

FIVE STEPS TO RISK ASSESSMENT.

HOW TO ASSESS THE RISK AT YOUR EVENT.

Follow the five steps below:

STEP 1: Look for the hazards.

STEP 2: Decide who might be harmed and how.

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

STEP 4: Record your findings

STEP 5: Review your assessment and revise it if necessary.

DON'T BE OVERCOMPLICATED.

In most events the hazards are few and controllable. Checking them is a common sense procedure, but necessary. You probably already know whether for example, you have traffic implications that could cause harm, or if there is an awkward entrance or even obstacles which could be a hazard to someone. If so, check that you have taken what reasonable precautions you can to avoid injury to those attending the event. This includes runners, spectators and the general public.

If you are a small to medium sized event you can do the assessment yourself, (you don't have to be a health and safety expert). If you are a large event, you may consider asking a responsible outsider, safety representative or safety officer to advise you. If you are not confident, get help from a competent source, but remember, ultimately you are responsible for ensuring that the assessment is adequately undertaken.

HAZARD AND RISK, DON'T LET THESE WORDS WORRY YOU.

Hazard means anything that can cause harm (e.g. Traffic, Structure etc).

Risk is the chance high or low, that somebody will be harmed by the hazard.

STEP 1. Look for Hazards.

If you are doing the assessment yourself, walk around your event venue and the course and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards, which could result in serious harm or affect several people.

Ask your committee members and other helpers what they think. They may have noticed things, which are not immediately obvious.

STEP 2. Decide who might be harmed, and how.

Don't forget:

- Runners, Marshals, Spectators, and the General Public etc who may be at particular risk.
- Caterers, Invited Guests and Contractors etc who may not be present for the whole duration of the event.
- For Road Race etc, other road users and in general, people who you may share your venue with on Race Day, i.e. Parks, Leisure Centres visitors etc, if there is a chance they could be affected by your activities.

STEP 3. Evaluate the risks and decide whether existing precautions are adequate or more should be done.

Consider how likely it is that each hazard could cause harm.

This will determine whether or not you need to do more to reduce the risk.

Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this *remaining risk is high, medium or low.*

First, ask yourself whether you have done all the things that the law says you have got to do. For example, there are legal requirements on prevention of access to dangerous areas. Then ask yourself whether generally accepted industry standards are in place. But don't stop there think for

yourself, because the law also says that you must do what is reasonably practicable to keep your event safe.

Your real aim is to *make all risks low* by adding to your precautionary measures as necessary.

If you find that something needs to be done, draw up an 'action list' and give priority to any remaining risks which are high and/or those which could affect most people. In taking action ask yourself:

- a) Can the *hazard be eliminated* altogether?
- b) If not, how can the *risk be controlled* so that harm is less likely to occur?

In controlling risks apply the principles below, if possible in the following order. Try a less risky option

- a) Prevent access to the hazard (e.g. by guarding).
- b) Organise work to reduce exposure to the hazard.
- c) Issue personal clothing to make personnel highly visible.
- d) Provide welfare facilities (e.g. First Aid/Medical provision. Toilet and washing facilities).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps, are inexpensive precautions considering the risks. And failure to take simple precautions can cost you a lot more if an accident does happen.

What if you share the event venue on Race day.

Inform by notices etc, other groups/individuals about any risks your event could cause them, and what precautions you are taking. Also think about the risks to your own work force from those who share the venue.

More information about legal requirements and standards can be found in HSE publications.

Details can be obtained from:

HSE Books.	Tel: 01787 881165
PO Box 1999.	Fax: 01787 313995
SUDBURY, CO10 2WA.	

STEP 4. Record your findings.

If you have fewer than five people involved in your event you do not need to write anything down, though it is useful to keep a written record of what you have done. However, because by their very nature, events do use more than 5 persons for the duration of the event. It is therefore a requirement that a written record of the significant findings of your assessment must be produced. This means writing down the significant hazards and conclusions. Examples might be, Tent pegs/guide-ropes. Action: all pegs and ropes protected by sandbags.

Suitable and sufficient, but not perfect.

Risk assessment appraisals must be suitable and sufficient. You need to be able to show that:

- a) Proper a visual check of the event venue and the course was undertaken.
- b) You evaluated who might be affected and dealt with all the obvious significant hazards, taking into account the number and categories of people who could be affected.
- c) The precautions are reasonable, and the remaining risk is as low as possible.

STEP 5. Review your assessment and revise it if necessary.

Sooner or later there are likely to be changes to your venue and/or course, together with a change in procedures which could lead to new hazards being introduced. If there are any significant changes, then add such changes to the assessment to take account of the new/changed hazard.

Don't amend your assessment for every trivial change, or for each new discipline, but if a new discipline introduces significant new hazards of its own, you must consider them in their own right and do whatever you need to keep the risks as low as possible.

In any case, it is good practice to review your assessment from time to time to make sure that the precautions are valid and effective.

