

## RISK ASSESSMENT FOR CROSS COUNTRY RACES

### Sunday 3<sup>rd</sup> March, 2024      England Athletics Licence Number CC2023/0839

Event: North Devon Cross Country League Venue: West Buckland School, North Devon      [www.northdevonxcleague.weebly.com](http://www.northdevonxcleague.weebly.com)

Risk Assessment carried out by: Geoffrey Williams

Electronically signed by: *G.Ll. Williams 2/1/24 (onhoing)*

Date of Events: Sunday 3<sup>rd</sup> March 2024

Date of (Generic) Risk Assessment: 25/8/23 Updated: 2/1/24 (and ongoing)

#### STEP 1 - List the hazards identified

#### STEP 2 - Recommendations for minimizing risk

#### STEP 3 - Action taken

<p><b>COURSE</b> e.g. tree roots, streams (flooding), natural hazards The terrain is mostly flat with predominance of close cut grass as the majority of ground is playing fields. Potential for parts of the course to become flooded due to low lying grass land and drainage issues. Some longer tufted grass areas <b>MEDIUM RISK</b></p>	<p><b>RECOMMENDATIONS</b> e.g. taping off area, rerouting course Experienced course setters will determine best (adjusted) routes and mark accordingly on the day before the races. To be checked by Referee on the morning of the races. Advance Website and Social Media publication of alerts. Appropriate warning signage explaining potential for high winds if weather bad. Restrict spectators to more sheltered sections of the site. Cancellation procedure to be considered in advance. <b>LOW RISK LEVEL</b></p>	<p><b>ACTION TAKEN</b> Race Referee completes course inspection at least 30 minutes before start of the first race. Clerk of Course lead comprehensive briefing of marshals 25 minutes before first race. The following extra equipment will be available for use:- Good stock of extra posts and warning tape Appropriate safety signage All key point marshals to have radio communication with Referee. In the event of cancellation the website will be updated at 8:15am on race day. <b>LOW RISK LEVEL</b></p>
<p><b>STRUCTURES</b> e.g. <i>damaged barriers, guide ropes to tents frayed</i> Club Tents/gazebos and Race HQ Gazebo suspect to wind Course making tapes could blow away Start/Finish areas Trippage on guy ropes etc. <b>MEDIUM RISK</b></p>	<p><b>RECOMMENDATIONS</b> e.g. <i>replace or remove</i> If used, advertise school/club tent area on website and mark with appropriate signage on the ground. Select designated area in most sheltered position reserved for portable structures. Consider marking area with posts and rope. Advise positions of guy rope fixtures and safety tape. <b>DO NOT ALLOW TENTS IN WINDY WEATHER CONDITIONS</b> Follow England Athletics' guidelines for laying out start and finish areas to maximise athlete safety and to control ingress of spectators in administrative areas. <b>MEDIUM RISK</b></p>	<p><b>ACTION TAKEN</b> Volunteer Steward responsible for monitoring use of this designated area and monitoring visitors not following guidance. WBS Grounds Staff prepares course on day before event. Race Referee and team of stewards to check out approved post and tape/roped areas in open space before 9:30am if required. Referee to check for splintered edges of posts and replace. Hazard tape to be put over all guy ropes. <b>LOW RISK LEVEL</b></p>
<p><b>COMPETITORS</b> e.g. <i>changing facilities, toilets, out of bounds areas</i> On-site male and female designated toilets facilities availability Designated areas out of bounds to competitors and spectators. Proximity to school buildings</p>	<p><b>RECOMMENDATIONS</b> e.g. <i>signage and advice</i> Competitor information regarding availability of toilet facilities advertised on the league website and shown on the course/site maps. Publish maps on the league website and the Race HQ board. <b>LOW RISK</b></p>	<p><b>ACTION TAKEN</b> Appropriate sanitation of equipment during use and in preparation for next user(s) to be implemented by service provider if portaloos in use.. All corners on the course to be roped or taped Marshals wearing BREMCO hi viz League bibs in place to advise runners where the course has a significant change of direction or multiple laps</p>

