

Edition 20.04.13

## Risk Assessment for:

### Camel-Teign Ivor's Dream 100 - 25<sup>th</sup> - 27<sup>th</sup> May 2013

#### Outline of the Event

The event is organised by the Long Distance Walkers Association; it was founded 40 years ago with the aim of uniting people with a common interest in long distance walking in rural, mountainous and moorland areas and promoting non competitive sport.

The 100 as it is known is the Flagship event of the year for the Long Distance Walkers Association (hereafter known as the LDWA); it is an annual event which has been held every year since 1972 with the exception of 2001 when the event was postponed due to Foot and Mouth Disease. It is hosted by different local groups in England, Scotland and Wales and we (that is the Cornwall and Devon LDWA) are privileged for the 4<sup>th</sup> time in its history to be hosting it, the previous being Dartmoor 100 in 1984, Dartmoor 100 in 1994 and Exmoor 100 in 2004, so we do have a great wealth of experience in organising such an event.

The Camel-Teign Ivor's Dream 100 is so named as a mark of respect to Ivor Kingwell who had a vision of a 100 mile walk beginning on the North Coast of Cornwall taking in Bodmin Moor and Dartmoor before finishing on the South Coast at Teignmouth; sadly he did not see it come to fruition.

The Camel-Teign Ivor's Dream 100 has a distance of approximately 101 miles with around 13614ft of ascent which is average for such an event. The event is never easy and requires a great deal of stamina. The walk has to be completed with a 48 hour time-frame with no single rest period exceeding 2 hours, and without mechanical aid.

The event is not a race, but a challenge for individuals to test the boundaries of their mental and physical abilities. The fastest will probably complete in less than 24 hours while the slowest will need the full 48 hours, some will feel fatigue and possibly minor discomfort from blisters or other minor ailments at some stage.

The number of entrants permitted is a maximum of 500; this is considered appropriate to the management and resources available and is acceptable in terms of environmental impact and disturbance to wildlife as well as the local communities en route.

Entrants are supervised and supported by a team of approximately 150 marshals mainly drawn from members of LDWA local groups they have many years of experience many of them have participated in previous events and are able walkers with excellent navigational skills and would have familiarised themselves with the route and terrain before the event.

This gathering of different elements of the National Organisation is of invaluable importance to the coherence of the LDWA, and over the years this has led to a considerable accumulation of expertise.

The LDWA National Committee always devolves the organisation of the event to local groups and a National Committee member sits in with the organising committee.

## The Event

This is a linear walk starting from Jubilee Fields Wadebridge Cornwall and finishing at Teignmouth Community School Teignmouth Devon with a distance of approximately 101 miles.

The event will be based at Teignmouth Community School, Teignmouth, Devon, which will be open from 1800 Friday 24<sup>th</sup> May 2013 for overnight accommodation. A sleeping room will be provided there; marshals will instruct drivers where to park, entrants will be asked to keep noise to a minimum during hours of darkness and when boarding coaches.

Coaches will leave from 0600 for Wadebridge; entrants will be escorted to the coaches by the marshals.

The journey to Wadebridge is approx. 1 hour 30 minutes, registration will begin from 0700 for those wishing to make their own way to the Town Hall in Wadebridge, there will not be any overnight accommodation available at the Town Hall, however local accommodation such as B&B is plentiful, parking is available for entrants in nearby car parks, but overnight sleeping in vehicles is prohibited by local bylaws, vehicles must be removed after the start unless the appropriate fee is paid

Prior to the event, entrants will have received final instructions, route descriptions and baggage labels also their respective entry number. On arrival at the start headquarters (Wadebridge Town Hall, The Platt, Wadebridge, Cornwall PL27 7AG) they should proceed to registration.

At registration all entrants will be issued with their individual tally card and asked to sign a declaration if not already done so that they have read the rules and conditions of entry and that they have the required kit, (a copy is attached - Appendix A – Declaration Form). There will also be spot kit checks performed by the marshals before the moorland sections to ensure entrants are abiding by the rules of entry, any entrant who is found not to be carrying the required kit may be disqualified. All entrants who enter do so as individuals and therefore should carry all the required kit.

