

# Bedford Harriers AC

# Risk Assessment

|                               |  |
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| Event                         | Doug Anderson 5K   |
| Event date & time             | Wednesday, 21 July 2021 (18:00-21:00 hrs)                                |
| Event location                | Bedford Park   |
| Type of event                 | 5K Road Running Race (closed roads)                                      |
| Permitting authority          | Association of Running Clubs   |
| Race Director                 | Beverley Gous  |
| Race Director contact details | 4 Reynolds Close, Bedford, MK41 7LH                                      |
| Number of participants        | Maximum of 450 entrants  |
| Mix                           | Age 15 upwards   |
| Others in attendance          | 40 volunteers inc race officials, plus spectators & the public aged 0-80 |
| First aid provision           | As per contracted third party's own risk assessment                      |

## Calculation of Risk

| (L) Likelihood | (S) Severity                  | Risk Value (LxS) | Risk Rating (RR) | Action Priority (AP) |
|----------------|-------------------------------|------------------|------------------|----------------------|
| 1 = Improbable | 1 = Minor (no time lost)      | 21-25            | Very High        | A                    |
| 2 = Unlikely   | 2 = Less than 3 day injury    | 16-20            | High             | B                    |
| 3 = Occasional | 3 = Greater than 3 day injury | 11-15            | Medium           | C                    |
| 4 = Frequent   | 4 = Major injury (def RIDDOR) | 6-10             | Low              | D                    |
| 5 = Likely     | 5 = Death                     | 1-5              | Very Low         | E                    |

| Nature of Hazard                         | Persons at Risk | L with controls | S | RR | AP | Control Measures | Action By |
|--|-----------------|-----------------|---|----|----|------------------|-----------|
| <b>Covid and Government restrictions</b> |                 |                 |   |    |    |                  |           |

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| Residual risk of transmission<br>- risk based on chip mat start with social distancing participants crossing | Participants   | 4<br>Start will be phased with chip mats to reduce bunching, however cases in Bedford remain higher than in March | 3<br>Owing to fitness and vaccination rollout, severe outcomes of the disease for runners assumed unlikely. Hospitalisation & deaths continue to reduce with no current correlation to the rise in cases. | 12<br>Maximum for race to go ahead | C | <p>Principle for the start line will be that 1m distancing is accepted but for as short a time as possible - start has been moved to near the area between band stand &amp; Robinson pool to give more congregation space and to accommodate the pre-race briefing with 2m spacing. 3-5 second rolling and socially distanced chip mat start to reduce density at the start line.</p> <p>Continue to monitor cases in Bedford and also studies on outdoor transmission. Review Risk Assessment and any additional measures 4 weeks and 2 weeks before the event - Aim for remaining risk (RR) of Low or at highest Medium at the time of the race.</p> <p>Key general control - Messaging in Race Registration documentation and other race material with advice for vulnerable groups, residual controls /distancing, those with symptoms to not attend etc.</p> <p>Follow all Government rules and Run Britain guidance, continually reviewing for changes impacting the race.</p> | Race Director<br>Harriers Club<br>Committee<br>Safety Officer |
| Residual risk of transmission<br>- all other stages of the event   | Participants, Volunteers, Race Officials, Spectators | 3   | 4   | 2                                  | C | <p>Include in Race Registration documentation (with start line messaging) general guidance on pre- and post- race mixing.</p> <p>Ensure strong hygiene and sanitising methods for any food and drink served including no contact from servers - all food service to be positioned for self collection by gloved/masked servers.</p> <p>Provision of water is essential at the event. Masked and gloved servers are sufficient to control this - equivalent of Perspex screens are not required, as this reduces overall ventilation. Cross handling of equipment between volunteers and race officials to be kept to a minimum. If essential, wiping down at exchanges. Only one volunteer to have possession and use of microphone for PA system during the whole event.</p>  | Race Director   |

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| Unexpected return to lockdown measures e.g. if any gathering limits are still in place under 'X' number of people or if 2m social distancing has to be implemented. | Participants, Volunteers, Race Officials, Spectators | 4 | 1 | 6 | E | This risk is to the race not safety. Include in Race Registration documentation clarity on a provision to postpone or cancel the race if conditions require. The Race Management will apply a precautionary principle and if the decision is marginal, we err on the side of postponement or cancellation giving maximum possible notice where possible whilst reserving the right to cancel at short notice if needed.   | Race Director |
| People arrive with or develop a cough or other symptoms   | Participants, Volunteers, Race Officials, Spectators | 2 | 4 | 8 | D | Include reminders on this key message in pre-race briefing and Race Registration documentation. Harder to define and control spectators and there are few actual spectators; not possible for Club to control these - instead instruct marshals to ask people with any signs to go home or seek immediate medical attention if needed; beyond the standard first aid facilities, no 'holding area' should be created for people with symptoms. See also general section on race cancellation below. | Race Director |
| Covid Risk to first aiders  | First aiders   | 2 | 4 | 8 | D | Hearn Training are providing First Aid for the event and they are competent to do this including with Covid risk. Full PPE to be provided by their people. Basic PPE (mask and gloves) for all Race Marshals - they will not provide first aid but assistance may be offered e.g. helping people off the running route.   | Race Director |
| Risk from runners spitting - some runners would be prone to this conditions such as Catarrh (not Covid related)   | Participants, Volunteers, Race Officials, Spectators | 2 | 4 | 8 | D | Race Registration documentation to request no spitting and recommend for those prone to the issue to bring tissues/small polythene bag if required.   | Race Director |