<p>SUPPORT FOR RUNNERS UNDERSTANDING THE CORRECT COURSE <b>LOW RISK</b></p>		<p><b>The Starter will give runners a 5 minute warning before each race give very and clear route instructions to runners before each race starts.</b> <b>Use of a manual audible air horn to start races.</b> <b>ALL LOW RISK LEVEL</b></p>
<p>COMMUNICATIONS <i>e.g. lack of signal for mobile phones</i> Communication between officials, marshals and First Aiders. Possible lack of telephone communications due to poor reception in rural area. <b>MEDIUM RISK</b></p>	<p>RECOMMENDATIONS <i>e.g. use of two way radios</i> First Aiders, marshals and race officials utilise integrated radios on a single designated medical only channel – mobile telephones used only as a backup. A Course Map to be used to locate exact position of incidents requiring First Aid support. <b>MEDIUM RISK</b></p>	<p>ACTION TAKEN Radios issued at briefing meeting 25 minutes before events starts. Full testing procedure followed. Marshals to work as pairs if not adults All marshals to be issued with a detailed 'marshals' dedicated course map' showing exact position of each marshal. <b>LOW RISK LEVELS</b></p>
<p>OFFICIALS <i>e.g. adequate numbers, knowledge of course i.e. location of first aid</i> Sufficient number of officials required to ensure a safely run meeting. Key officials to be UKA qualified. All officials need to be familiar with the course and have full knowledge of their individual and collective role. <b>LOW RISK</b></p>	<p>RECOMMENDATIONS <i>e.g. briefing, signage, course map</i> Licence requirement for Race Referee to be UKA Level 2 qualified All course marshals have their own copy of the course map. <b>LOW RISK</b></p>	<p>ACTION TAKEN Race Referee: Geoffrey Williams UKA Endurance URN 2664790 Other Key Chief Officials will have British Athletics/England Athletics officiating qualifications Chief Timekeeper: Mike Baddick Chief Recorder: Janet Regan Finish co-ordinator/Chief Line Judge: Graham Berry Audit out to posts and return All officials and marshals to wear florescent BREMCO yellow League hi viz bibs <b>LOW RISK LEVELS</b></p>
<p>FIRST AID <i>e.g. adequate numbers, access onto and off course</i> First Aid provided by CG Safety of Georgeham Devon Minimum of 2 paramedics and one 4x4 vehicle on site from 9am to 30 minutes after the end of the last event. <b>LOW RISK</b></p>	<p>RECOMMENDATIONS <i>e.g. increase numbers, signage</i> Company has experience of working in this location for both cross country and other events. Staff must be qualified and not simply volunteers. Need to set up base near the Start/Finish in the most elevated position possible. First Aid signage to be erected by organisers and First Aid team.. Course map to show First Aid location(s). First Aiders and marshals to use Medical Grid provided by Meeting organisers for the purpose of accurately locating emergencies.</p>	<p>ACTION TAKEN All first aiders to attend Referee/Clerk of Course briefing 25 minutes before first event. 4x4 vehicle required to access all parts of the course in emergency All First Aiders have appropriate qualifications <b>LOW RISK LEVELS</b></p>
<p>CAR PARKING <i>e.g. safe access, crossing course</i> There are sufficient car parking spaces for minimum of 140 vehicles on the school site school. <b>MEDIUM RISK</b></p>	<p>RECOMMENDATIONS <i>e.g. rerouting access, provide signage, fluorescent vests</i> Appropriate directional signage on approach roads to be in place by 8:30am on race day. Advise visitors of Car Parking arrangements <b>MEDIUM TO LOW RISK</b></p>	<p>ACTION TAKEN Designated Signage to be in place by 8:30am on race day School to provide car parking stewards who wear hi viz league bibs or WBS staff clothing. Clear instructions regarding car parking to be posted on the League website by 1/2/24 <b>MEDIUM TO LOW RISK LEVELS</b></p>
<p>PRESENTATIONS – use of Sports Centre Results room on balcony of Sports Hall Tables for displaying medals and trophies Communication with large gathering of people Access to the building <b>LOW RISK</b></p>	<p>RECOMMENDATIONS Access required from 9am to set up computer/printer etc. Sports Centre staff experienced in hosting the event supply 6 tables and 8 gym benches. WBS PA system in place and tested before start of presentations</p>	<p>ACTION TAKEN League Administrator to restrict access to this area Access to Sports Hall for League officials from 8:30 for setting up presentations League Organisers responsible for layout of table/benches to maximise experience at the presentations.</p>

	<p>Consideration of controlled access via main entrance to Sports Centre  Appropriate and effective signage directing visitors.  <b>LOW RISK</b></p>	<p>Control of entrance – Sports Centre staff control the entrance  All visitors to remove outdoor shoes to protect the sports hall flooring and minimise ingress of mud etc.  No ball games permitted in the Sports Hall.  Appropriate notices in place before 9am.  <b>LOW RISK</b></p>
<p><b>CATERING</b>  Light refreshments and hot/cold drinks to be on sale.  Catering provided by WBS PTA  Trippage on cables  Provision for waste disposal  <b>MEDIUM RISK</b></p>	<p><b>RECOMMENDATIONS</b>  Location in a safe position with appropriate signage.  Consider carefully the positioning of heaters and BBQ facilities  Sufficient waste bins in public areas  Make appropriate provision for the safety of all customers  <b>MEDIUM RISK</b></p>	<p><b>ACTION TAKEN</b>  WBS PTA set up stall(s) in the Quadrangle using tables provided by the school.  All raw food to be appropriately protected and only cooked from scratch  Adult supervision of cooking duties at all times.  All heaters and hot water cylinders to be carefully protected and not accessible to the general public.  All electric cables to be appropriately protected  Petrol and Diesel power sources not permitted.  All waste products to be disposed according to current legislation.  <b>LOW TO MEDIUM RISK LEVELS</b></p>
<p><b>Duty of care to runners. Election to compete.</b>  All Cross Country events have an element of risk to/for competitors, officials and spectators. Each of these groups of persons is advised that they have a duty of care to themselves and those in their immediate care.  <b>MEDIUM RISK</b></p> <p><b>The organisers of The North Devon Cross Country League adopt the UK Athletics Guidance relating to athlete welfare.</b></p>	<p><b>SAFETY RECOMMENDATIONS</b>  It is recommended that all competitors wear <i>appropriate clothing and footwear</i> according to the weather/underfoot conditions.  All <i>Minors must be accompanied by parent/guardian</i> or in the case of school/club teams by a designated adult.  All <i>runners are advised to walk the course</i> before their race.  They should report any hazards to the meeting referee should they believe the risk assessment has not already covered them.  <b>MEDIUM TO LOW RISK</b></p>	<p><b>ACTION TAKEN</b>  When entering the event all competitors (or their adult carers in the case of minors) sign to acknowledge their agreement to abide by the event’s safety and risk requirements as adult athletes or the parents of athletes who are minors have signed on the entry form that they have read the event prospectus and understand the risks of cross court running  <b>LOW RISK</b></p>