Due to concerns from Cornwall Council about congestion between entrants and cyclists it has been decided to start the event half an hour early this will enable entrants to complete the first 6 miles before the cyclists arrive in large numbers and reduce the possibility of incidents. Marshals will also be placed at regular intervals along the Camel Trail to ensure that entrants keep to the left and allow free passage to cyclists and other users; marshals will be in attendance at the Boscarne road crossing.

There will be three start times 0930, 1130 and 1330; at 0915 entrants will be marshalled from the Town Hall to the start at Jubilee Fields Recreation Ground Wadebridge SX 991 723 where a mass start will commence. The 1130 and 1330 starts are much smaller and should not interfere with the flow of traffic along the trail; however they will also be reminded to keep to the left.

They will then follow the route description to all checkpoints and self-clip points along the route where their number and time will be recorded; this is to ensure all entrants are accounted for. Experienced sweepers will walk behind the last entrants along the route from the start to the finish. Checkpoints will not close until all entrants are accounted for; if directed to make a detour due to unforeseen circumstances, e.g. flooding, all entrants must follow these instructions; all decisions made by the marshals are final.

On reaching the finish at Teignmouth Community School all entrants must report to the marshals' desk to have their number and time recorded.

Shower facilities will be provided at the finish and first aid will also be available at the Breakfast point at Tavistock and at the finish.

A meal will be provided at the finish for those wishing to eat, and an area will be set aside for sleeping, driving straight after the event is discouraged.

This risk assessment has been prepared to describe how the risks associated with the event have been assessed and how they will be managed.

The assessment has been carried out using the Guidelines for Events document (LDWA Library) and follows the National LDWA Committee 'Guidelines for Risk Assessments' and broadly follows the pattern of the 2010 risk assessment.

The event will take place over the weekend of Saturday 25<sup>th</sup> May to Monday 27<sup>th</sup> May 2013.

The following is a summary of the formal steps taken in the preparation of the event.

### 1.1 Planning and Consents

The rules of the event as set out in the entry form and event rules will be applied, these are attached as an appendix to this document.

All of the following have all been informed of the event:

Devon and Cornwall Police

Cornwall Council (Recreation Officer)

Commoners

Devon County Council

Dartmoor National Park Authority

Dartmoor Mountain Rescue

Duchy of Cornwall and

Forestry Commission

Possible inconvenience to Landowner farmers, commoners, residents and other members of the public have been considered and notices will be posted along the route advising them of the expected time that the participants will be passing.

Assessments have been made of the venues for the start and finish and of the checkpoints along the route to ensure they will be safe and able to cope adequately with the expected numbers and conditions

### 1.2 The Route

The route is linear with a distance of approx 101 miles with around 13614 ft of ascent and 13433 ft of descent; this is spread fairly evenly throughout the whole of walk. We will be using national trails, public footpaths, bridleways, tracks as well as quiet country lanes, some sections cross open moorland where a path is shown on Ordnance Survey mapping but in reality there are no paths on the ground. There are also stretches that cross private property, these are only to be used on the day of the event, using them at any other time would jeopardise the viability of the route thus the event.

On both Bodmin Moor and Dartmoor, heights above 1400 ft will be reached; at these heights the weather can change rapidly and it can be extremely cold at night, even at the end of May, this should not present any problems providing the correct kit is being carried.

An assessment was made of the route and particular hazards were identified as of some concern, these are included in Appendix B – Route Description

Marshals will be in attendance at the start, finish and at checkpoints along the route to ensure the safe and efficient running of the venues.

Marshals shall be briefed before commencing their duties.

Marshals whose duties might require them to be in close proximity of moving vehicles, e.g. car parking or road crossing, will wear high visibility tabards/bibs

Sweep teams of marshals will be deployed to follow the entrants from the start, to look out for entrants who may have gone astray.

Marshals shall remain on the route until released by sweep teams following an audit of the registration record and all entrants are accounted for.

