

Ware 10s Event: 10M & 10K

Sunday July 4th 2021 Starting 9.15am/9:30am

Key Contact Numbers:

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

Risk Assessment last reviewed : June 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>	<p>✓</p>	<p>✓</p>	<p>Course Designer</p>	<p><i>Number required to be assessed closer to the date</i></p>

Risk	Particular Location(s)	Mitigation	Race Risk Manager (resp for mitigation)			Notes
			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 Bengeo	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 tow-path	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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			Race Director	Marshall Co-ord	Other	
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.	✓	✓		
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.	✓	✓		

Risk	Particular Location(s)	Mitigation	Race Risk Manager (resp for mitigation)			Notes
			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 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	
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.	✓	✓		

			Race Risk Manager (resp for mitigation)			
Risk	Particular Location(s)	Mitigation	Race Director	Marshall Co-ord	Other	Notes
Temperature hotter than expected	Anywhere	<p>Option to call for and deploy additional supplies of water.</p> <p>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.</p> <p>Distance markers on course to aid athletes in their pace management.</p>	✓	✓	<p>Medical Officer</p> <p>Water station manager</p>	<i>Hot weather dependent</i>

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Athlete requires medical assistance	Anywhere	<p>Medical provision 1 treatment post (Start/Finish) 1 non-urgent response vehicle and treatment post (Cardiac Hill) 1 Emergency Care Technician 2 Emergency Care Attendants 2 First Responders 1 Cycle Responder</p> <p>Medical station at Race HQ. A Medical station at Ware Park Hill where some previous incidents have taken place. Race Medical Officer to liaise between Race Team and Medical Team Marshals to carry mobile phones and be provided with contact details of Race Medical officer and Race Director Access onto sport ground maintained for emergency vehicles First Aider to be provided on a bicycle, in order to assist runners on the tow path</p>	✓	✓	Medical Officer Village Mgr	

<p>Risk assessment for Covid 19 safety – risk of spreading infection to participants, marshals and spectators.</p>	<p>Prior to race</p> <p>Village</p> <p>Race Village Bag drop</p> <p>Toilets</p>	<p>Runners will be advised that if they have symptoms to take a test and not attend the race if there is any doubt about having them Covid.</p> <p>Race village to be scaled back to create more space. Less runners, no additional stalls and marquees further back on field to give more space.</p> <p>Email protocols and advice to all participants prior to race.</p> <p>Create and print QR code for all spectators to scan.</p> <p>No access to pavilion except RD and PA announcer. Must wear mask to enter</p> <p>Marquees to have 50% of sides open to count as external spaces</p> <p>PA announcements on day to state 2 metre distancing between members of different households. Signs to remind all of distancing rules.</p> <p>Signage to remind of potential hazards + Hygiene stations</p> <p>Race HQ people to do lateral flow test the night/morning before the race.</p> <p>Pre-race information + PA announcements that runners must drop own bags in tent and pick up – not handled by marshal and should leave in car if possible</p> <p>Regular cleaning of touch points/ replenishing of supplies for toilets – lots of sanitizer.</p> <p>2 metres when waiting (signage).</p> <p>Enough toilets to avoid queues.</p>			<p>Responsible persons</p> <p>Race Director</p> <p>Medical Officer</p> <p>Registration Mgr</p> <p>PA Announcer</p>	<p>RISK</p> <p>Covid plans and risk assessment have been reviewed monthly in the lead up to the event and have followed government and England Athletics Guidance.</p> <p>With the measures that have been taken so far and those that will be in place on the day the risk of transmission of the virus is considered low due to ongoing social distancing and external nature of the event.</p>
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	<p>Registration at Race Village</p>	<p>No entries on the day to ensure numbers and scheduling is managed. Participants sent race bibs in advance through the post. One on the day person allocated with PPE in the case of someone without a bib or an issue. Online entries mean the race has a list of participants in the event that they are required for test and trace.</p>	<p>✓</p>			
	<p>Waiting for start at Race Village</p>	<p>Use PA announcements to encourage runners to spread along the start funnel into the larger waiting area and start from their expected finish time identified on the displayed signs. Chip timing only – no gun to tape.</p>	<p>✓</p>			
	<p>Runners passing on the course</p>	<p>Use PA announcements and pre-race information that there will be a rolling start with each finish time group lead forward by a marshal. Overtaking protocol defined and shared in advance through PA announcements/runners briefing. Reinforce single file on the river paths and overtaking on the right only. Follow marshals directions – runners do not have right of way on river –priority given to members of the public. Discourage nasal clearance and reduce impact by requesting that runners carry tissues.</p>	<p>✓</p>			
	<p>Water stations</p>	<p>“Grab and go” water stations Pre-brief email/PA announcements to explain ‘grab and go’ – no cups to be handed to runners . Encourage carrying own water in pre-race info.</p>	<p>✓</p>			

	<p>Finish Line/ presentations</p> <p>Set –up and get-out of Race Village and Course</p> <p>Refreshments tent</p> <p>Children’s Races</p>	<p>PA announcements to state that runners should pick up their medal/t shirt/water/banana – these will not handed out – just monitored by marshals.</p> <p>Winners’ presentation – provide more space runners to collect trophies and be 2 mt distance when standing in group/also for photos.</p> <p>Provide PPE (gloves and disposable mask) for those setting up, taking down tents and working on refreshments. All rubbish to be bagged and taken to GSK bins</p> <p>Refreshments – all to wear masks – bring tables to front of marquee so runners do not go inside. Runners pick up drinks and cakes – no touching beforehand – not handed out. Lots of signage to explain procedures. Payment (£1 dropped into box – try not to give change)</p> <p>Lids for all drinks cups.</p> <p>Send all volunteers a safety/covid 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> <p>Maximum 15 children for each race to reduce spectator numbers and crowding on course.</p> <p>Children to move to the start line for each race as called by the announcer and not before to avoid crowding together.</p>				
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		Medals, drinks and fruit after the children's races- marshal to signpost children to the finishers table and pre-race brief to ask them to line up to take a medal, fruit and drink and remind them of taking one and moving along.				
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>
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 Lifebuoy.		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	/	RD		

		the event of this kind of accident First Aid team and ambulance will be called.				
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