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| Track and trace - post race positive test for one or more participants | Participants, Volunteers, Race Officials, Spectators | 3 | 1 | 3  | E | This is more a risk about subsequent self isolation (risk of actual transmission is covered by each risk) - A condition of registration will be that the Club will hand over contact information to NHS Track & Trace - this is a fall back and the primary aims are to prioritise distancing and prevention. Any spectators will be required to scan race QR Code using NHS covid-19 app, whilst contact information for participants, volunteers and race officials will have been obtained through race registration / club membership details. | Race Director |
| Hand/contact transmission risk   | Participants, Volunteers, Race Officials, Spectators | 3 | 4 | 12 | C | Sanitisers to be placed on any tables provided.  | Race Director |
| Risk of transmission around provision and use of toilet facilities     | Participants, Volunteers, Race Officials, Spectators | 3 | 4 | 12 | C | Portaloos, with a sanitisation process e.g. table and sanitiser.   | Race Director |
| Risk in Registration queues -  | Participants, Volunteers, Race Officials             | 3 | 4 | 12 | C | Minimise by online registration and spread out arrival. All volunteers will wear gloves, managed queuing with 2m markers.  | Race Director |
| Race Awards  | Participants, Volunteers, Race Officials             | 0 | 4 | 0  |   | Via post - the normal awards ceremony would unnecessarily prolong the period of possible crowding.   | Race Director |
| <b>Weather</b>   |  |   |   |    |   |  |               |
| Lightning causing danger   | Participants, Volunteers, Race Officials, Spectators | 2 | 5 | 10 | D | Event Cancelled - see section below.   | Race Director |
| High winds causing possible falling branches / boughs/trees            | Participants, Volunteers, Race Officials, Spectators | 3 | 5 | 15 | C | Event Cancelled - see section below.   | Race Director |

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| Heavy Rain - Flooding and puddles - heavy shower leading to hypothermia | Participants, Volunteers, Race Officials, Spectators   | 3 | 5 | 15 | C | Consider a short delay for a heavy shower; shelter participants in Robinson Pool, Bandstand, participants cars; risk of hypothermia reduces once running starts; if excessively flooded cancel event - see section below.   | Race Director                      |
| High Temperatures - heat stroke   | Participants, Volunteers, Race Officials, Spectators   | 2 | 5 | 10 | D | Temperature well above 30 degrees C consider cancellation.  | Race Director                      |
| Dehydration brought on by higher than expected temperatures.            | Participants, Volunteers, Race Officials   | 2 | 3 | 6  | D | Short duration makes dehydration unlikely unless runners arrive dehydrated. Water station can be made accessible to participants when they pass Race HQ, so if needed, water can be consumed at 1.9k, 3.8k and as well as after the race.   | Race Director                      |
| Sunburn in direct sunshine  | Volunteers, Race Officials   | 3 | 2 | 6  | D | Time of day and short duration make risk for runners low. Encourage sunblock and headwear for volunteers setting up.  | Race Director, Ground Crew Manager |
| <b>Non-Participants</b>   |  |   |   |    |   |   |                                    |
| Conflict with other park users (inc cyclists, children, dogs)           | Participants, Volunteers, Race Officials, Spectators, park users especially children near the play areas | 3 | 3 | 9  | D | Mention during marshal briefing as well as at start of race that we do not have priority over other park users. Sufficient (20+) marshals, dressed in high-visible jackets, will be positioned along the course. They will be briefed well before the race, to keep participants safe and to minimise inconvenience to members of the public. No public address system will be used. There will be information signs along the course. Portaloo toilet facilities will be available at Race HQ. | Race Director, Chief Marshal       |
| Fire, terrorism or other police incident                                | Participants, Volunteers, Race Officials, Spectators   | 2 | 5 | 10 | D | Event Cancelled - see section below   | Race Director                      |
| <b>Set-up and Marshals</b>  |  |   |   |    |   |   |                                    |