The route will be cleared of markers, debris and left in good order

### 1.3 Start and Finish

Entrants wishing to use the coaches provided will be transported from Teignmouth Community School to Wadebridge Town Hall for registration. After registration entrants will make their way from Wadebridge Town Hall to the start at Jubilee Field directed by the marshals' signs and marshals will be used at road crossings to direct entrants when it is safe to cross.

Entrants at the finish must use the footbridge to cross the B3192 to Teignmouth Community School.

A quiet area will be provided at the finish where entrants may sleep if they so wish, before leaving the premises.

The start and finish arrangements are suitable for the number of participants.

### 1.4 Medical Support

There will be co-ordinators (Mediwest) appointed for emergency first aid who will be based at both Event Headquarters (Teignmouth Community School) and at CP9 Kelly College Prep School, Tavistock (Breakfast Stop), they will be advised on the equipment required for the event venues. Emergency first aid kits will be available at all checkpoints. First aiders will not be requested to go out on the route to help entrants. Medical teams will also be in attendance.

### 1.5 Checkpoints

15 manned checkpoints will be provided along the route.

All checkpoints will provide drinks and food, 14 are in halls, barns or marquees, the other is outside but will have adequate cover to shelter marshals and facilities and limited cover for entrants, additional locations have been identified for extra water to be available in the event of very hot weather.

All equipment used for drinks and food will be clean and hygienic.

Access to some of the checkpoints is restricted and will not be suitable for supporters to visit: these are checkpoints 3, 11, 13 and 15. At all checkpoints entrants and Marshals have priority over supporters.

## 1.6 Facilities

There will be adequate male and female toilets at the start and finish with showers also available at the finish.

There will be supervised storage and transportation of entrants' baggage containing spare clothing and personal food items, to the breakfast stop at Kelly College Prep School Tavistock GR SX493 759 and then returned to the finish at Teignmouth Community School GR SX938 734. Entrants have been asked to restrict the size of their breakfast bag to a maximum size of 22"x18"x10" and a maximum weight of 13lbs in order to avoid overburdening the baggage handlers, any oversized/overweight bags will be refused.

## 1.7 Miscellaneous

Tallies will be carried by entrants at all times while on the route; the surrender of these to an appointed marshal will signify retirement or completion of the route.

All entrants must be eighteen or over.

Whilst on the route entrants will be required to have with them all the equipment and clothing specified in the event rules, see Appendix C - Rules of the Event.

The items included in the required kit are based on that required for previous 100s and have been re-appraised for local conditions. The lack of any items will render the entrant liable to disqualification from the event; every entrant enters as an individual. A kit check will be carried out at some stage before entrants go onto the moors, the exact position of this will not be known to entrants.

As organisers we will demonstrate within this document that we have considered our Duty of Care and any risks associated with this event, including medical requirements have been appraised and mitigation measures have been planned for accordingly.

In the event of litigation by entrants, marshals, spectators or members of the public, the event is recognised by the National Committee of the Long Distance Walkers Association, and therefore it is covered by the Association's third party insurance.

## 2.1 Outline of the Health and Safety Appraisal

This appraisal recognises that there are three distinct groups of people exposed to the hazards of this event, each with a different safety case.

These are:

Entrants (walkers and runners)

Marshals supervising the event.

Members of the public, landowners, commoners and farmers affected by the event.

## 2.2 Main Event

The main event will take place over the weekend of Saturday 25<sup>th</sup> May to Monday 27<sup>th</sup> May 2013, with the main start time of 0930 with fast walkers and runners starting at 1130 and 1330 respectively, additionally there will be a marshals' walk for people staffing the main event. This will be held on the weekend of Saturday 4<sup>th</sup> May to Monday 6<sup>th</sup> May 2013; this is a much smaller event with a total entry of no more than 60. The Marshals' Walk serves as a rehearsal for the main event, and allows the route to be tested with fewer people at risk.

On the main event there will be between 450 and 500 entrants who are voluntarily taking part in the walk and must accept the risks inherent within it. The Organising Committee

accepts its Duty of Care to entrants and will provide a framework to enable entrants to participate with minimal risk. The means by which this will be achieved will be by ensuring compliance of the event rules and by good management of the event.

