

Ware 10s Event: 10M & 10K

Sunday July 4th 2021 Starting 9.30am/10:00am

Key Contact Numbers:

RACE DIRECTOR:	Carol Hayward 07732 220421
MARSHALL CO-ORDINATOR:	Clive Smith 07804 243396
MEDICAL OFFICER/ LIAISON:	Claire Bruce 07803 714866/Carol Hayward 07732 220421
COURSE DESIGNER:	Jon Little: 07931 431444
RACE VILLAGE MANAGER:	Caroline Stevens 07540 848771
CATERING MANAGER:	Tina Jane Clarke 07710 083624

Risk Assessment last reviewed : March 2021
Authorised by: Carol Hayward and Jon Little

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 GSK sports ground, 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, and New Rd especially where shrubbery has overgrown NEW: Finish point 	<p>Course designed so athletes unlikely to be bunched at these points.</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>Cut back shrubs along tow path and New Road</p> <p>Need to pass the finishers through the finish quickly, new funnel and section design to aid people through quickly</p> <p>Additional volunteers may be needed at the finish line</p>	✓	✓	Course Designer	<i>Number required to be assessed closer to the date</i>

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			Race Director	Marshall Co-ord	Other	
Accidents/injuries caused by low obstacles	Bollards on path by GSK Car Park	Use high-viz tape to highlight obstacles. Marshals positioned to direct athletes around obstacles		✓		
Accidents/injuries caused by uneven running surfaces	Park Road, 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 path 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 1st aid unit car.

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			Race Director	Marshall Co-ord	Other	
Athletes unaware of approaching traffic	<p>Right turn at bottom of "Cardiac Hill."</p> <p>Bend in road – Ware Park Road/New Road at junction of St Leonards Road.</p> <p>Keep runners on pavement in New Road.</p> <p>Left turn from New Road into Boundary Drive.</p> <p>Junction of Boundary Drive leading to a left turn into St Leonards Road, Keep runners on pavement</p> <p>Outside St Leonards Church.</p> <p>No pavement section on Warren Park Road for short distance</p>	<p>Include in briefing details of key points where traffic may be an issue, and instruct athletes to run on left of any road. Usage of signs asking runners to keep left.</p> <p>Use 'Caution Runners' signage to maximise likelihood of drivers being aware of the race and need for extra vigilance.</p> <p>Marshals located so as to be able to see oncoming traffic and give advance warning to athletes.</p> <p>Advise runners to keep left down 'Warren' towards Hartham Common.</p> <p>Advise runners to keep left Warren Park Road on grass verge</p>	✓	✓		Following lesson learnt from 2016 race, increased number of marshals in sector 3.

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Accidents/injuries caused by movement around and/or of assumed to be stationary vehicles	GSK car park, Warren Park Road, Boundary Drive and St Leonards Road	Marshals located to provide safe passage through vehicles. Provide advance notice of race to properties on the race route.	✓	✓		
Accidents or injuries caused by 'street furniture'	Lamp posts on narrow path of New Road hill Bengoe	Provide a Marshal to advise runners. New: Signage on lamp posts to highlight risk 'Caution Runner' Signs for motorists		✓		
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	Stress in marshal briefing that the public (including cyclists) has right of way on the paths Stress in Runners' briefing that Runners run single file on tow path. Public have right of way. Marshals politely ask /suggest to public to put dogs on leads Marshals make cyclist aware of race Use signage to make public aware of race & athletes, on the day. Three weeks before race leave signage along tow path and 10k loop bridal path.	✓	✓		

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Accidents or interruption to the race cause by cattle on course	Barden Farm Towpath	Marshals located to ensure athletes are warned.		✓		This was a minor issue in 2018 so ensuring all runners are on the edge of the towpath.
Accidents due to traffic	New Road, Warren Park Road, Boundary Drive and St Leonards Road	Stress at Runners' briefing and Extra Marshals located to advise athletes to keep to left hand side of road. Additional signage for motorists				
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.	✓	✓		

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			Race Director	Marshall Co-ord	Other	
Athletes and/or supporters being injured by moving vehicles in car park or on sports ground	GSK Sports Ground	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.	✓	✓		
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 Mgr	
Burn/scald caused by hot water being moved in 'Race Village'	Race Village	Electrical cable run from clubhouse in casing and taped down. Urns can then be used in main tent – no water carriage needed.	✓		Catering Mgr	

