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| | | | | SAFETY PLAN | | | | |
| | | | | 4. How will you put the assessment into action Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first | | | | |
| 1. What are the hazards | Risk Rating H/M/L | 2. Who might be harmed & how | 3a. What are you already doing (i.e. pre-event controls) | 3b. What further action is required (event day controls) | Resultant Risk Rating M/L | Action by Who | Action by when | Date completed |
| Athletes: 1. Coming into contact with vehicles / also risk to children | M | 1. Athlete / Motorist Knocked over Contact with vehicle | 1. Keeping runners on footpaths at every opportunity 1..1. Instructing athletes to be aware of traffic, particularly at junctions at the Start line via announcement 1.2. Segregate start and finish area from traffic (create a funnel) Start from King George Playing Field and finish in front of Memorial Hall 1.3 Longer funnel for runners to finish to avoid pedestrians and vehicle | 1. Brief athletes at the start. 1.1. Put out advisory signs on the course. 1.2. Instruct Marshals to keep runners off roadway. 1.3 Marshals of particular importance for the 3K as children involved. 1.4 Place marshals at all road junctions and left or right turns (Extra Marshals at top of High Street) 1.5 Limit the number of road crossing points for the 3K which includes children | M | Race Organiser / Course Manager /Marshal | Pre Event and On the day at sign in etc. | |

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| 2. Street Furniture and Road Calming | L | 2. Trips and Falls, cuts and bruising | 2. Bring to athletes attention in pre-race material | 2. Signing areas and obstacles and using Marshals – carpeting the day before high risk posts and fences a) Kissing gate at Hempstead Road to be removed – Has been permanently removed since 2017 race | M | Race Organiser / Course Manager / Marshal | Pre Event and On the day Wrap Carpeting around sharp posts | |
| 3. Use of iPods etc. | M | 3. Athlete unaware of marshals instructions / road traffic | 3. Athletes told not to wear any form of headphones | 3. Athletes told not to wear any form of headphones NOTICES in RACE HQ, entry form and pre race announcement. | L | Race Organiser / Course Manager / Marshal | Pre Event and on the day | |
| 4. Marshal positions and instructions | M | 4. Ensure route is well marshalled, having identified marshalling points whilst measuring course. | 4. Advise entrants to listen and obey instructions from marshals | 4. In pre-brief advise entrants to listen and obey instructions from marshals 4.1 Invite runners to thank marshals (to raise their awareness of the marshals and where they are) | L | Race Organiser / Course Manager / Marshal | Pre Event and on the day | |
| <u>Event venue</u> 5. Ease of access and egress for pedestrians and runners | M | 5. The start and finish area is near a primary school (which will be closed) with one entrance. This will be used for parking – restricted to race organisers and volunteers 5.1. Access to Church Street may be an issue at race time. Coordinate with residents and post a Marshal either end | 5. Advise entrants there is no car parking on site, but three free car parks within walking distance. (Batemans, Cricket Club) other parking may be available on the street or at the Football Club. | 5. Advise entrants there is no car parking on site, but free car parks within walking distance. 5.1. Ensure there is signage and marshals on site to advise visitors. 5.2 First aid vehicles to be sited in parking bays in front of Bowls Club (if access is required) | L | Race Organiser / Course Manager / Marshal | Pre Event and on the day | |

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| 6. Ease of access and egress for emergency vehicles / notification to emergency services | M | 6. There needs to be in place a plan for access prior to the race. | 6. Ensure emergency services and Watford General Hospital Accident and Emergency (seven miles away) are aware there is an event taking place (if required). | 6 St John Ambulance will be on site to provide medical cover. St John Ambulance inside the Memorial Hall in Kitchen area. Emergency vehicles in parking area in front of the Bowls Club ready for deployment | L | Race Organiser / Course Manager / Marshal / St John Ambulance | Pre Event and on the day | |
| <u>Other road users</u> 7. Pedestrians/ cyclists | M | 7 Pedestrians/ cyclists | 7. There will be signage Pre Event and on the day to ensure pedestrians and cyclists are aware of the race. 7.1. The route is deliberately sited primarily on country and minor roads where pedestrian footfall and cycling traffic is light. With the exception of Hempstead Road where there will be ample Marshals and signage. | 7. There will be signage Pre Event and on the day to ensure pedestrians are aware of the race. 7.1. The route is deliberately sited primarily on country and minor roads where pedestrian footfall is light. 7.2. The High Street and Hempstead Road areas will be marshaled. | L | Race Organiser / Course Manager / Marshal / St John Ambulance | Pre Event and on the day | |
| 8. Crossing points | M | 8. Pedestrians and motorists | 8. There will be signage Pre Event and on the day to ensure pedestrians and motorists are aware of the race. 8.1. The route is predominantly sited primarily on country and minor roads where pedestrian footfall and motor traffic is light. | 8. There will be signage Pre Event and on the day to ensure pedestrians and motorists are aware of the race. 8.1. The route is sited primarily on country and minor roads where pedestrian footfall and motor traffic is light. 8.2. The crossing points will be marshaled with signage | L | Race Organiser / Course Manager / Marshal / St John Ambulance | Pre Event and on the day | |