RISK ASSESSMENT NOTIFICATION- Athletic Road Events

To:		<u>Constabulary</u>	<u>Police/Safety Advisory Group</u>
To:			
Type of event:	<input type="checkbox"/> 10k road race		<input type="checkbox"/> Marathon/Half marathon
	<input type="checkbox"/> Other - specify		Tick as necessary
Name of event:			
Promoting Club:			
Local Authority		Sponsor(s)	
Date of event:			
Time of start:		Estimated time of finish:	
Organiser/Promoter:	Forename:		Surname:
Address:			
Address:			
Address:			
Postcode:		E- mail:	
Telephone:	H		W
Safety Officer:	Forename:		Surname:
Address:			
Address:			
Address:			
Postcode:		E- mail:	
Telephone:	H		W
Route <input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/> Name:			
Estimated number of participants:			
Start Area location:		Finish Area location:	
Senior Official on the day:			
Person(s) conducting Risk Assessment:			
Date of original Risk Assessment:		Date of last review:	
<u>The First Aider/Paramedic/ Doctor will be trained to the required standard, and provided according to the medical risk assessment.</u>			
<u>Signed – Event Organiser/Promoter</u>		Date:	

Notes for guidance for the completion of this Risk Assessment:

- HAZARD** means the potential to cause harm.
RISK means the degree of likelihood that a hazard will cause harm.
PERSONS AT RISK who may be affected by a risk
RISK therefore reflects both the likelihood that harm will occur and it's severity.
RISK ASSESSMENT is controlling the level of risk; it might be summarised as follows:

LOOK...EVALUATE...ACT...REVIEW

Generic Risk Assessment Codes	
COLUMN A	COLUMN C
<p>Hazard Risk rating level H = HIGH</p> <p>M = MEDIUM</p> <p>L = LOW</p>	<p align="center">Measures to reduce risk to low. Items 1-8 to be included in ALL events, and the whole course</p> <p>1 Code of Practice advanced signing on approach to</p> <p>2 Code of Practice safety signs every mile</p> <p>3 Safety briefing to all competitors</p> <p>4 Safety briefing to all marshals</p> <p>5 Compliance with traffic by Competitors/Officials/Marshals</p> <p>6 All marshals to wear Hi-Vis clothing</p> <p>7 Advanced liaison with interested parties</p> <p>8 Event vehicles to be identifiable</p>
<p>COLUMN B</p> <p>PERSONS AT RISK</p> <p>A. COMPETITORS</p> <p>B. SPECTATORS</p> <p>C. ORGANISERS/ MARSHALS</p> <p>D. ON COMING TRAFFIC</p> <p>E. PASSING TRAFFIC</p> <p>F. CROSSING FROM RIGHT</p> <p>G. CROSSING FROM LEFT</p> <p>H. OTHERS – SPECIFY</p>	<p>9 Road closure</p> <p>10 Additional approach signs</p> <p>11 Junction to be marshalled by : <input type="text"/> Number of marshals</p> <p>12 Traffic signals to be manually controlled</p> <p>13 Traffic signals to be marshalled</p> <p>14 Motorcycle Police escort</p> <p>15 Motorcycle safety marshal</p> <p>16 Pedestrian crossings to be marshalled</p> <p>17 Marshals to have method of communication</p> <p>18 Officials to be identifiable</p> <p>19 Not open during event</p> <p>20 Establish time of other events and review</p> <p>21 Protective barriers in front of spectators</p> <p>22 Physical protection (e.g. straw bales)</p> <p>23 Signposted for competitors</p> <p>24 Protected by traffic coning</p> <p>25 Protect access/egress for emergency vehicles</p> <p>26 Uniformed Police/ Traffic Warden</p> <p>27 Marshal with authority to place mandatory road closed sign</p> <p>28 Specify <input type="text"/></p> <p>29 Specify <input type="text"/></p> <p>30 Specify: <input type="text"/></p>

EXAMPLE

**GENERIC RISK
ASSESSMENT**

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that Accidents may occur due to driver/rider or participant error resulting in serious personal injury.

Course Identification		20 mile start/finish in the Bath Grounds		A	B	C	D
Whole event codes (1 to 8)				H/M/L	A to H	9 to 30 (only)	Additional measures to reduce risk to LOW with name of person or official function who will reduce the risk to LOW (if app)
I/D No.	Miles /Kms from start and/or location	Symbol	Description	Risk rating level H/M/L	Persons at risk from hazard		
1	0.0	↑	Sleeping Policeman	M	A,B	10,29	Start Area Marshal
2	0.0	↑	Bollards	M	A,B	28	Start Area Marshal
3	0.0	↑	Trees	L	A,B	28	Start Area Marshal
4	0.1	↑	Sleeping Policeman	M	A,B	10,29	Start Area Marshal
5	0.2	↑	Gate Fastening	L	A	28	Start Area Marshal
6	0.2	↑	Crossing Pavement	L	H	10	Chief Marshal
7	0.2	←	Main Road	H	A,C D,E	10,11 24,26	Police to advise Chief Marshal
8	0.3	↑	Road Junction	M	A,H	11	Chief Marshal
9	0.5	↑	Road Junction	L	A,G	11	Chief Marshal
10	0.6	↑	Road Junction	L	A,G	11	Chief Marshal
11	0.7	↑	Road Junction	L	A,F	10,11	Chief Marshal
12	0.9	↑	Golf Course	L	A,F	11	Chief Marshal
13	1.9	↑	Roundabout	H	A,C	10,11	Police/ Chief Marshal
14	2.1	↑	Road Junction	M	A,G	10,11	Chief Marshal (LAP 1)

GENERIC RISK ASSESSMENT

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider or participant error, and such incidents may result in serious personal injury.

Course identification:				A	B	C	D
Whole event codes (1-8):				H/M/L	A to H	9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applicable.)
ID No	Miles/km from start and/or location	Detail of hazard		Risk rating level H/M/L	Persons at risk from hazard		
		Symbol	Desc.				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

SPECIFIC RISK ASSESSMENT

To be used in case of any additional risk that is identified before event.

Route <input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/> :				
Date of event:				
NO.	Location	Detail of hazard	Persons at risk	Risk rating
New control measures to reduce the above risk to low:				

NO.	Location	Detail of hazard	Persons at risk	Risk rating
New control measures to reduce the above risk to low:				

NO.	Location	Detail of hazard	Persons at risk	Risk rating
New control measures to reduce the above risk to low:				