joining Jack)	07876 860 401

SECONDARY EVENT STAFF

Event Gold Commander	Police	Nominated Police representative
Event Silver Commander	tba	Ensure compliance of safety protocols
Event Bronze Commander	Lewis McAndrew	Route control & Event safety
Control Manager	Alan Harrison	Management Plan Co-Ordinator & Start/Finish Area Control

PRE EVENT VOLUNTEERS

Enquiry Desk	Volunteer 1	Assist with enquiries from runners and members of the public
Enquiry Desk	Volunteer 2	Assist with enquiries from runners and members of the public
Enquiry Desk	Volunteer 3	Assist with enquiries from runners and members of the public
Enquiry Desk	Volunteer 4	Assist with enquiries from runners and members of the public
Late Entry Point	Volunteer 5	Process entries of runners on the day
Late Entry Point	Volunteer 6	Process entries of runners on the day

WATER STATION VOLUNTEERS – 10K (SUNDAY 5TH SEPTEMBER)

Water Station located on inner side of DW Stadium a short distance from the 5k marker	Wigan Harriers club members	Distribute combination of cupped and bottled water to all runners who require one, for the duration of the event. Collect discarded bottles from the course as soon as practicable after or during the event. Runners pass this water station ONCE. Refuse bins supplied, installed and maintained by Bithells Waste.	0900hrs for setup	1200hrs
Water Station located within Mesnes Park by the café		Distribute combination of cupped and bottled water to all runners who require one, for the duration of the event. Collect discarded bottles from the course as soon as practicable after or during the event. Runners pass this water station ONCE. Refuse bins supplied, installed and maintained by Bithells Waste.	0900hrs for setup	1200hrs

CONTROL STEWARDS – COURSE & TRAFFIC (10K)

Mesnes Park Terrace at junction with Bridgeman Terrace	0930hrs	1400hrs	£36.00	Steward 1	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Park Crescent at junction with Parsons Walk	0930hrs	1400hrs	£36.00	Steward 2	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Park Crescent West at junction with Parsons Walk	0930hrs	1400hrs	£36.00	Steward 3	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Barnsley Street at junction with Park Road	0930hrs	1400hrs	£36.00	Steward 4	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.

Delph Street at junction with Park Road	0930hrs	1400hrs	£36.00	Steward 5	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Hodges Street at junction with Park Road	0930hrs	1400hrs	£36.00	Steward 6	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Gidlow Lane Traffic Lights	0930hrs	1400hrs	£36.00	Steward 7	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction. When last 10k runner passes and when instructed by TM, re-open section. Park Road to remain closed until 2pm to allow for family mile event to proceed.
Gidlow Lane Traffic Lights	0930hrs	1400hrs	£36.00	Steward 8	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction. When last 10k runner passes and when instructed by TM, re-open section. Park Road to remain closed until 2pm to allow for family mile event to proceed.
Victoria Avenue at junction with Park Road	0930hrs	1200hrs	£24.00	Steward 9	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Hardy Street at junction with Park Road	0930hrs	1200hrs	£24.00	Steward 10	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Kimberley Street at junction with Park Road	0930hrs	1200hrs	£24.00	Steward 11	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Moss Street at junction with Park Road	0930hrs	1200hrs	£24.00	Steward 12	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Stratford Street at junction with Park Road	0930hrs	1200hrs	£24.00	Steward 13	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Springfield Road Traffic Lights	0930hrs	1200hrs	£24.00	Steward 14	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction
Springfield Road Traffic Lights	0930hrs	1200hrs	£24.00	Steward 15	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction
Waterloo Street at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 16	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Wall Street at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 17	Place barriers/cones and Road Closed sign across road at 9.30am to start closure

Newark Street at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 18	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Ingram Street at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 19	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Douglas Bank Drive (West) at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 20	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Douglas Bank Drive (East) at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 21	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Canal Street at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 22	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Holt Street at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 23	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Whitworth Way at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 24	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Woodhouse Lane (next to Farmfoods) at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 25	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Beech Hill Lane at junction with Woodhouse Lane	0930hrs	1200hrs	£24.00	Steward 26	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Scot Lane junction	0930hrs	1200hrs	£24.00	Steward 27	Ensure no vehicles encroach on closure for the duration of the event
Scot Lane junction	0930hrs	1200hrs	£24.00	Steward 28	Ensure no vehicles encroach on closure for the duration of the event
Scot Lane at junction with Stadium Way	0930hrs	1200hrs	£24.00	Steward 29	Ensure no vehicles encroach on closure for the duration of the event
Challenge Way at junction with Stonehouse Road	0930hrs	1200hrs	£24.00	Steward 30	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Stonehouse Road at junction with Walthew House Lane	0930hrs	1200hrs	£24.00	Steward 31	Place barriers/cones and Road Closed sign across road at 9.30am to start closure

CONTROL STEWARDS – COURSE & TRAFFIC (5K)

Mesnes Park Terrace at junction with Bridgeman Terrace	1830hrs	2100hrs	£24.00	Steward 1	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
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Park Crescent at junction with Parsons Walk	1830hrs	2100hrs	£24.00	Steward 2	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Park Crescent West at junction with Parsons Walk	1830hrs	2100hrs	£24.00	Steward 3	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Barnsley Street at junction with Park Road	1830hrs	2100hrs	£24.00	Steward 4	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Delph Street at junction with Park Road	1830hrs	2100hrs	£24.00	Steward 5	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Hodges Street at junction with Park Road	1830hrs	2100hrs	£24.00	Steward 6	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. Closure remains in place until 2pm to allow family mile event to proceed too.
Gidlow Lane Traffic Lights	1830hrs	2100hrs	£24.00	Steward 7	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction. When last 10k runner passes and when instructed by TM, re-open section. Park Road to remain closed until 2pm to allow for family mile event to proceed.
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Kimberley Street at junction with Park Road	1830hrs	2100hrs	£24.00	Steward 11	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Moss Street at junction with Park Road	1830hrs	2100hrs	£24.00	Steward 12	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Stratford Street at junction with Park Road	1830hrs	2100hrs	£24.00	Steward 13	Place barriers/cones and Road Closed sign across road at 9.30am to start closure

