

Provisional

Ware Festival of Running 10M & 10K Sunday July 7th 2024 Starting 9:30/9:45am

Key Contact Numbers:

RACE DIRECTOR: Jill Patel 07899 707006
MARSHALL CO-ORDINATOR: Martin & Judy Sillitto 07784 933395
MEDICAL OFFICER : Marcia Fisher 07919 622369
COURSE MANAGER: Jon Little: 07931 431444

Risk Assessment last reviewed; October 20th 2023

Authorised by: Jill Patel and Jon Little

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Risk	Particular Location(s)	Mitigation	Race Risk Manager (resp for mitigation)			Notes
			Race Director	Marshall Co-ord	Other	
Accidents/injuries caused by narrow points on course (e.g. gates, bridges, finish point)	<ul style="list-style-type: none"> Exit from Chauncy School sports ground, Gates at Barden Farm, Kissing Gate after St. Leonard's Bridge to Hartham Common East On either side of New Gauge building at New River Junction with River Lea Various points along the tow path, especially 	<p>Course designed so athletes unlikely to be bunched at these points.</p> <p>Tape off a pedestrian access adjacent to course.</p> <p>Where possible arrange for all gates on route to be open.</p> <p>Marshals located & instructed to manage any congestion by politely asking public including cyclists to wait.</p>	<p>✓</p>	<p>✓</p>	<p>Course Designer</p>	

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	<p>where shrubbery has overgrown</p> <ul style="list-style-type: none"> NEW: Finish point in Chauncy School 	<p>Need to pass the finishers through the finish quickly, new funnel and section design to aid people through quickly</p> <p>Additional volunteers needed at the end point</p>	✓	✓	Course Designer	

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			Race Director	Marshall Co-ord	Other	
Accidents/injuries caused by low obstacles	Bollards on path by GSK Car Park Left turn immediately after Hertford lock. Bollards at top of Harris's Lane	Use high-viz tape to highlight obstacles. Marshals positioned to direct athletes around obstacles Bollards taped off to avoid runners		✓	Course Designer	
Accidents/injuries caused by uneven running surfaces	Park Road and over to Ware Park Speed bumps on Cardiac Hill descent to Ware Park Road locally known as 'Cardiac Hill'.	Make athletes aware in pre-race briefing Signage highlighting hazard. Marshals remind runners as they approach the Hill Medical station at the foot of Ware Park and Cardiac Hill	✓	✓	Course Designer Medical Officer	This is where most accidents have taken place previously, and provides good access for the mobile First Aid unit car.

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			Race Director	Marshall Co-ord	Other	
Athletes unaware of approaching traffic	Exit from Chauncy School to Trapstyle turn off to Ware Park	Road closure for 10 minutes for each race			Course Designer	
	From the junction of Harris's Lane and Park Road to the entrance to St Catherine's Junior school	Road crossing of individual or small groups of runners. Use a group of experienced Marshals to slow any traffic and communicate to runners when to cross.	✓	✓	Course Designer	
	Right turn at bottom of "Cardiac Hill." Bend in road – Ware Park Road/New Road at junction of St Leonards Road. Outside St Leonards Church.	Include in briefing details of key points where traffic may be an issue, Usage of signs and Marshals to instruct runners to keep left. Use 'Caution Runners' signage to maximise likelihood of drivers being aware of the race and need for extra vigilance. Marshals located so as to be able to see oncoming traffic and give advance warning to athletes.	✓	✓	Course Designer	

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Accidents/injuries caused by movement around and/or of assumed to be stationary vehicles	Chauncy School Parking area Park Road, St Leonards Road	Marshals located to provide safe passage for through vehicles. Provide advance notice of race to properties on the race route.	✓	✓		
Accidents/injuries caused by actions to avoid collisions with public (including cyclists, walkers, dog and children) on paths, or narrow bridges	Path down from St Leonards to Hartham Common Tow Path from Hertford to Ware Nr New River pump house Congestion along towpath	Advise runners in briefing to keep left down 'Warren' towards Hartham Common and to keep left and in single file along towpath. Marshals to highlight runners to keep left Stress in Marshal briefing that the public (including cyclists) has right of way on the paths Marshals politely suggest to public to put dogs on leads Marshals make cyclist aware of race Use signage: Runners Keep Left Use signage to make public aware of race & athletes, on the day. Three weeks before race arrange leaflets along tow path	✓ ✓	✓ ✓ ✓	Course Designer	