### 2.3 Marshals.

These are people who are all volunteers and their duties and places of work are defined by the Organising Committee and in effect are unpaid employees. Their duties require risk assessment by the Organising Committee and in this task we are guided by the advice of HSE to focus on real risks that cause suffering and harm and to exclude those risks that appear to us to be trivial with the exception of those identified in Appendix B – Route Description. In addition to marshals based at checkpoints, there will be other staff working at the Event Headquarters where they will register entrants, provide food and drink, handle baggage and ensure compliance with the event rules.

There will also be a team of minibus drivers whose duties will be to transport food to checkpoints and retirees to the Event Headquarters; there will also be a team of first aiders who will offer emergency first aid to entrants at checkpoints and at Event Headquarters.

### Members of the Public.

The Event is not a spectator sport and entrants are unlikely to have much contact with the public and other social walkers, however for the first 6 miles the route shares a cycleway. Being a Bank Holiday this could be busy with cyclists. Entrants will use rights of way that cross farmland, heathland and moorland also quiet country lanes. It is likely that somebody may lose their way but we have made a considerable effort to ensure that the route description is accurate and if followed will cause no problem to farmers and landowners or members of the public. The rules of the event require all entrants to carry a route description, map of the route, compass and to have the skills to navigate at night and in adverse weather conditions. Some sections of the route may be flagged or an alternative route could be imposed on the day if weather conditions are considered by the organisers to pose a route-finding problem, this will provide safety to entrants and protection against possible trespass.

### Duty of Care

In preparing this appraisal we have drawn extensively on the publications of the Long Distance Walker Association “Guidelines for Events” 2000 and “Hints for Hundred Organisers 2002”. We note the words of the Guide (s2.9) that “organisers have a duty of care to paying participants to ensure a level of safety comparable with what is regarded as acceptable within the sport judged by best current practice.” Following the pattern of the more recent Risk Assessments, we have focused on controlling the risks that cause real harm and suffering and not on trivial matters with exceptions of those hazards identified in Appendix B – Route Description which are over and above what one would normally expect for this type of event.

### 3.1 The Safety Record of Past 100s

In preparing the Risk Assessment we have looked at the occurrences of mishaps on previous Hundreds held over the past 40 years. We are aware of 3 deaths from heart attack, (these cannot be directly attributed to participating in this type of event),

3 instances of searches for missing walkers, a case of snakebite, one broken ankle and a broken wrist and frequent collapses from fatigue at the breakfast stop and finish. With the exception of the deaths it is probable that this record under-measures incidents and certainly omits near misses and trivialities such as blisters, grazes, minor cuts.

### 3.2 Heart Attacks.

Heart attacks are not confined to Hundreds as they occur across a wide spectrum of sports (See also well-known events such as the Great North Run, the London Marathon and The Iron Man to name but a few which regularly have competitors suffering health issues when under stress). They also occur on shorter challenge walks (25 to 30 miles) and even on purely social walks.

The majority of entrants are mature (average age is over 50) with the combination of age and (voluntarily accepted) stress this means there is some risk of heart attack as there is of other health related issues, conversely, regular exercise does have benefits and entrants are likely to be much fitter than the average for their age. However despite the various means of mitigation there will always be a residual risk of heart attacks or other health related problems.

An important condition of entry to the event is that entrants should have recently completed a challenge walk of more than 50 miles; whilst this in itself will not guarantee immunity from any incident at least it ensures that walkers are likely to have a reasonable level of fitness. As far as having accompanying medical cover for every step of the route this is considered to be impractical due to the terrain and the time span between the fastest and the slowest walkers.

### 3.3 Injuries

There is always a possibility of broken limbs and twisted knees or ankles caused by the rough terrain, however the route avoids any steep rocky slopes and adherence to the route description should provide a safe passage for walkers.