Springfield Road Traffic Lights	1830hrs	2100hrs	£24.00	Steward 14	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction
Springfield Road Traffic Lights	1830hrs	2100hrs	£24.00	Steward 15	Place barriers/cones and Road Closed sign across road at 9.30am to start closure. When gaps and safe to do so, traffic is permitted to cross straight over junction
Waterloo Street at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 16	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Wall Street at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 17	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Newark Street at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 18	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Ingram Street at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 19	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Douglas Bank Drive (West) at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 20	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Douglas Bank Drive (East) at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 21	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Canal Street at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 22	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Holt Street at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 23	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Whitworth Way at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 24	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Woodhouse Lane (next to Farmfoods) at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 25	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Beech Hill Lane at junction with Woodhouse Lane	1830hrs	2100hrs	£24.00	Steward 26	Place barriers/cones and Road Closed sign across road at 9.30am to start closure
Scot Lane junction	1830hrs	2100hrs	£24.00	Steward 27	Ensure no vehicles encroach on closure for the duration of the event

COURSE VOLUNTEERS – MESNES PARK

Park Turn 1	Volunteer 1	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 2	Volunteer 2	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 3	Volunteer 3	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 4	Volunteer 4	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 5	Volunteer 5	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 6	Volunteer 6	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 7	Volunteer 7	Ensure runners proceed along the correct route	0930hrs	1200hrs
Park Turn 8	Volunteer 8	Ensure runners proceed along the correct route	0930hrs	1200hrs

FINISH AREA VOLUNTEERS

Funnel Pusher	Volunteer 1	Ensure runners proceed through the finish lane smoothly without stopping and causing obstructions	1000hrs	1200hrs
Funnel Pusher	Volunteer 2	Ensure runners proceed through the finish lane smoothly without stopping and causing obstructions	1000hrs	1200hrs
Funnel Pusher	Volunteer 3	Ensure runners proceed through the finish lane smoothly without stopping and causing obstructions	1000hrs	1200hrs
Funnel Pusher	Volunteer 4	Ensure runners proceed through the finish lane smoothly without stopping and causing obstructions	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 5	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 6	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 7	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 8	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 9	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 10	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 11	Distribute goody bags to finishers	1000hrs	1200hrs
Goody Bag Distribution	Volunteer 12	Distribute goody bags to finishers	1000hrs	1200hrs

STEWARD & VOLUNTEER ROLES & RESPONSIBILITIES

STEWARDS

The provision of stewards and marshals to assist with the safe and efficient management of participants, spectators and staff working on and around the various sites and roads connected with this event will be their primary purpose. Maintaining a secured closed road environment within which participants can run round the route without any concerns about vehicle movement is a key task which must be carried out with due diligence and complete control throughout the event period. Their services will be available to assist with traffic management operations, police and other emergency services if necessary. The numbers required and the positions where they are to be located come as a result of the outcome of the event Risk Assessments. This method of determining the numbers to be deployed allows full account to be taken of all relevant circumstances, including previous experience of similar types of event. The route stewards are professional stewards. Volunteers are only used in positions where they are reinforcing directional signage and assisting participants.

The stewards will be identified by the wearing of Hi-Viz jackets. The primary means of communication for static marshals will be by mobile phone to the Steward Controller.

Whilst on duty, stewards will:

- 1. Concentrate only on their specific duty, not use mobile phones, ipods or other electronic devices for personal use. Mobile phones are only to be used to make reports to the Steward Controller.**
- 2. Not leave their place without permission unless told to do so by the ESO, Steward Controller or Police.**
- 3. Not consume or be under the influence of alcohol or drugs.**
- 4. Remain calm and be courteous to members of the public and participants.**
- 5. Wear hi-viz jacket or bib at all times.**
- 6. Be familiar with the course to direct participants and answer any relevant questions.**
- 7. Be prepared to assist in other areas, or emergency response should the need arise.**
- 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 commencing the deployment.

PLACEMENT OF STEWARDS

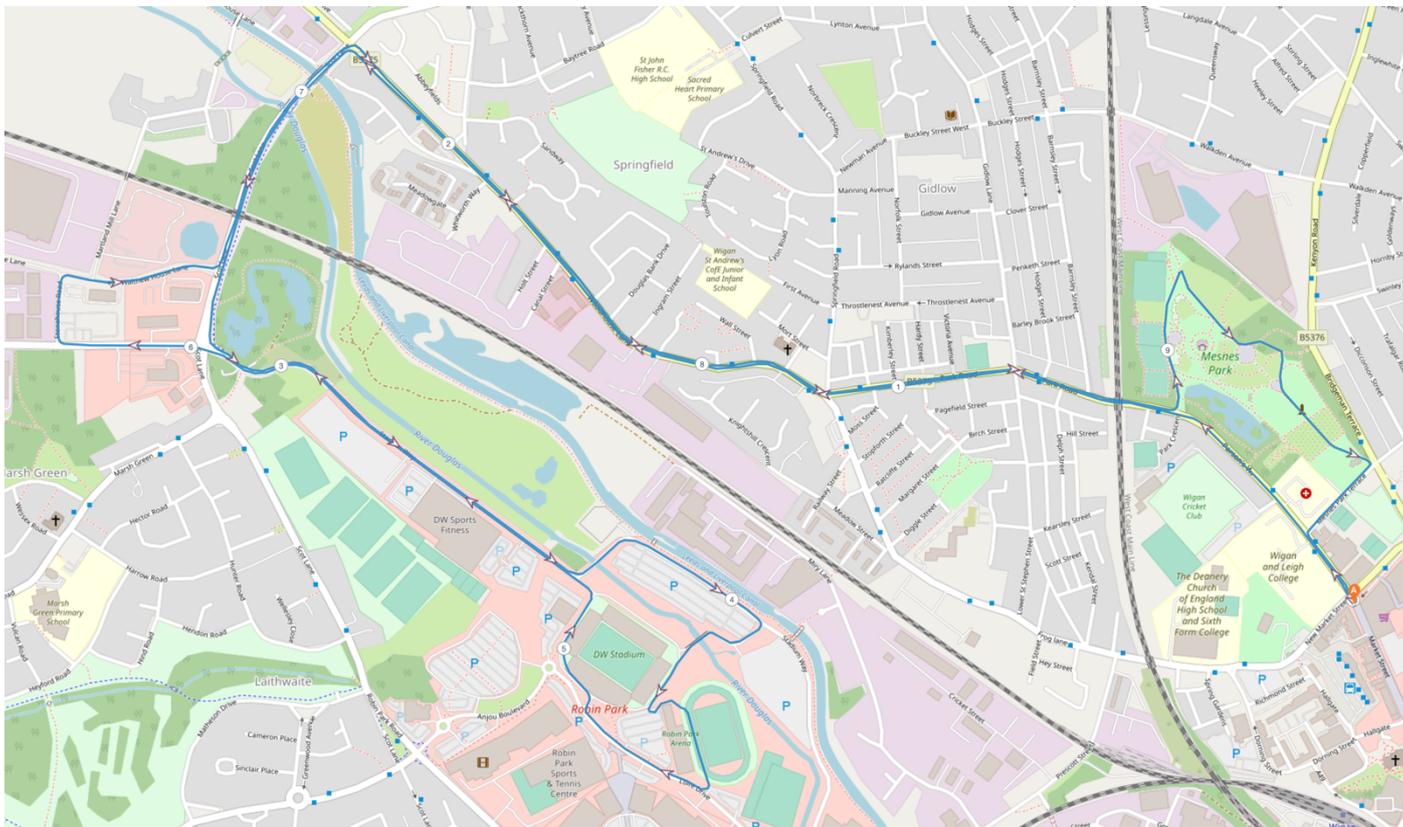
Stewards who are familiar with their allocated position may make their own way to their post following the briefing. They must then call in to the Steward Controller to inform of their arrival at post

