

Fun Run– Risk assessment for Event

Coordinator – CD

Activity / Visit – Charity Foxton Fun Run

Date of event - 22-09-19

Why? To encourage empathy with our own pupils and extend this to our school community

Schedule:

Warm up 9:45am

Register by 10am

Run starts in batches at 10am Racers, then Runners, the walkers

Where? Foxton Village – leaving from the recreation ground, to Illingworth Rd, across Fowlmere Rd, around part of Thriplow farms and public footpath and return

Who? Maximum 100 runners

Children – under 10 with adults, under 18 with parental permission + adults

Volunteers x 12 : Admin – register, check in; marshals; first aiders – individuals en route +St Johns Ambulance

1. HAZARD List the hazards which could cause harm	2. RISK List who might be harmed and how	3. CONTROLLING RISK List the existing precautions and whether more should be done	4. RECORD YOUR FINDINGS List what actions you've taken	5. REVIEW AND REVISE Is any further action required before, during and after the visit?
GENERAL ORGANISATION				
<i>Not accounting for all participants</i>	Participants	Registers before and at the end of the run Assign participants numbers		
<i>Medical conditions conditions cause concern</i>	Participants not managing their condition eg. – asthma, diabetes, heart, muscles	All participants to declare conditions and agree to manage their own risk Provide a warm up opportunity before the race Identify those participants registered with medical conditions – ensure that they are known to St Johns Ambulance		

<i>Volunteer adults not fully aware of schedule, roles</i>	Participants	All adults briefed before the event: marshals at key points on route, trained first aiders equipped, registration with all necessary equipment.		
<i>Participants having an injury eg sprains</i>	Participants	All marshals are first aid trained, with mobile phones and first aid kit	Participants warned of uneven ground, loose stones etc Marshal placed by the additional water hazard as there is a stream en route	
<i>Participants leaving the site without checking out or left en route with sprained ankle</i>	Participants	Participants checked against numbers registered when awarded with a medal		
<i>Inappropriate clothing</i>	Participants	Participants will be advised to wear trainers Marshalls will have additional water available for hydration in case of heat exposure as well as foil blankets in case of cold	Participants are responsible for their own appropriate attire including sun hat if deemed necessary and application of sun cream	
TRAVEL				
Parking	Stress related to finding a parking space	Participants encouraged to walk to the venue The village hall/school and church have spaces available		
VENUE & WELFARE				
Toilets		Village hall toilets are booked Pavilion is booked for refreshment		
Route trip hazards	Anyone The route is multi-terrain, kerbs, uneven pathways, roots, brambles, stinging nettles, ruts in tracks	Marshalls posted to emphasise hazards and route First aiders equipped with bandages and ice packs for sprains Both sets of volunteers with mobile phones and shared numbers	See additional risk assessment	

		One at base to liaise with St Johns if necessary		
Additional route hazards Roads	Participants. Collision with cars: Residential road, parked cars, crossing Fowlmere rd	Marshalls fully briefed not to stop traffic but instead stop runners if the crossing is not clear. The crossing of Fowlmere rd is within the 30mph speed limit. Fliers posted through doors to ask residents to take extra care Road signage to say participants crossing		
Minors separated from their adults	Minors Anxiety	Marshalls known to children (staff members) and spotting en route that minors are with their adults. Mobile phones to be used to ring back to base in case of concern Loud speaker system		
General first aid needed from spectators	Any of the above	St Johns Ambulance has been requested Defibrillator is attached to the village hall exterior wall		
Fire of cereal crops	Participants	Exits identified enroute and marshals informed, highways and fire brigade informed, farmer informed	See additional risk assessment	
Collision with general public en route	Participants	Villagers informed via – village newsletters, signage, face book and school website		

Signature (Assessor).....Date.....