### 3.4 Bites

a) Tick Bites - The terrain of the event exposes entrants to the possibility of tick bites, this can lead in exceptional circumstances to Lyme Disease. This is a hazard associated with social walking throughout the British countryside and most walkers are well aware of the risks associated with tick bites. To highlight to entrants the risks involved we have made available a leaflet "Lyme's Disease the Facts" this is available to download from the official "Camel-Teign Ivor's Dream 100" website [www.ldwa.org.uk/2013Hundred](http://www.ldwa.org.uk/2013Hundred) also from [www.LymeDiseaseAction.org.com](http://www.LymeDiseaseAction.org.com). We will also be displaying a poster at the start (Wadebridge Town Hall).

b) Snake Bites. Snake bites are very rare, only one has ever been recorded on a 100, but we have decided to highlight the fact that adders may be present and entrants should be vigilant when walking on the moors and in long grass.

### 3.5 Fatigue and Exposure

The nature of the event exposes entrants to a number of hazards with associated risks of fatigue, exposure, heat exhaustion and dehydration. Sunburn is also a risk if there are many hours of sunshine as there is little cover en route. After a day and night of

continuous effort, fatigue may have an adverse effect on physical performance and mental capacity for such tasks as night navigation, increasing the risk of becoming lost. In order to minimise these risks entrants will have the opportunity to retire at any checkpoint, and be returned to Base.

If their symptoms are mild, a short rest at a checkpoint may be sufficient to enable them to continue; sometimes entrants arrive at a checkpoint in obvious distress and showing symptoms which would make continuance of the walk unwise, experienced checkpoint marshals will assess the entrant's ability to continue and if deemed necessary withdraw them from the event, provided entrants take advantage of the food and drink available at checkpoints, the risks of fatigue and exposure are reduced. The kit requirements in the event rules call for what is considered to be sufficient clothing to combat exposure.

#### Safety Features Built into the Event

##### 4.1 Keeping Track of Entrants

If a major incident occurs such as described above we will inform the emergency services who will be able to contact the appropriate service i.e. ambulance or rescue team.

Mobile phone coverage has been checked to establish at which checkpoints mobile phones can be used. If an incident happens, it is likely to be discovered by other entrants or by the sweep team and reported to Event Control. Every entrant will have an emergency telephone number for contact with Event Control on his/her tally card which they will be carrying to record their progress along the Event. In addition Event control will have entrants emergency contact number. We acknowledge that there are sections along the route where a phone signal is unobtainable; in this event entrants who are unable to continue should pass a message on to another entrant who will take it on to the next checkpoint or place where they can make a phone call to say where they are and what has happened, Raynet will provide communications during the event, these are members of the radio amateurs emergency network who have local knowledge of the area and are able to receive and relay information from marshals and checkpoints to event headquarters and will be in communication to ensure that there is sufficient information relayed to the organisers for them to keep track of the entrants. Under no circumstances should entrants retire from the event without ensuring the organisers are informed.

As a backup for the management of entrants' safety, every entrant must register at each checkpoint where their tally card will be clipped and their walk number and time of arrival noted by marshals. This information will be forwarded by checkpoint marshals or Raynet (who have agreed to assist with communications, as they have done on most of the previous 100s) to Event Control. Therefore by the time the sweep team arrives at any checkpoint, the ensuing audit would identify any missing entrants. If any entrants are missing, reference can be made back to the previous checkpoint to confirm the time of such entrants. Further reference can then be made to the next forward checkpoint to ascertain if such entrants have somehow missed a checkpoint. Based on the information so gathered a judgement can be made as to the seriousness of the problem and whether steps should be taken to instigate a search.

Each checkpoint will be closed down by a checkpoint closing team following the departure of the last entrant, and they will ensure that the checkpoint is left in good order. The team will carry a list of entrants who have retired from the event and this will be updated with those who have retired at the checkpoint at the end of their leg so that any entrant who

has gone missing on the swept leg can be identified. Checkpoints will be manned until any missing person is located either as a registration error or by a search.

#### 4.2 Transport for entrants who have retired.

Any entrant who feels unable to continue walking having reached a particular checkpoint may retire from the event by surrendering their tally to a marshal. The organisers will then arrange transport back to the Event Headquarters at Teignmouth Community School, Teignmouth.

Historically around a third of all starters retire, which is disappointing for entrants, but for reasons of safety this is no bad thing.