VOLUNTEERS

A number of volunteers will be used to support non-critical services relating to the event such as participant information desks, handing out of finishers packs etc. They will be recruited by Joining Jack from their banks of volunteers as required. Volunteers will be fully briefed in advance of the event as to their duties.

COURSE, VENUE, SITE PLANS & MAPS

ROUTE MAP 10K



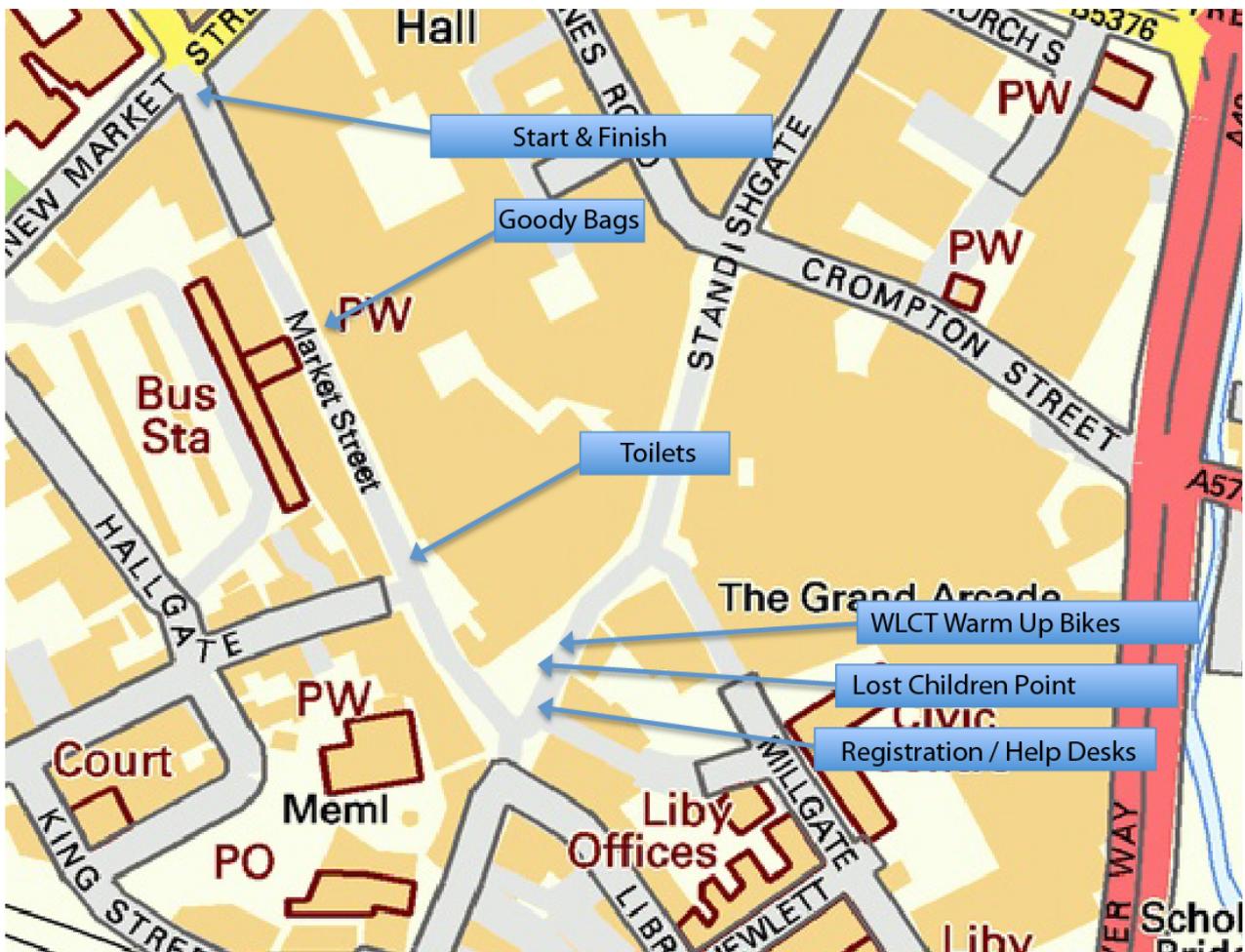
The 5k route follows the same, turning just before Beach Hill, then returns to Market Street.

STEWARD MAP – COURSE



VENUE LOCATION

The venue for the event is Wigan Town Centre, specifically Market Square and Market Street. Marquees will be erected for event administration. The following site plan indicates the main operation locations on event day.