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| <p>Medical</p> <p>9. Adequate medical provisions</p> | <p>M</p> | <p>9, Runners, marshals, officials and others on route</p> | <p>9. St John Ambulance booked.</p> <p>9.1. <u>Printed template on reverse of race number for athlete highlighting existing medical condition</u> and/ or medication taken</p> | <p>9. St John Ambulance booked. They will have a treatment centre at the start/finish with sufficient trained staff <u>and a vehicle response team to deal with any casualties on the ground.</u></p> <p>9.1 St John Ambulance will be notified of any runners with medical conditions or who have taken medication and will know to check the reverse of the running number.</p> | <p>L</p> | <p>Race Organiser / Course Manager / Marshal / St John Ambulance</p> | <p>Pre Event and on the day</p> | |
| <p>Weather</p> <p>10. Unseasonal weather, i.e. very hot</p> | <p>M</p> | <p>10, Runners, marshals, officials and others on route</p> | <p>10. Everyone involved advised to bring water to ensure they remain hydrated.</p> | <p>10. There will be a surplus of bottled water available, together with water on site at the start and finish.</p> <p>10.1. St John Ambulance will have a treatment centre and a mobile unit to treat dehydration.</p> <p>10.2 If necessary, an additional water station will be implemented on the corner of Church Lane by Zeeras.</p> <p>10.3. The event is arranged to finish in the morning, rather than take place at the hottest part of the day.</p> | <p>L</p> | <p>Race Organiser / Course Manager / Marshal / St John Ambulance</p> <p>Printed information on reverse of race number.</p> | <p>Pre Event and on the day</p> | |

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| <p><u>Communications</u></p> <p>11. Lack of contact between race officials</p> | <p>M</p> | <p>11. Race Organiser/ Course Manager/ Marshals St John Ambulance</p> | <p>11. Mobile phone numbers will be shared before the race (there is coverage on all parts of the course except Hogpits Bottom). Need a communication device that will work here.</p> <p>11.1 There are also 6 Walkie Talkies for use by Race Organisers and the lead bike and trail bike will have a Walkie Talkie too</p> | <p>11. Mobile numbers shared.</p> <p>11.1. Mobile St John Ambulance</p> | <p>L</p> | <p>Race Organiser / Course Manager / Marshal / St John Ambulance</p> | <p>The majority of measures will be implemented on the day.</p> | |
| <p>12. Emergency Contact Details for runners.</p> | <p>M</p> | <p>12. Runners</p> | <p>12. Runners will be told to put their emergency contact details on the reverse of their race number.</p> | <p>12. Runners will be reminded to put their emergency contact details on the reverse of their race number.</p> <p>12.1 Marshals and St John Ambulance will be on route with mobile phones.</p> | <p>L</p> | <p>Race Organiser / Course Manager / Marshal / St John Ambulance / Runners</p> | <p>Pre Event and on the day</p> | |
| <p><u>Event infrastructure</u></p> <p>13. Toilets</p> | <p>M</p> | <p>13, Runners, marshals, officials, spectators and any others</p> | <p>13. The start and finish are at the Memorial Hall with facilities. Runners will be advised that these will be well-signposted.</p> | <p>13. There will be signage around the site for runners, marshals, officials, spectators and others</p> | <p>L</p> | <p>Officials at start/finish The Memorial Hall volunteers will be on site to deal with any problems</p> | <p>On the day</p> | |
| <p>14. Refreshments</p> | <p>M</p> | <p>14. Runners, marshals, officials, spectators and any others</p> | <p>14. The start and finish are at the Memorial Hall. The refreshments provided will comply with the Food Hygiene Laws and the Water</p> | <p>14. There will be signage around the site for runners, marshals, officials, spectators and others</p> | <p>L</p> | <p>Officials at start/finish</p> | <p>On the day – order prior to the day..</p> | |

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| | | | <p>Supply (Water Fittings) Regulations 1999. Runners will be advised that these will be well-signposted.</p> <p>14.1 Provision of energy bars (10k) and water for race finishers.</p> | | | | | |
| 15. PA system | L | 15. Runners, marshals, officials, spectators and any others | 15. Do we need one and if so can we hire one. | 15. There will be an MC on the day. (Time2Run Events) | L | Race organiser | On the day. | |
| <p><u>Course set-up</u></p> <p>16. Course signage</p> | M | Volunteers putting up signage and setting up event | <p>Yellow high visibility jackets to be worn.</p> <p>Aware of H&S when putting up items or lifting</p> <p>Tools supplied for the job</p> | | L | Race organiser, volunteers | Race day - 2, -1 and race day | |

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| <u>Emergency procedures</u> | M | 1. Runners, marshals, officials, spectators and any others | 1. A formal submission has been made to the Dacorum Safety Advisory Group and they are content. A Road Race License which covers a significant part of event. | 1. The arrangements will include contingency arrangements in order to ensure there is sufficient flexibility to respond to any issues on the day. | L | Race Organiser / Course Manager / Marshal / St John Ambulance | Pre Event and on the day | Apply by mid_may |
| | M | 2. Children | 2. The organizers are cognisant of their duty of care under the Children Act 1989 and 2004 and the UKA guidance on welfare and safe-guarding matters. | 2. There is a written procedure for ensuring the safety of children, including lost children. 2.1 There will be a lost children-meeting point at the Time2Run mobile stage area outside the Memorial Hall. 2.2. Announcements will be made re lost children every 5 minutes until parents/guardian is located. 2.3 Any child who has not been collected by the race close down will be handed to the Police | L | Race Organiser/ Course Manager/ Marshals/ St John Ambulance/ Head Teacher | On the day | |
| 5. Review Date | | | | | | | | May 2020 |
| 6. Next Review Date | | | | | | | | Aug 2020 |