#### 4.3 Accepting the Rules and Conditions of Entry (Appendix C - Rules of the Event)

Entering the Event implies accepting and complying with the rules and reading and understanding the entry information. These form part of this risk assessment. Particular attention is drawn to the list of kit to be carried; participants have a duty to inform the organisers of any medical conditions, allergies, medication, etc that could affect their participation in the event, as outlined in the section "Medical Conditions" in the entry information. This will enable the event organisers to make appropriate arrangements to cope, as far as is reasonably possible, with the medical or dietary needs of the person. We will not take any responsibility for producing any special dietary needs, but we will, if an entrant makes up such a diet, see that it is transported to the relevant checkpoints.

Every entrant must register at each checkpoint where their tally card will be clipped and walk number and time recorded by a marshal and this information will be forwarded by Marshals or by Raynet to Event Control at Event Headquarters. Each checkpoint has an opening and closing time (Appendix D – Checkpoints, Bookings & Groups) notified to entrants; anyone arriving early will be held until the opening time and those arriving after the closing time will be retired.

#### 4.4 Breakfast Stop

Checkpoint 9 (Kelly College Prep School, Tavistock) at approx 58 miles provides entrants with a cooked breakfast and is the place where they can reclaim baggage forwarded from Event Headquarters or the start with a change of clothes, toiletries and personal food items. Emergency first aid will be available, and entrants can help themselves to foot care with warm water, and disinfectant.

As with other checkpoints entrants may retire here, and then be transported forward to the finish at the Event Headquarters in Teignmouth.

#### 4.5 Event Headquarters

At the Event Headquarters, entrants whether having completed the walk or retired, can have a hot meal and shower; they may also reclaim baggage sent forward from the breakfast stop. There is also a quiet room where they can rest before undertaking the journey home; entrants and marshals are advised not to drive until they have had adequate rest. This facility is available until 1500 on Monday 27<sup>th</sup> June, 5½ hours after the finish of the event.

The Event Headquarters staff includes the Event Control Team formed of experienced Long Distance Walkers who oversee the event from 0930 on Saturday 25<sup>th</sup> May 2013 to

0930 Monday 27<sup>th</sup> May 2013, they will liaise with Raynet who are providing communications for the event and collate information in the form of a predictive spreadsheet on the progress of every entrant around the route. This team has delegated responsibility to react to problems as they develop and direct resources - human, material and financial to their solution. This structure of the organisation has been the one adopted on all previous 100s and has shown itself to be robust in mitigating the harmful consequences of taking part in an event of undoubted rigour.

#### 4.6 Extreme Weather.

It is the opinion of the Organising Committee that the route is suitable for all weather conditions, however in extreme circumstances the entrants will be held at the checkpoint they are at and will not be allowed to proceed until a decision is made by the organisers to either group the entrants, redirect the route or terminate the event, in the case of terminating the event they will be held in the checkpoint until transport arrives to take them to the event headquarters in Teignmouth

#### 5.1 Road Safety

A road traffic accident has not occurred on any 100s to date; however road crossings along the route concern us as we have only limited control of the associated risk.

Marshals have no authority to direct road traffic so we will require entrants to use the same caution they exercise to cross roads as a pedestrian in their everyday lives. At the start of the walk the route crosses a road to reach the Jubilee Field Start, this will be marshalled and warning signs displayed. There are a number of roads and lanes which entrants will use along the route and warning signs will be used to alert road users of the likely presence of entrants, warning will also be included on the route description.

The local police have been consulted and sent a copy of the documentation; police liaising with previous Event Organisers have recommended that in the interests of road safety entrants should have some form of High Visibility material facing to the rear when walking on roads/lanes at night. Entrants are advised to ensure they attach something fluorescent or reflective, if not already built into their rucksacks or clothing. The Route Description is designed to be clear and concise to minimise dangers and to prevent entrants from straying onto private property.

The entire route has been walked out by experienced members of the Organising Committee and also tested by other walkers who are not directly involved in the creation of the Route Description.

#### 6.1 Risks to Marshals

The first checkpoints will be open for about 4 hours and as the field of entrants stretches out, the length of operation will increase until the final checkpoint before the finish which will stay open for around 24 hours. The long hours can be tiring, although the pressure of work diminishes as the walk goes on and fewer entrants remain on the Event and these become more spread out. Marshals are experienced with these conditions and carry out their duties with enthusiasm. A shift system will be in operation in order to minimise fatigue.