SURFACE AND INSPECTIONS

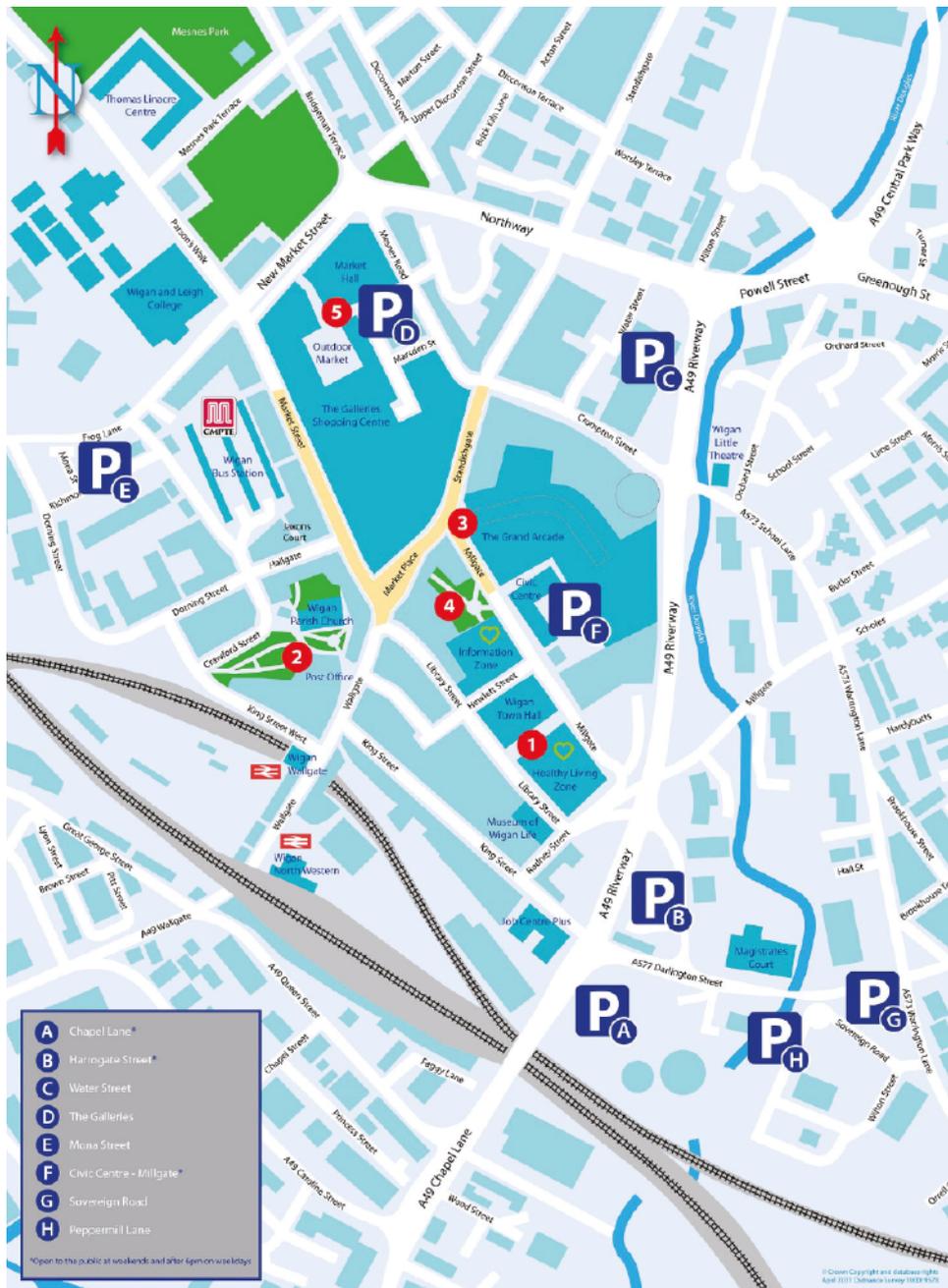
The surface of the entire route is a tarmac surface. The surface is of good conditions throughout with no major potholes, cracks or defects that would prove to be of concern. Parts of the course have been re-tarmacked or repaired (Mesnes Park Area) which eliminates any slip/trip risk. The whole route has no works or planned works at the time of the event.

AID STATIONS

Aid stations for participants will be located at three mile (five kilometre) intervals on the route as recommended by UK Athletics best practice. Bottled water will be given out by volunteers to everyone who requires one. Additional volunteers will be responsible for collecting discarded bottles once used/dropped by participants. The aid station will be located just off the main running line to avoid trips and falls. A sign "Water Station Ahead" will be placed 100 metres before the aid station as a warning to participants. All volunteers will wear gloves and high visibility clothing. All bottle caps will be removed before handing to participants.

CAR PARKING

Car Parking arrangements have been considered in the planning stages of the event. The following plan shows the car parks available to facilitate participants, spectators and event staff.



EVENT SPECIFIC INFORMATION

CANCELLATION POLICY

In the event that the Wigan 10k or 5k is cancelled prior to the start of the race on, the following plan will be brought into action (some actions, such as the mail out, will be dependent on the time available).

- Project Organiser (Matthew Johnson, Joining Jack) 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 Matthew Johnson and or Joining Jack.
- Mass SMS to be sent by Joining Jack to all entrants, directing participants to www.wigan10k.co.uk for further information.
- Client liaison via Matthew Johnson to keep sponsors informed.
- All participants – email to all entrants implemented by Joining Jack 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 – Matthew Johnson to manage.
- Letters/emails to be sent to all participants within 3 days explaining the next steps – Matthew Johnson to manage.

WEATHER INFORMATION

The weather in Wigan 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 Wigan's coldest months, with average daytime temperature of 15 degrees.

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

FIRE SAFETY

There is a minimal risk of fire and all electrical equipment will be operated by trained staff. All outside equipment brought to the event will be required to provide a risk assessment and evidence of PAT testing.

MEANS OF ESCAPE

Market Street is anticipated to contain a crowd of around 4500 people during the event. In the event of a fire in Market Street, there are natural access and egress points at Hallgate, New Market Street and the Galleries Shopping Centre. In the event of an evacuation of Market Street, stewards will be briefed to assist people in exiting by one of these natural egress routes. All participants, spectators and staff will be directed to these safe areas. The rendezvous for event personnel who are evacuated from Market Street will be at the Central Plaza outside Wigan Life Centre, South building.

SIGNAGE

Emergency escape route signs are not required in the town centre, as there are no specific routes.

FIRE ANNOUNCEMENTS

In the event of a fire or other emergency within the town centre, the following announcement will be given out via PA system: *"Your attention please – your attention please – This is a public announcement – for your own safety please leave the area as directed by the Stewards wearing fluorescent jackets."*

EMERGENCY PLANNING

DEFINITION

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

- The initial treatment, rescue and transport of a large number of casualties.
- The involvement either directly or indirectly of a large number of people.
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police.
- The need for the large-scale combined resources of two or more of the emergency services.

- The mobilisation and organisation of the emergency services and supporting organisations e.g., 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 3000 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, IHL Risk Manager and Police Liaison. The site meeting will take place in Wigan Life Centre, South Building.

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.

TOILET FACILITIES (BOTH DAYS)

Temporary chemical toilets are to be installed in the pre-start area on Market Street to facilitate the event. The following details the facilities.

- 35 x Chemical Single Occupancy Units
- 2 x Chemical Single Restricted Mobility Single Occupancy Units

These units will be installed and maintained by **KENSITE** throughout the event day.

FACILITIES FOR PEOPLE WITH SPECIAL NEEDS

VENUE

The venue and registration areas are all on ground level with full unrestricted access.

TOILETS

Two Chemical Single Restricted Mobility Single Occupancy Units will be located in the pre-start area on Market Street.