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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 & effective signage around course.	✓	✓		
Temperature hotter than expected	Anywhere	Option to call for and deploy additional supplies of water. Additional Water station at Park Rd Ware together with existing water stations at Hartham Common and bottom of Ware Park Hill. Make athletes aware in pre-race briefing the mileage of the water stations	✓	✓	Medical Officer Water station manager	<i>Hot weather dependent</i>

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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>A Medical station to be provided at Ware Park Hill where some previous incidents have taken place.</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 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 Mgr	

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			Race Director	Marshall Co-ord	Other	
Covid 19 infection to participants	Race Village	<p>Race village to be scaled back to create more space.</p> <p>Email protocols and advice to all participants prior to race + PA announcements on day to recommend 2 metre gap between members of different households.</p> <p>Signage to remind of potential hazards + Hygiene stations</p>	✓		<p>Medical Officer</p> <p>Village Mgr</p> <p>PA Announcer</p>	Covid plans and risk assessment to be reviewed bimonthly in the lead up to the event in relation to development and progress of the government's roadmap and England Athletics Guidance. This risk assessment (March 2021) assumes a July race with a return to events as normal from the 21 st June 2021.
	Race Village Bag drop	<p>Pre-race information + PA announcements that facility not available this year</p>	✓		<p>Village Mgr</p> <p>PA Announcer</p>	
	Registration at Race Village	<p>No entries on the day to ensure numbers and scheduling is managed.</p> <p>Reminder in the pre-email that no participant should attend the event if they have had Covid symptoms in the last 14 days.</p>	✓		<p>Medical Officer</p> <p>Village Mgr</p>	

			Race Risk Manager (resp for mitigation)			
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	Waiting for start at Race Village	<p>Participants sent race bibs in advance through the post.</p> <p>One on the day person allocated with PPE in the case of someone without a bib or an issue.</p> <p>Online entries mean the race has a list of participants in the event that they are required for test and trace.</p> <p>Use PA announcements to encourage runners to start from expected finish time identified from displayed signs.</p> <p>Use PA announcements and pre-race information that there will be delayed staggered starts for each displayed finish timesign.</p> <p>Use a larger area for waiting before the race.</p>	✓		Village Mgr PA Announcer	

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	Runners passing on the course	Overtaking protocol defined and shared in advance and through PA announcements. Encourage overtaking on the right only. And refrain or minimise nasal clearance by bringing own tissues.	✓		PA Announcer	
	Water stations	“Grab and go” water stations Pre-brief email to explain grab and go + PA announcements. Also encourage bringing own water to carry via pre-race email.	✓		PA Announcer	
	Finish Line	PA announcements to explain the collection of medals and T Shirts. And that the winners’ presentation to be different.	✓		PA Announcer	

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Covid 19 infection to volunteers	Set –up and get-down of Race Village and Course	<p>Provide PPE (gloves and disposable mask) for those setting up, taking down or working on a stand.</p> <p>Send all volunteers a safety briefing via email in advance</p> <p>Where possible encourage the use of bubbles or those from the same household when working in close proximity.</p>	✓		Medical Officer Village Mgr	

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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 Mgr	
Athletes contracting Weils disease or other waterborne diseases/illnesses due entering the river	Tow path River Lee	Include a note in the race information and runners briefing to remind runners of the risks of the Weils disease. Send them 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 Mgr	
Additional notes for children's races						
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 (has DBS check) and use tannoy system to locate parents		Children's RD		Clare works with scout groups and is DBS checked <i>Still valid?</i>

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Child falling on course and grazing part of body	Race HQ	Check course for uneven parts before hand. Medical services and first aiders on hand. TLC Barrier between course and River beneath Viaduct with Marshals prepared to use Life-buoy.		Children's RD		
Child overheating	Race HQ	It is likely to be warm so children will be advised no to 'sprint' around the course. Have drinks and shaded areas nearby to assist and cool child down.		Children's RD		
Child using toilets in car park – knocked over by car	Race HQ	Parents have been made aware and have signed to say they will be with children at all times. In the event of this kind of accident First Aid team and ambulance will be called.	/	RD		