Long hours are also a hazard for volunteer minibuss drivers who must take frequent breaks so as not to jeopardise their safety and that of the entrants, their duties peak at about

halfway through the event with much quieter periods earlier on and towards the end. Although EC and UK legislation on driving hours does not apply to voluntary drivers on an event such as this, it is proposed to follow UK guidelines as far as it is practicable. This means that no driver will be asked to be in charge of a vehicle for more than 5½ hours continuously (and will have at least thirty minutes break afterwards), or ten hours in any one day (with a break of 45 minutes included in this time). A rota has been prepared to enable drivers to be relieved at timely intervals, where ever possible, and each driver will be provided with a co-driver to assist and to navigate. Checks will be made that drivers have the correct licences for the type of vehicles they drive, and that valid insurance is in place.

The sweep teams will be allocated sections of approximately 20 miles so as to ensure the freshness of each team.

## 6.2 Hazards at Checkpoints

All checkpoints have been checked for their suitability and a separate risk assessment has been performed this is attached as Appendix E – Generic Checkpoint Risk Assessment

The main hazards at checkpoints are associated with preparation of food and hot drinks, using normal domestic equipment such as knives, kettles, ovens, and frying pans. In village halls the equipment is likely to be connected to a supply of gas or electricity. At open air checkpoints camping stoves will be powered by gas cylinders. Commercial caterers will not be used, due to the domestic nature of the preparation of food and drink and the simple familiar equipment used. We consider the risks involved are low; these low risks include burns, scalds, and minor cuts.

## 6.3 Food Hygiene

Food poisoning is a hazard to both marshals and entrants who share the same menu but the risks can be reduced by using simple procedures of food hygiene. The person responsible for planning the catering has many years' experience and is aware of legislations and the requirements of good practise in food hygiene. At all checkpoints the minimum hygiene requirements for food handlers will apply as follows.

All stores of food and drink will be kept until required in cool waterproof and insect-proof containers and kept on a surface above the ground.

Food laid out for the use of entrants will be covered by foil or clingfilm until it is served.

All hot food will be properly cooked.

All later checkpoints where the passage of entrants is extended over many hours individual portions maybe prepared and kept under cover until served.

All food handlers will be instructed to wash their hands frequently and after visits to the toilet and for this purpose a washing-up bowl, a pump-action anti-bacterial hand wash and a roll of paper towelling will be provided.

## 6.4 Checkpoint organisation

An information pack will be supplied to each group managing a checkpoint as a reminder about hygiene; there will also be a summary of first aid measures to be used to treat minor burns and scalds together with the location of the nearest public telephone and the nearest hospital A & E departments which are:

Checkpoints 1-7. East Cornwall Hospital, Bodmin PL32 2QT (minor injuries unit)

Checkpoints 7-11. Derriford Hospital, Crownhill, Plymouth PL6 8DH

Checkpoints 11-16. Torbay Hospital, Lawes Bridge, Torquay TQ2 7AA

First aid equipment will be suitable for use in catering areas (e.g. blue plasters for minor cuts). Accident report form will be included which the details of any incident can be recorded and returned to the Event Headquarters when the checkpoint closes.

### 7.1 Risks to the Public

There are few likely risks to the public but these may include damage to property by entrants getting lost and damaging crops or being among farm stock. Entrants will be instructed that if they do get lost they must get back on route by the shortest practical means without trespassing on private property. There may also be accidental damage to checkpoint premises. All steps will be taken to mitigate these risks and respond to any complaints received after the event.

### 8.1 Conclusion

We, the Organising Committee of the Camel-Teign Ivor's Dream 100, believe we are organising an event that as in the majority of the long series of 100s will happen without incident or significant harm happening to entrants, marshals and members of the public. There is always the chance that an accident could occur but we believe that in our Duty of Care we have taken all reasonable precautions within our resources to minimise that chance and mitigate its consequences. We confirm that the event rules will apply during the event.

20.04.13

Cornwall & Devon LDWA