

APPENDIX A

WESTON ATHLETIC CLUB WYVERN CHRISTMAS CRACKER 8 December 2019

R I S K A S S E S S M E N T D O C U M E N T

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1 Document History Record

- 1.1 This document was prepared by Malcolm Gammon and has been revised on a number of previous occasions.
- 1.2 This version (number 19) was created by Malcolm Gammon in August 2019.

2. Overview

- 2.1 The Weston AC Christmas Cracker is a 10 kilometre running race organised by the Weston Athletic Club, Weston Super Mare.
- 2.2 This will be the 32nd year the 10k race has taken place and up to 2500 runners are expected to take part.
- 2.3 A significant number of spectators are expected.
- 2.4 Race Headquarters will be at Weston College. This will be the 20th year the College has been used for this purpose.
- 2.5 A race control vehicle will be situated on the promenade at the start/finish and will accommodate race officials.
- 2.6 The main race will start at 11:00 am on Sunday 8 December 2019 on the beach, adjacent to the Grand Pier.
- 2.7 The race route will be as shown on the map already provided.
- 2.8 The leading runners are expected to finish at approximately 11:33 hours, the slowest not finishing until about 13:00 hours.
- 2.9 Many runners will be taking part wearing festive fancy dress.
- 2.10 The Association of Running Clubs has issued a permit number which provides public liability insurance cover.
- 2.11 North Somerset Council and the Local Police have both been notified and neither have any objections to the event taking place.

3. **Event Officials and Telephone Numbers**

Post	Name	Telephone Number
Race Director	Malcolm Gammon	07807 381820
Course Manager	Martin Toleman	07776 170119
Casualty Controller	Annette Giles	07918 655666
Deputy Director	Jim Wotton	07928 634252
Marshalling Manager	Kim Huxtable	07789 354714

4. **On Course Communications**

4.1 Race Control will be a vehicle to be situated on the promenade to the south of the Grand Pier.

4.2 Race Control will be staffed by the Marshalling Manager and the Casualty Controller with the Deputy Race Director based at the start/finish.

Radios

4.3 Race personnel at the following locations will be equipped with 2 way radios

- Race HQ (Race Director and College Manager)
- Start/Finish (Deputy Race Director, Race Referee, Junior Race Director)
- Race Control (Casualty Manager, Marshal Manager)
- PA station
- Water Station (on beach near Royal Sands)
- Pre-lead Vehicle and Lead Vehicle
- Marshal leaders – covering the entire course in 4 sections
- Mobile support – providing cycle cover of whole course
- St John Ambulance staff
- 2 cyclists (officials) accompanying lead competitors
- Sweepers – following end/last competitors

5 **Police**

5.1 Local Police have been notified of the event but may or may not provide a police presence at the event dependent upon other commitments.

6 **Medical Services**

6.1 Primarily the St John vehicles will be used for emergency first aid with the sea Front First Aid Post being a secondary first aid site should it be necessary. Weston Hospice Care building can also be used as an environment to treat casualty's if necessary.

- 6.2 Qualified First Aiders and ambulances will be provided by St John Ambulance Services and a response vehicle will follow runners.
- 6.3 Use will also be made of emergency ambulance services should this be considered necessary.

7 Risk Assessment

- 7.1 A variety of factors have been assessed in term of the risks they pose to the safety of the event. Each of the factors considered has been graded as a low, medium or high risk in terms of the safety of participants, spectators, officials and others. Notes relating to eliminating/minimising risks are included and these will be drawn to the attention of all race officials/personnel.

Risk Assessment Matrix				
Impact of Risk (Consequence)	Major	Medium	High	Extreme
	Moderate	Medium	Medium	High
	Minor	Low	Medium	Medium
Seriousness of Risk = Probability x Impact		Unlikely (0-33%)	Moderately Likely (33%-66%)	Highly Likely (66%-100%)
Probability of Risk (Likelihood)				

- 7.2 The tables below illustrate general event risks.

LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES and RISK REDUCTION MEASURES
On course	Cold - Hypothermia			✓	Information included in race literature, PA warnings if appropriate Briefing of all race personnel, especially marshals and St John first aid team.

LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES and RISK REDUCTION MEASURES
On course	Heat – Dehydration	✓			Information included in race literature PA warnings if appropriate Water stations provided
	Severe Weather			✓	PA warnings if appropriate Briefing of race personnel In event of severe weather conditions Race Referee and Directors will consider cancellation of event or rerouting of whole event on to the beach to avoid the Promenade.
	Injuries/illnesses		✓		First Aid and medical services will be provided Private ambulances will be provided and use will be made of emergency ambulance services if necessary See also attached Casualty Plan Race commentator provided with Emergency Plan.
Course (General)	Gantries / Overhead signs		✓		Lightweight signs. Firmly secured
	Spectators – risk to runners		✓		See Course Risk Table
	Runners – risk to spectators	✓			See Course Risk Table
	Traffic etc – See Course Risk Table		✓		See Course Risk Table
	Animals	✓			PA warnings Briefing of race personnel
	Fancy dress equipment – risk to runners/spectators	✓			Warn teams/runners with obviously dangerous equipment. Exclude from race if necessary Marshals to be briefed to prevent any potential hazards.

LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES and RISK REDUCTION MEASURES
Access to start from college and to college from finish	Traffic risk crossing roads to and from Prom			✓	Race literature sent out to all runners emphasises the importance of using the pedestrian crossings

					when moving from Weston College to the Promenade. This information includes a map. Marshals will direct runners to the Pedestrian Crossings to be used Announcements on PA will be made with regard to the importance of using pedestrian crossings
LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES and RISK REDUCTION MEASURES
Weston College	Fire/evacuation	✓			Liaise with College to ensure responsibilities are understood and procedures known to WAC staff. Fire marshal duties to be undertaken by College Security Staff. There is a single stage alarm system. The College is a no smoking environment and this is highlighted in the race information.
	Congestion when leaving College for start		✓		Marshals to direct people from foyer and rear of college using all exits.

7.3 The tables below detail risks relating to specific areas of the course.

LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES
From Start along beach to Marine Parade (Royal Sands)	Spectators		✓		Keep spectators away from start – PA announcements / Marshals
	Dogs		✓		PA announcements, dog walkers to be warned prior to start.
	Poor surface		✓		PA announcements
	Slippery surface on all access points onto beach			✓	(At foot of Promenade wall). PA announcements. Marshals to warn Tape off if necessary or re-route
	Traffic	✓			Lead vehicle Signage Marshals along the course

LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES
	Uneven surface		✓		Route to be checked by course manager and use PA announcement and marshals as required.
Marine Parade section to beach Sea Life Centre	Spectators	✓			Use marshals to ensure public are kept away from runners.
	Icy surface on slip way and promenade		✓		Use of sand to act as de-icer. Marshals to advise runners of risk of slip/trip/fall
	Traffic on Marine Parade	✓			Marine Parade closed and marshalled, however, parked cars could be moved by the public at any time during the race
Beach to Cove West Café and then to Uphill	Possible uneven surface		✓		Route to be checked by course manager and use PA announcement and marshals as required.
	Dogs		✓		Marshals to warn dog walkers
Links Rd/Berkeley Crescent/Thornbury Rd	Traffic		✓		Leaflet houses before event. Use of Pre-Lead/Lead vehicle in front of runners Marshals to warn runners of traffic movement.
Thornbury Rd/Ellesmere Rd	Parked cars/traffic		✓		As above
Old Church Rd/Uphill Road	Parked cars/traffic		✓		As above
Uphill Road North	Traffic			✓	Marshals to advise runners to keep on footpath
Marine Parade section to beach	Spectators	✓			Use marshals to ensure public are kept away from runners.
	Traffic	✓			Marine Parade closed and marshalled, however, parked cars could be moved by the public at any time during the race
Beach Sections	Flags, Falling onto people	✓			Secured by experienced staff and consider non erection if high winds
Beach Sections	Barriers, Runners running into ends of barriers	✓			Ends of barriers clearly marked with cones or tape
Start/Finish Area	PA System & Equipment	✓			Erected by experienced staff. Weather taken into consideration.

LOCATION	NATURE OF RISK	LOW	MED	HIGH	NOTES
Beach to Finish	Spectators	✓			Keep spectators away from finish – PA/ Marshals + Tape 100 m from Finish.
	Dogs		✓		PA announcements, dog walkers to be warned prior to start
	Uneven surface		✓		Route to be checked by course manager and use PA announcement and marshals as required.
Finish	First Aid		✓		St John Ambulance Service staff to attend start and finish area during race.
	Spectators		✓		Marshals / signs
	Congestion leaving beach		✓		Marshals, signs for Water / T shirts. T shirts in college. Only PA caravan on beach .H.Q. Caravan / Tables on Slipway (apart from delivery / collection of race hardware. Plus Radio Car
	Slippery surface		✓		(At foot of Promenade wall). PA announcements, tape off if necessary. Use of sand to act as de-icer.
Road Crossing back to College	Traffic			✓	Race literature sent out to all runners emphasises the importance of using the pedestrian crossings when moving from Weston College to the Promenade. This information includes a map. Marshals will direct runners to the Pedestrian Crossings to be used Announcements on PA will be made with regard to the importance of using pedestrian crossings

8. Marshals

- 8.1 In high and medium-risk areas, at least two adult marshals (one experienced) will be present.
- 8.2 In low-risk areas, one marshal will be present.
- 8.3 All marshals will be given a set of standard instructions which includes telephone numbers of key personnel and will be wearing Hi Viz vests.