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| Construction of Finish Gantry   | Volunteers, Race Officials, Spectators                 | 2 | 4 | 8  | D | Area to be coned and taped off during construction / dismantling. Four volunteers, one of which has prior experience is required for assembly and dismantling. See separate risk assessment and procedure.  | Race Director, Ground Crew Manager |
| Motor vehicles in the park transporting race equipment, or on the course. | Volunteers, Race Officials, Spectators, General Public | 2 | 5 | 10 | D | Vehicular access required for race set-up and pack-up. Vehicles to travel at walking pace and to proceed to Race HQ directly. During the race, marshals to be positioned at all entrances and if vehicular access essential, vehicle to be escorted by a marshal walking alongside. | Race Director, Ground Crew Manager |
| Manual handling   | Volunteers, Race Officials                             | 3 | 3 | 9  | D | Finish gantry is identified as the highest risk (hence separate risk assessment). For other materials use of vans and good practise are sufficient. Race Director and Safety Officer to observe for any unforeseen risks.   | Race Director, Ground Crew Manager |
| <b>Running</b>  |  |   |   |    |   |   |                                    |
| Trip hazards - debris, other items or holes in the ground on course.      | Participants, Volunteers, Race Officials               | 3 | 2 | 6  | D | Highlight hazard using high visibility spray, cones or marshal. Mention at marshal briefing and start of race.  | Race Director, Chief Marshal       |
| Obstacles (bins, benches) on course, especially when congested at start.  | Participants, Volunteers, Race Officials, Spectators   | 5 | 3 | 15 | C | Not applicable, as start will now be socially distanced.  | Race Director, Chief Marshal       |
| Obstacles (tables & benches) on course, by Pavilion Café                  | Participants, Volunteers, Race Officials               | 3 | 2 | 6  | D | Tables and benches to be moved off the course, prior to race.   | Race Director, Ground Crew Manager |
| Course blocked (maintenance work)   | Participants, Volunteers, Race Officials, Spectators   | 2 | 1 | 2  | E | Course to be changed, or event cancelled.   | Race Director, Ground Crew Manager |
| Participants injured or go off course, as failing to                      | Participants, Spectators                               | 2 | 1 | 2  | E | In keeping with Club policy on the use of head or ear phones at all race, these will not be allowed. Only exception being medical or prescribed devices.  | Race Director, Chief Marshal       |

| Health (+ see Covid risks above)   |  |   |   |    |   |  |                                      |
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| Serious health incident (heart attack, stroke)                                 | Participants, Volunteers, Race Officials, Spectators | 2 | 5 | 10 | D | Medical Support will be present at Race HQ during the race. In additions AEDs are located at Pavilion Café & Robinson Pool. Course Marshals to carry emergency contact information to aid speediest reaction from Race HQ.   | Race Director                        |
| Serious injury   | Participants, Volunteers, Race Officials, Spectators | 2 | 5 | 10 | D | Medical Support will be present at Race HQ during the race. First aid available at Race HQ. Course Marshals to carry emergency contact information to aid speediest reaction from Race HQ.   | Race Director                        |
| Water contamination at water station   | Participants, Volunteers, Race Officials             | 1 | 2 | 2  | E | Portable water to be supplied to water station, any equipment / containers to be sterile, unused disposable cups to be supplied, water station personnel to be provided with and use sterile gloves.   | Race Director, Water Station Manager |
| Illness from food supply   | Participants, Volunteers, Race Officials             | 2 | 2 | 4  | E | Check food hygiene rating of supplier.   | Race Director                        |
| Cancellation and Management (+see Covid risks above)                           |  |   |   |    |   |  |                                      |
| Race cancellation could lead to frustration and reputation issues for the club | Participants, Volunteers, Race Officials             | 3 | 1 | 3  | E | The decision to cancel for any of the above reasons is to be taken as early as possible e.g. day before or first thing on the day based upon police advice or weather forecast. Due consideration is to be made of those travelling a distance and good feeling for those disappointed e.g. hand out of race mementos though entry fee is non-refundable.  | Race Director                        |
| Race termination after start could lead to anger and public safety issues      | Participants, Volunteers, Race Officials             | 1 | 5 | 5  | E | It is highly unlikely there would be change of circumstance during the race making it unsafe to continue. The act of terminating the race introduces numerous new hazards so this would have to be on advice from and controlled by, the emergency services. Possible causes include fire, terrorism or other police incident. The Race Director must ensure the police are fully aware of the extent of the running event taking place. | Race Director                        |

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| Competitor identity, data protection and individual safety | Participants | 3 | 1 | 3 | E | All participants will be wearing race numbers. Race number will uniquely identify individuals. Participants instructed to complete personal details on rear of race number/s. Instruction via website and runners notes. Rule infringement leading to safety risk for self or others is identifiable to each runner. Club data protection policy to be applied at all times. | Race Director |
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| Review                | This document is continuously reviewed.  |
| Date of latest review | <p>Thursday 13 February 2020</p> <p>Sunday 15th March 2020</p> <p>Tuesday 24 February 2021</p> <p>Saturday 13th March 2021</p> <p>Sunday 28th March 2021</p> <p>Monday 7th June 2021</p> <p>Thursday 24 June 2021</p> <p>Monday 12 July 2021</p> <p>Wednesday 14 July 2021</p> |
| Appendix x of (date)  |  |