COURSE

The course is suitable for wheelchair users, with no dropped/raised curbs to negotiate on the route and the access to the start and finish areas are unrestricted.

MEDICAL

Anyone who requires any special medical attention during the event is asked to notify the event administration team before the event who can notify the medical team in advance. All participants must complete the contact and medical information on the back of their race numbers to assist the medical team should the need arise.

WASTE MANAGEMENT

TYPES OF WASTE

The following types of waste will, or could potentially be generated on site during the event:

- Paper and cardboard, plastics, metal cans
- Leftover food, food and drink containers

HAZARDS

The following hazards have been identified:

- Injuries during waste collection and removal i.e. needle stick injuries, cuts, grazes, back strain, infection
- Accumulations of waste hampering movement on site, blocking access/escape routes, trip hazards
- Fire hazards from accidental or deliberate ignition
- Missuses by attendees e.g. missiles
- Insects and vermin
- Vehicle movements during servicing and collection

SPECIFIC AREAS FOR WASTE GENERATION

It is recognised that the following areas are most likely to generate or collect waste;

- Market Street
- New Market Street
- College Avenue
- Mesnes Park
- Stadium Way
- Aid Stations
- Wallgate and surrounding streets following the event

WASTE CONTRACTOR

Bithels Waste Management

METHODS OF COLLECTION

The following methods of collection will be employed on site:

- Bins on site
- Regular litter patrols

CLINICAL WASTE

RMS Ambulance will dispose of clinical waste, in relevant containers or bags for incineration, throughout and following the event as necessary.

ENVIRONMENTAL ISSUES

RESIDENTIAL ISSUES

The start and finish line are located within the commercial area of the town centre. As such, there are no residential issues. Businesses within the town centre will be sent a letter informing them of the event and outlining any possible issues for the day. Coverage will be placed in the local media.

SPECTATOR AREA

The spectator site along with the event area in general will be cleared post the event with the final removal of all equipment removed by Monday PM.

NOISE LEVELS

The start and finish line will run from 0915hrs to 1200hrs. There will be a gradual noise level increase in line with participants finishing. There will be an increase in noise to welcome participants home.

SECURITY

SIA Stewards required in the town centre, start and finish areas to facilitate the event. A total of 6 are required. These are to be arranged by Town Centre Management on behalf of the event.

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 event registration/enquiry marquee situated at the top of Market Street. 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. These personnel will be supplied/checked by WLCT.

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**

INFORMATION POINT

The information point for participants and members of the public is located at the event registration and enquiry marquee at the top of Market Street.

INSURANCE & UK ATHLETICS

UK ATHLETICS EVENT 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.

***** Documents currently being processed *****



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.



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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: 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,
Solihull, West Midlands, B90 8AJ
www.uka.org.uk

Registered in England No.3686940



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TRAFFIC MANAGEMENT

TRAFFIC MANAGEMENT OPERATIONS

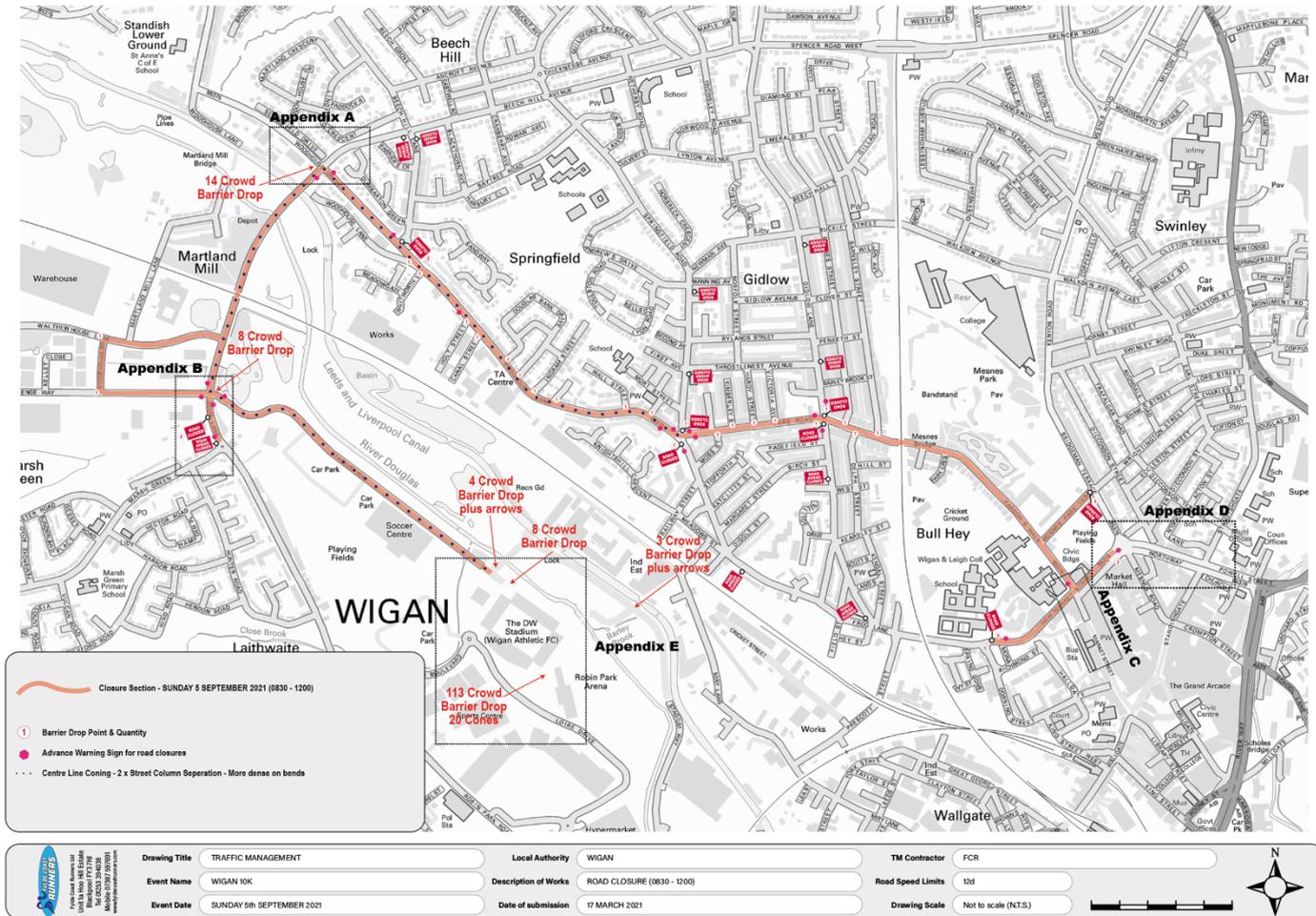
The company responsible for installation and maintenance of all traffic management operations including the main road closure is:

FYLDE COAST RUNNERS LTD
UNIT 1a HOO HILL ESTATE
BLACKPOOL
LANCASHIRE
FY3 7HJ

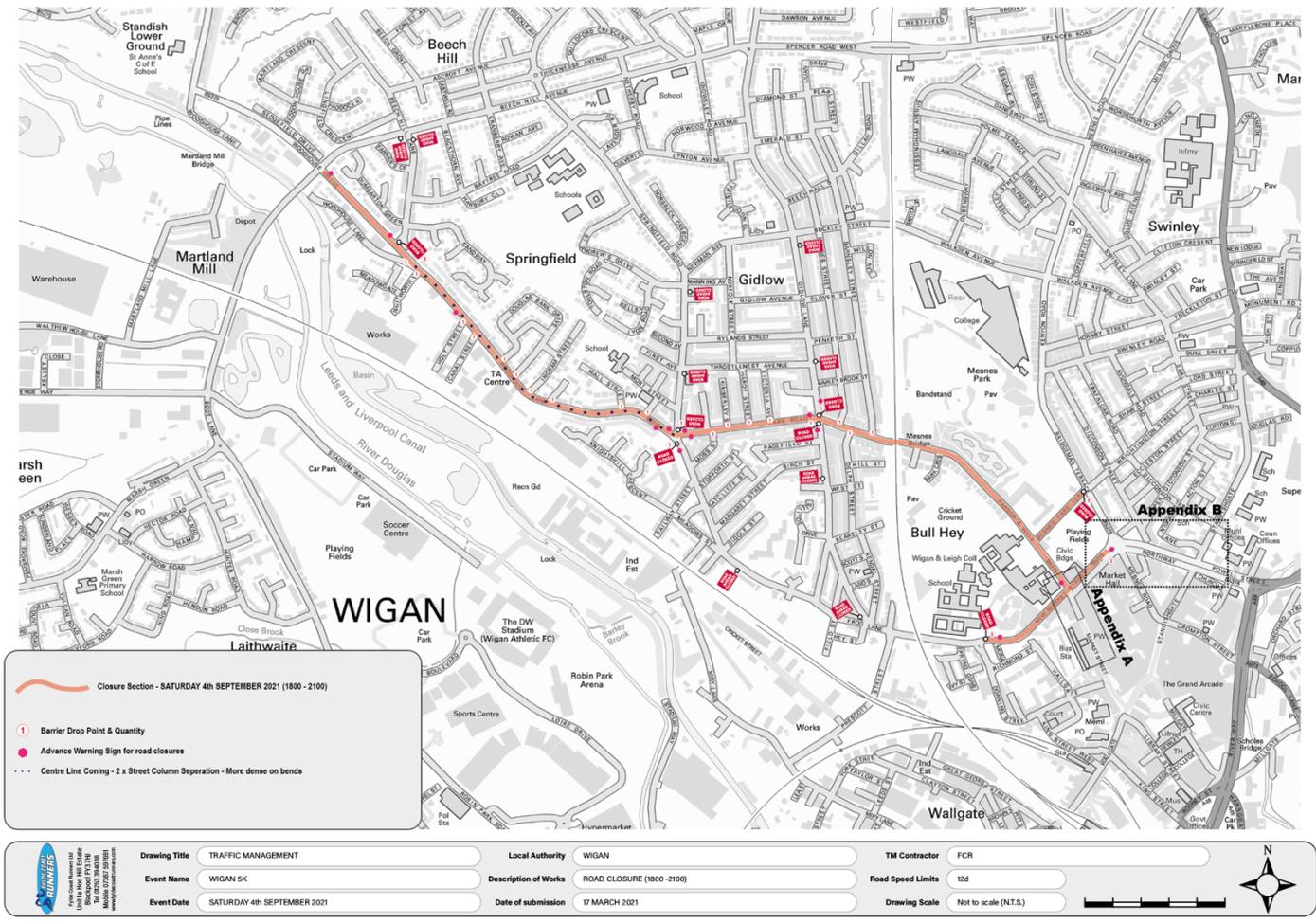
TELEPHONE: 01253 394038
ON DAY TM SAFETY OFFICER: TYLER HARRISON 07564 903169

TRAFFIC MANAGEMENT SCHEME DRAWING

10K (SUNDAY 5TH SEPTEMBER)



5K (SATURDAY 4TH SEPTEMBER)



ROAD CLOSURE ORDER

TEMPORARY PARKING RESTRICTIONS

A temporary parking restriction will be in force on the morning of the event on PARSONS WALK and PARK ROAD. All residents and businesses affected by this temporary restriction will be notified by letter approximately 3 weeks before the event. Advance warning signs will be used on lamp columns and placed approximately 2 weeks before the event. No Waiting cones will be installed at the areas needing parking restrictions on Saturday 8th September.

EMERGENCY SERVICE VEHICLE ACCESS

Emergency access is dependent upon the location of the incident. Emergency vehicle access to the start/finish line will be via Market Street. The appropriate access point will be decided by the Event Safety Officer in consultation with the emergency services who are present at the event.

RMS Ambulance are the appointed first aid/medical company for the event and will be present on the route and at the start/finish areas for the duration of the event.

The whole route has unrestricted access for all emergency services during the event for matters arising as part of the event or for any local matter which does not fall as part of the event.

EVENT 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. GM Fire Service aware of the event. Fire certification documents in place for all temporary structures	Event Safety Officer to ensure all fire regulations are adhered to	LOW
4	Duty of Medical Care: Staff in build up and strip out phases. Participants and spectators during the event	Participants Spectators Event Staff Contractors	MED	Event Safety Officer trained to EMT standard and on location for immediate callout during all periods Medical plan contained with ESD defining the levels of coverage on event day	Medical plan to be reviewed and assessed throughout the planning stages.	LOW
5	Major medical incident or fatality	Participants Spectators Event Staff Contractors	LOW	Medical plan contained with ESD defining the levels of coverage on event day Guidelines contained within the race licence criteria giving HSE advice	Medical plan to be reviewed and assessed throughout the planning stages.	LOW
6	Vehicle movement on site and on course sections	Participants Spectators Event Staff Contractors	LOW	Event designed with limited need to move vehicles during the event with all setup done before 0800hrs in the main Market Street 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		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 supplied by Tesco 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 Cable covers or matting to be used	Site safety officer to check Electrician on standby	LOW
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, trollies 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	Use of existing toilet facilities within Wigan Town Centre and augmented by temporary toilet units brought in and located at the pre-start area on Market Street	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

