

Bedford Harriers AC	Risk Assessment
Event	Doug Anderson 5K
Event date & time	Wednesday, 20 July 2022 (17:00-21:00hrs)
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. Mobile: 07766937437 Email: beverleygous@yahoo.co.uk
Number of participants	Maximum of 450 entrants
Mix	Age 13 upwards
Other in attendance & mix	Up to 80 volunteers, including race officials, plus spectators 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	D

Nature of Hazard	Persons at Risk	L with controls	S	RR	AP	Control Measures	Action By
Covid & Government Restrictions							
Residual risk of transmission – risk based on mass ‘gun’ start	Participants	4	3	12 (max for race to go ahead)	C	The race briefing to be delivered in a socially distanced manner, after which participants will move to start area where they will assemble en masse for a very short period. Review Risk Assessment and any additional measures 4 weeks and 2 weeks prior to event. Aim for remaining risk (RR) of Low or at highest Medium at the time of the race. Follow all Government rules and guidance, continually reviewing for changes impacting the race.	Race Director
Residual risk of transmission – all other stages of the event	Participants, Volunteers, Race Officials, Spectators	3	4	12	C	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 servers.	Race Director
Unexpected return to lockdown measures (eg) if any gathering limits are introduced or social distancing must be implemented	Participants, Volunteers, Race Officials, Spectators	4	1	4	E	The risk is to the race, not safety. Include in Race Entry 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, will 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

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People arrive with or develop symptoms	Participants, Volunteers, Race Officials, Spectators	2	4	8	D	Include reminders on this key message in Race Entry and final pre-race literature. Harder to define and control spectators and there are few actual spectators; not possible for Race Management to control these – instead instruct Marshals to ask people with symptoms to go home or seek medical attention if needed; beyond the standard first aid facilities, no 'holding area' to be created for people with symptoms. Also see general section on race cancellation below.	Race Director
Covid risk to first aiders	First Aiders	2	4	8	D	Contracted First Aiders to provide first aid for the event who are competent to do this, including the covid risk. Full PPE to be provided by themselves. Basic PPE (mask & gloves) available to all Marshals – who will not provide first aid but assistance may be offered (eg) helping participants off the running route.	Race Director
Risk from Participants spitting – some could be prone to this condition, such as catarrh	Participants, Volunteers, Race Officials, Spectators	2	4	8	D	Race Entry to request no spitting and recommend for those prone to the issue to bring tissues / small polythene bag if required.	Race Director
Hand / contact transmission risk	Participants, Volunteers, Race Officials, Spectators	3	4	12	C	Hand sanitisers to be placed on all 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.	Race Director

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Risk in Registration queues	Participants, Volunteers, Race Officials	3	4	12	C	Minimise by online registration and spread-out arrival.	Race Director
Risk in presenting Race Awards	Participants, Volunteers, Race Officials	3	4	12	C	Award and prize ceremony assembly generally occurs in a loose gathering and is for a short period of time. Hand sanitiser available.	Race Director
Weather							
Lightening causing danger	Participants, Volunteers, Race Officials, Spectators	2	5	10	D	Cancel event – see section below.	Race Director
High winds causing possible falling branches / boughs / trees	Participants, Volunteers, Race Officials, Spectators	3	5	15	C	Cancel event – see section below.	Race Director
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 at Robinson Pool, Bandstand, Café, 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

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Dehydration brought on by higher-than-expected temperatures.	Participants, Volunteers, Race Officials	2	3	6	D	Short duration makes dehydration unlikely unless participants arrive dehydrated. Water station can be made accessible to participants on the route, so if needed, water can be consumed at 2.1k and 4k 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 participants low. Encourage sunblock and headwear for Volunteers setting up.	Race Director
Non-participants							
Conflict with other park users (inc cyclists, children, dogs)	Participants, Volunteers, Race Officials, Spectators, Park visitors, especially children near the play areas	3	3	9	D	Mention during Marshal briefing as well as Race briefing 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. Public address system will only be used to deliver Race briefing to participants at the start, encouragement on the final straight and during the awards ceremony. Portaloos 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	Cancel event – see section below.	Race Director

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Set-up and Marshals							
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, Safety Officer
Motor vehicles in the park transporting race equipment, or on the course	Volunteers, Race Officials, Spectators	2	5	10	D	Vehicular access required for race set-up and pack-up. Vehicles to travel at walking pace and proceed to Race HQ directly.	Race Director, Ground Crew Manager, Safety Officer
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, Safety Officer
Running							
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, chalk, cones, or a Marshal. Mention at Marshal briefing and Race briefing.	Race Director, Chief Marshal
Obstacles (bins, benches) on course, especially when congested at the start.	Participants, Volunteers, Race Officials, Spectators	5	3	15	C	Highlight hazard using high visibility spray, chalk, cones, or a Marshal. Mention at Marshal briefing and Race briefing.	Race Director, Chief Marshal
Obstacles (tables & benches) on course, by Pavilion Café.	Participants, Volunteers, Race Officials, Spectators	3	2	6	D	Tables and benches to be moved off the course, prior to race.	Race Director, Ground Crew Manager, Chief Marshal

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Course blocked (maintenance work)	Participants, Volunteers, Race Officials, Spectators	2	1	2	E	Course to be changed or cancel event.	Race Director, Ground Crew Manager, Chief Marshal
Participants injured or go off course, as failing to follow instructions of Marshals	Participants, Spectators	2	1	2	E	In keeping with Club policy on the use of head- or earphones at all races, these will not be allowed. Only exception being medical or prescribed devices.	Race Director, Chief Marshal
Participants injured as motor vehicles on the course	Participants, Spectators	2	5	10	D	Marshals positioned at all entrances to park and if vehicular access essential (eg. emergency services), vehicle to be escorted by a Marshal walking alongside.	Race Director, Chief Marshal
Health (+ see Covid risks above)							
Serious health incident (heart attack, stroke)	Participants, Volunteers, Race Officials, Spectators	2	5	10	D	Contracted Medical Support will be present at Race HQ during the race. In addition, AED is located at Pavilion Café. Marshals to carry emergency contact information to aid speediest reaction from Race HQ.	Race Director, Chief Marshal
Serious injury	Participants, Volunteers, Race Officials, Spectators	2	5	10	D	Contracted Medical Support will be present at Race HQ during the race. First aid available from Race HQ. Marshals to carry emergency contact information to aid speediest reaction from Race HQ.	Race Director, Chief Marshal
Water contamination at water station	Participants, Volunteers, Race Officials	1	2	2	E	Portable water to be supplied to water stations, any equipment / containers to be sterile, unused disposable cups to be supplied, Water Station Marshals to be provided with and use sterile gloves.	Race Director, Water Station Manager

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Illness from food supply	Participants, Volunteers, Race Officials, Spectators	2	2	4	E	Check food hygiene rating of supplier.	Race Director
Cancellation & 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, eg, day before or first thing on the day, based on police advice or weather forecast. Due consideration is to be made of those travelling a distance and good feeling for those disappointed eg hand out race mementos though race 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 a 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 the 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 which uniquely identify individuals. Participants instructed to complete personal details on rear of race number/s. Instruction via website and participant final instructions. Rule infringement leading to safety risk for self or others is identifiable to each participant. Club data protection policy to be always applied.	Race Director

Review	This document is continuously reviewed.
Date of latest review	3 March 2022