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			Race Director	Marshall Co-ord	Other	
Accidents or interruption to the race caused by cattle on course	Barden Farm Towpath	Marshals located to ensure athletes are warned. Course checked prior to race start. Farmers to be informed ASAP		✓	Course Designer	
Accidents due to traffic	Priory Street and Harris's lane Park Road	Extra Marshals located to advise athletes are warned and kept to left hand side of road. Bollards along corner of road with safety tape, Additional signage for motorists See page 5				
Congestion along towpath	Towpath from Hertford Lock to ware	Runners advised to run single file along tow path. Tow path to be marshalled at regular intervals along river. Runners asked to give priority to the public. Marshals to advise runners. Signage to be positioned along tow path warning the public of the race.	✓	✓		This has not been an issue in previous years due to runners adhering to the rules and the race being early in the morning

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Accidents or injuries caused by fishing rods, tackle, or casting.	Towpath	Local Fishing Clubs informed of event. Include in briefing that tow-path is likely have fishermen Marshals to be briefed to be alert to this risk and provide advance warning to athletes of hazard.	✓	✓		Ware angling club website and facebook page updated
Athletes and/or supporters being injured by moving vehicles in car park or on sports ground	Chauncy School car park area	Use parking attendants to direct traffic Have time windows during which traffic may not leave car park Define a time window during which vehicles may enter/exit the sports ground. Additional signs.	✓	✓		
Accident due to runners falling in the river	Towpath	Runners warned not to go near the edge in race briefing and runner information. Marshals along towpath intervisible with each other to check for such incidents. First Aider on bike along river in case of emergency.	✓	✓	Medical Officer	

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			Race Director	Marshall Co-ord	Other	
Accidents/injuries to athletes and/or supporters caused by unmarked guy ropes	Race Village	Attached coloured tape to guy ropes to increase visibility Tents and/or gazebos/shelters to be in rows to minimise likelihood of anyone going between the tents.	✓		Village Manager	
Burn/scald caused by hot water being moved in 'Race Village'	Race Village	Electrical cable run from school in casing and taped down. Urns can then be used in main tent – no water carriage needed.	✓		Catering Manager	

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Marshals being abused by public frustrated by the presence of the athletes	Anywhere	Marshals briefed to be polite & courteous and made aware that the public including cyclists have right of way. Marshals to have contact number of Race Director, Sector Coordinator and Marshal Director. Public given advance warning of the race – properties leafleted, flyers along river three weeks before event & effective signage around course.	✓	✓	Course Designer	
Temperature hotter than expected	Anywhere	Option to call for and deploy additional supplies of water. Additional water station provided at Cardiac Hill Make athletes aware in pre-race briefing the mileage of the water stations	✓	✓	Medical Officer Water station manager	

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Athlete requires medical assistance	Anywhere	<p>Distance markers on course to aid athletes in their pace management.</p> <p>Medical station to be at Race HQ.</p> <p>Medical station also at the foot of Cardiac Hill, where most incidents have taken place in the past.</p> <p>Race Medical Officer to liaise between Race Team and Medical Team</p> <p>Marshals all to carry mobile phones and be provided with contact details of Race Medical officer and Race Director</p> <p>Access onto Chauncy School sport ground maintained for emergency vehicles</p> <p>First Aider to be provided on a bicycle, in order to assist people on the tow path, which has more difficult access for vehicles.</p>	✓	✓	Medical Officer Village Manager	

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			Race Director	Marshall Co-ord	Other	
Athlete and/or supporter has allergic reaction to available food	Race Village	Make clear if any of the food is known to be allergen (e.g. advise that all food cannot be guaranteed as either nut, gluten, dairy) free Provide several 'free from' options for those with allergies	✓		Catering Manager	
Athletes contracting Weils disease or other waterborne diseases/illnesses due entering the river	Tow path	Include a note in the pre-race email and briefing for runners to go to our first aid station for advice should they enter the river. or if the runner is unwell, they will be attended on the tow path by the cycling medic	✓	✓	Medical Officer Village Manager	
Accidents around locks due to runners moving too fast or members of the public on path.		Runners advised to take extra care at locks, give way to members of the public. Marshals to be positioned at locks to ensure runners and the public are safe	✓	✓		Each of the locks will have marshals either side to advise and remind runners
Additional notes for children's races						

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			Race Director	Marshall Co-ord	Other	
Child being lost/unable to find parents	Race HQ	Parents have been asked to stay with their children at all times until the actual races take place. Place any child in care of children's RD and use tannoy system to locate parents		Children's RD		
Child falling on course and grazing part of body	Race HQ	Check course for uneven parts beforehand. Medical services and first aiders on hand.		Children's RD		
Child overheating	Race HQ	It is likely to be warm so children will be advised not to 'sprint' around the course. Have drinks and shaded areas nearby to assist and cool child down.		Children's RD		