WEATHER RISK ASSESSMENT

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

COURSE RISK ASSESSMENT (10K)

The following risk assessment is for the Wigan 10k. 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 (reviewed):

10th February 2021 (reviewed)

Assessment carried out by:

Lewis McAndrew (Event Safety Officer)

Course Section	Distance from start	Details of: General Information Hazard Road Conditions Junction	Risk Rating (H/M/L)	Persons at risk from described hazard	Measures taken to reduce risk to persons affected	Measures to be undertaken by	Risk Rating (H/M/L)										
Start Line and approach to start in start line	0km	<p>Large gathering of competitors and spectators on Market Street prior to the start of the event</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Market Street / New Market Street</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Market Street / New Market Street	MED	<p>Competitors</p> <p>Spectators</p> <p>General public</p> <p>Event Staff</p>	<p>Start lane to be enclosed using temporary crown control barriers on Market Street extending over New Market Street into Parsons Walk</p> <p>Only official runners allowed access to start lane</p> <p>Spectators to gather on outside of lane</p> <p>Event staff need to be at their specific location in plenty of time as the area will get very busy</p>	FCR Events Setup team	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Market Street / New Market Street																
Start to crossing off New Market Cross	0k – 0.15k	<p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>New Market Street</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	New Market Street	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>TMO Steward to oversee junction and prevent access from unauthorised vehicles</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	New Market Street																
Parsons Walk leading to Park Road	0.15k – 0.94k	<p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Parsons Walk / Park Road</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Parsons Walk / Park Road	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Park Crescent: UN-MANNED Park Crescent W: UN-MANNED Barnsley Street: STEWARD Delph Street: UN-MANNED</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	LOW
Surface:	Tarmac																
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Junction:	Parsons Walk / Park Road																

<p>Parsons Walk leading to Park Lane</p>	<p>0.94k</p>	<p>Road section, crossing with Gidlow Lane</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 439 639 636"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Gidlow Lane</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Gidlow Lane	<p>LOW</p>	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	<p>LOW</p>
Surface:	Tarmac																
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Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Gidlow Lane																
<p>Woodhouse Lane / Springfield Road</p>	<p>0.94k – 1.26k</p>	<p>Road section crossing with Woodhouse Lane</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 1043 639 1263"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Springfield Road</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Springfield Road	<p>LOW</p>	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Stratford Street: UN-MANNED Kimberley Street: UN-MANNED Hardy Street: UN-MANNED Victoria Street: UN-MANNED</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	<p>LOW</p>
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Springfield Road																
<p>Woodhouse Lane / Scot Lane</p>	<p>1.26k – 2.39k</p>	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 1648 639 1868"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Woodhouse Lane</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Woodhouse Lane	<p>LOW</p>	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Wall Street: UN-MANNED Newark Street: UN-MANNED Ingram Street: STEWARD Douglas Bank Drive: STEWARD Beech Hill Drive: STEWARD</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	<p>LOW</p>
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Woodhouse Lane																

Scot Lane Junction – Left turn	2.39k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 416 639 656"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Closed road except for event vehicles and emergency services</td></tr> <tr><td>Junction:</td><td>Woodhouse Lane / Scot Lane</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Woodhouse Lane / Scot Lane	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Scot Lane: STEWARD</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Woodhouse Lane / Scot Lane																
Scot Lane	2.39k – 3k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 1043 639 1240"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Closed road except for event vehicles and emergency services</td></tr> <tr><td>Junction:</td><td>Scot Lane</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Scot Lane	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Scot Lane																
Stadium Way (inbound to stadium)	3k – 3.86k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1" data-bbox="391 1518 639 1715"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Closed road except for event vehicles and emergency services</td></tr> <tr><td>Junction:</td><td>Stadium Way</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Stadium Way	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Directional arrows and coning to direct runners left into Stadium Way</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Stadium Way																
Stadium perimeter section	3.86k – 4.48k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1" data-bbox="391 1989 639 2098"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Closed road except for</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Directional arrows and coning to direct runners left into perimeter section. Barriers to support turn section back onto Stadium Way</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	LOW		
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for																

		<table border="1"> <tr> <td></td> <td>event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Stadium Way</td> </tr> </table>		event vehicles and emergency services	Junction:	Stadium Way											
	event vehicles and emergency services																
Junction:	Stadium Way																
Stadium Way (Outbound) to Scot Lane as above																	
Scot Lane to Challenge Way junction	5.34k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Scot Lane</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Scot Lane	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Directional arrows and coning to direct runners</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	5
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Scot Lane																
Challenge Way	5.34k – 5.6k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Challenge Way</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Challenge Way	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Directional arrows and coning to direct runners</p> <p>Steward to direct runners along correct route</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
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Junction:	Challenge Way																
Stonehouse Road	5.6k – 5.72k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Stonehouse Road</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Stonehouse Road	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Directional arrows and coning to direct runners</p> <p>Steward to direct runners along correct route</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Stonehouse Road																
Martland Mill Lane	5.72k – 6k	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Directional arrows and coning to direct runners</p> <p>Steward to direct runners along correct route</p>	<p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p>	LOW		
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for																

		event vehicles and emergency services	LOW				
		Junction: Martland Mill Road					

Scot Lane to Parsons Walk. As above RA

Turn into Mesnes Park (Left)	8.25k	Leading to off-road section	LOW	Competitors General public	Steward to direct runners along correct route and ensure entrance is clear for runners to pass through. Directional arrows and coning to direct runners	Lead pedal cycle to take over on this section through Mesnes Park	LOW										
		The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions															
		<table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Public Park NO TRAFFIC</td></tr> <tr><td>Junction:</td><td>Park Entrance</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Public Park NO TRAFFIC	Junction:	Park Entrance					
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Junction:	Park Entrance																
Mesnes Park	8.25k – 9.51k	Off-Road Section	LOW	Competitors General public	Volunteers to direct runners along correct route through the park Directional arrows and coning to direct runners	Lead pedal cycle to take over on this section through Mesnes Park	LOW										
		The transition between all park pathways have no dropped/raised kerbs, no street furniture or obstructions															
		<table border="1"> <tr><td>Surface:</td><td>Tarmac</td></tr> <tr><td>Condition:</td><td>Good</td></tr> <tr><td>Damage:</td><td>Maintained</td></tr> <tr><td>Traffic:</td><td>Public Park NO TRAFFIC</td></tr> <tr><td>Junction:</td><td>Park Entrance</td></tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Public Park NO TRAFFIC	Junction:	Park Entrance					
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Junction:	Park Entrance																
Mesnes Park Terrace	9.51k – 9.68k	Road section	LOW	Competitors General public	Road closure in force for the duration of the event. Traffic managed area Directional arrows and coning to direct runners Steward to direct runners along correct route	Event Safety Officer to lead the runners and ensure the route is closed and clear	LOW										
		The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions															
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Junction:	Mesnes Park Terrace																

