

Bedford Harriers AC Ltd & Bedford Harriers Events Ltd	Risk Assessment
Event	Doug Anderson 5K
Event date & time	Wednesday, 19 July 2023 (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	E

Nature of Hazard	Persons at Risk	L with controls	S	RR	AP	Control Measures	Action By
Weather							
Lightening causing danger	Participants, Volunteers, Race Officials, Spectators	2	5	10	D	Cancel event based on weather forecast – see section below.	Race Director
High winds causing possible falling branches / boughs / trees	Participants, Volunteers, Race Officials, Spectators	3	5	15	C	Cancel event based on weather forecast – 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; encourage participants to return to their cars and leave park as soon as possible after the race to reduce risk of hypothermia; 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 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

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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. 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	Cancel event – see section below.	Race Director
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

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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
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

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Health							
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
Illness from food supply	Participants, Volunteers, Race Officials, Spectators	2	2	4	E	Check food hygiene rating of supplier.	Race Director
Cancellation & Management							
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	Race Director

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						eg hand out race mementos though race fee is non-refundable.	
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
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	31/3/2023 12/4/2023