

RISK ASSESSMENT FOR CROSS COUNTRY RACES

Event: Westward League & North Devon Cross Country League
 Venue: Northam Burrows Country Park
 Date of Event: Sunday 14th January 2024

Assessment carried out by: Geoffrey Williams EA URN 2664790
 Signed: *G.L. Williams*
 Date of Risk Assessment: 9/9/23 (and ongoing)

England Athletics Race Licence CC2023/0839

STEP 1 - List the hazards identified

STEP 2 - Recommendations for minimizing risk

STEP 3 – Action taken

<p>COURSE e.g. tree roots, streams (flooding) Potential for parts of the course to become flooded due to low lying grass land in proximity to the sea. The course includes narrow drainage ditches which may become difficult to cross following periods of wet weather Potential for high winds on exposed coastal site.</p>	<p>RECOMMENDATIONS e.g. taping off area, rerouting course Experienced course setters will determine best (adjusted) routes and tape off accordingly 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. High tides two hours before start of event Restrict spectators to more sheltered sections of the site. Cancellation procedure to be considered in advance.</p>	<p>ACTION TAKEN Race Referee inspects course at least 30 minutes before start of first race. Race Referee and Clerk of Course lead comprehensive briefing of officials, marshals and medical team 20 minutes before first race. The following extra equipment will be available for use:- Good stock of extra posts and red/white warning tape Appropriate hazard warning signage. All key point marshals to have radio communication with Referee and medical team. In the event of cancellation the website will be updated at 8:15am on race day.</p>
<p>STRUCTURES e.g. <i>damaged barriers, guide ropes to tents frayed</i> Club Tents/gazebos and Race HQ Tent suspect to wind on exposed site Course making tapes could blow away</p>	<p>RECOMMENDATIONS e.g. <i>replace or remove</i> Advertise club tent area on website and mark with appropriate signage on the ground. Select designated area in most sheltered position reserved for portable structures. Mark area with posts and rope. Advise on positions of guy rope fixtures.</p>	<p>ACTION TAKEN Volunteer Steward responsible for monitoring use of this designated area and monitoring visitors not following guidance. Prohibition if windy All course tapes to be set at 45mm from ground level</p>
<p>COMPETITORS e.g. <i>changing facilities, toilets, out of bounds areas</i> No on-site changing facilities available Toilets available at a distance of 250 metres from start area. Designated areas out of bounds to competitors and spectators. Proximity to golf course</p>	<p>RECOMMENDATIONS e.g. <i>signage and advice</i> Competitor information regarding unavailability of changing facilities sent to all clubs in the league and advertised on the league website Position portaloos in sheltered area near start/finish areas Provide strong anchorage with 4" posts and 22mm plastic rope to hold down units. Post and rope off and place warning signs about proximity to one hole of the golf course. Contact secretary of Royal North Devon Golf Club at least 2 weeks before event informing him/her of event and times.</p>	<p>ACTION TAKEN Portaloos supplied by Brandon Tool Hire. Delivery on the day before the event and collection on day after event. Check anchorage before use on the race day.</p>
<p>COMMUNICATIONS e.g. <i>lack of signal for mobile phones</i> Communication between officials, marshals and First Aiders. Possible lack of telephone communications due to poor reception.</p>	<p>RECOMMENDATIONS e.g. <i>use of two way radios</i> First Aiders, marshals and race officials utilise integrated radios on a single designated channel – mobile telephones used only as a backup. A medical Grid and Course map will be used to locate exact position of incidents requiring First Aid.</p>	<p>ACTION TAKEN Radios issued at briefing meeting 20 minutes before the first event starts. Full testing procedure followed.</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 Officials need to be familiar with the course and have full knowledge of their individual and collective role.</p>	<p>RECOMMENDATIONS <i>e.g. briefing, signage, course map</i> Licence requirement for Race Referee to be UKA Level 2 qualified</p>	<p>ACTION TAKEN Race Referee: Geoffrey Williams UKA Endurance URN 2664790 Other Key Officials will have British Athletics/England Athletics officiating qualifications All marshals to wear designated event marshal yellow florescent bibs.</p>
<p>FIRST AID <i>e.g. adequate numbers, access onto and off course</i> First Aid provided CG Safety, Froda Hill Cottage, Frog Street, Forda, Croyde, EX33 1JG 3 First aiders and one 4x4 vehicle on site from 11am to 30 minutes after the end of the last event.</p>	<p>RECOMMENDATIONS <i>e.g. increase numbers, signage</i> Company has experience of working in this type of event and location for both cross country and other events. Need to set up base near the Start/Finish in the most elevated position possible. First Aid signage to be erected by organisers. 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 20 minutes before first event.</p>
<p>CAR PARKING <i>e.g. safe access, crossing course</i> There is sufficient car parking spaces for 150 vehicles along on the elevated, wide plinth either side of access road. Advice is for drivers is to park cars in the Pay & Display Car Parks in Westward Ho! Village and walk to the start/finish area. Access to the course is shared with other agencies who require car parking space so need for general public not involved with cross country event to have adequate parking spaces.</p>	<p>RECOMMENDATIONS <i>e.g. rerouting access, provide signage, fluorescent vests</i> Use Social Media to advertise last minute changes to arrangements. Appropriate directional signage on approach roads to be in place by 9m on race day. Stewards to supervise parking and monitor and advise on issues with other users. No vehicular access permitted to course. Posts and ropes to be erected to prevent this occurring.</p>	<p>ACTION TAKEN Designated Signage to be in place by 9am on race day Clear written instructions issued at meeting of volunteer stewards. League websites to show location maps, local directions and car parking protocols. Social Media platforms updated with any new arrangements. G&S League entrants informed of changes on Friday 13.1.23 by email. All officials and designated volunteers to wear League florescent bibs.</p>
<p>Duty of care to runners. Election to compete. 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. The organisers of The League adopt the UK Athletics Guidance relating to athlete welfare.</p>	<p>SAFETY RECOMMENDATIONS It is recommended that competitors wear appropriate clothing and footwear according to the weather/underfoot conditions. All Minors must be accompanied by parent/guardian or in the case of school/club teams by a designated adult. All runners are advised to walk the course before their race. They should report any hazards to the meeting referee should they believe the risk assessment has not already covered them.</p>	<p>ACTION TAKEN 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.</p>

Dated August 2023

Review Before League meeting