Parsons Walk – section as above

New Market Street junction – section as above

Market Street – section as above

COURSE RISK ASSESSMENT (5K)

The following risk assessment is for the Wigan 5k. 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 (reviewed):

10th February 2021 (reviewed)

Assessment carried out by:

Lewis McAndrew (Event Safety Officer)

Course Section	Distance from start	Details of: General Information Hazard Road Conditions Junction	Risk Rating (H/M/L)	Persons at risk from described hazard	Measures taken to reduce risk to persons affected	Measures to be undertaken by	Risk Rating (H/M/L)										
Start Line and approach to start in start line	0km	<p>Large gathering of competitors and spectators on Market Street prior to the start of the event</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Market Street / New Market Street</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Market Street / New Market Street	MED	<p>Competitors</p> <p>Spectators</p> <p>General public</p> <p>Event Staff</p>	<p>Start lane to be enclosed using temporary crown control barriers on Market Street extending over New Market Street into Parsons Walk</p> <p>Only official runners allowed access to start lane</p> <p>Spectators to gather on outside of lane</p> <p>Event staff need to be at their specific location in plenty of time as the area will get very busy</p>	FCR Events Setup team	LOW
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Market Street / New Market Street																
Start to crossing off New Market Cross	0k – 0.15k	<p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>New Market Street</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	New Market Street	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>TMO Steward to oversee junction and prevent access from unauthorised vehicles</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	LOW
Surface:	Tarmac																
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Junction:	New Market Street																
Parsons Walk leading to Park Road	0.15k – 0.94k	<p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Parsons Walk / Park Road</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Parsons Walk / Park Road	LOW	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Park Crescent: UN-MANNED Park Crescent W: UN-MANNED Barnsley Street: STEWARD Delph Street: UN-MANNED</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	LOW
Surface:	Tarmac																
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Junction:	Parsons Walk / Park Road																

<p>Parsons Walk leading to Park Lane</p>	<p>0.94k</p>	<p>Road section, crossing with Gidlow Lane</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 439 639 636"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Gidlow Lane</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Gidlow Lane	<p>LOW</p>	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	<p>LOW</p>
Surface:	Tarmac																
Condition:	Good																
Damage:	Maintained																
Traffic:	Closed road except for event vehicles and emergency services																
Junction:	Gidlow Lane																
<p>Woodhouse Lane / Springfield Road</p>	<p>0.94k – 1.26k</p>	<p>Road section crossing with Woodhouse Lane</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 1043 639 1263"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Springfield Road</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Springfield Road	<p>LOW</p>	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Stratford Street: UN-MANNED Kimberley Street: UN-MANNED Hardy Street: UN-MANNED Victoria Street: UN-MANNED</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	<p>LOW</p>
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Junction:	Springfield Road																
<p>Woodhouse Lane</p>	<p>1.26k – 2.39k</p>	<p>Road section</p> <p>The transition between roadways has no dropped/raised kerbs, no street furniture or obstructions</p> <p>Traffic</p> <p>The route uses the highway. Low use side roads will be unmanned but will have a barrier and road closed sign installed</p> <table border="1" data-bbox="391 1648 639 1868"> <tr> <td>Surface:</td> <td>Tarmac</td> </tr> <tr> <td>Condition:</td> <td>Good</td> </tr> <tr> <td>Damage:</td> <td>Maintained</td> </tr> <tr> <td>Traffic:</td> <td>Closed road except for event vehicles and emergency services</td> </tr> <tr> <td>Junction:</td> <td>Woodhouse Lane</td> </tr> </table>	Surface:	Tarmac	Condition:	Good	Damage:	Maintained	Traffic:	Closed road except for event vehicles and emergency services	Junction:	Woodhouse Lane	<p>LOW</p>	<p>Competitors</p> <p>General public</p>	<p>Road closure in force for the duration of the event. Traffic managed area</p> <p>Wall Street: UN-MANNED Newark Street: UN-MANNED Ingram Street: STEWARD Douglas Bank Drive: STEWARD Beech Hill Drive: STEWARD</p>	<p>FCR Events Traffic Operative Steward</p> <p>Event Safety Officer to lead the runners and ensure the route is closed and clear</p> <p>FCR ETOS's to wear hi-viz jackets at all times</p>	<p>LOW</p>
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Junction:	Woodhouse Lane																

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 2750 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 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.

MEDICAL INFORMATION

DETERMINED MEDICAL COVERAGE (10K)

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 0830hrs
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 0945hrs
3	Cycle First Responders On patrol on course, following and looping the running field	To be positioned and ready for use at 0945hrs
1	Medical Tent Located within the finishing area. Beds included	To be positioned and ready for use at 0830hrs

DETERMINED MEDICAL COVERAGE (5K)

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 0830hrs
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 0945hrs
3	Cycle First Responders On patrol on course, following and looping the running field	To be positioned and ready for use at 0945hrs
1	Medical Tent Located within the finishing area. Beds included	To be positioned and ready for use at 0830hrs

MEDICAL PERSONNEL ON SITE (10K)

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

MEDICAL PERSONNEL ON SITE (5K)

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

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.

POLICE

An Operational Order for the event has been completed in conjunction with Greater Manchester Police to outline the tactical contingency arrangements in place to activate the Council's Emergency Response Plan. In the event of a civil contingency or local emergency, the Event Control Centre located within Central Watch Station will act as the operational hub for the coordination and management of the event.

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.

A list of personnel equipped with a radio is detailed in the following table.

Handset Number	Operator Name	Company / Organisation	Position	Mobile Number	Primary Radio Channel	Event Location
6	Lewis McAndrew	FCR Events Ltd	Event Bronze Control Event Safety Officer	07768 639 409	6	All areas
7	Tyler Harrison	FCR Events Ltd	Traffic Control Safety Officer	07564 903 169	6	All areas
8	Adam McConkey	Remote Medical Services	Medical Manager	07779 302 914	6	All areas
10	Joanne Tong	FCR Events Ltd	Steward Supervisor	07941 364 290	6	Course
12	Adam McConkey	Remote Medical Services	Medical Manager	07779 302 914	6	Market Street / Course
14	Alan Harrison	FCR Events Ltd	Start/Finish Controller	07504 611 664	6	Market Street