

# THE NORTH YORK MOORS HUNDRED RISK ASSESSMENT v0.0 (first full draft)

## Contents

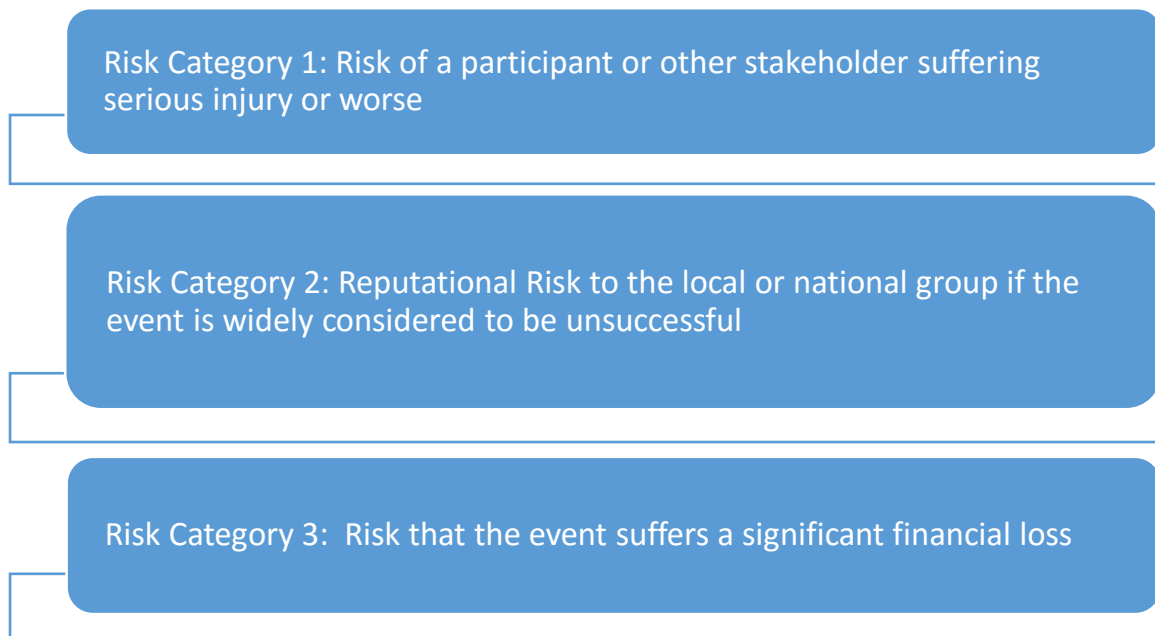
Background.....	2
1. Generic Risks.....	3
2. Support Facilities.....	7
3. Health and Safety.....	12
4. Finance.....	18
Appendix 1: Risk Scoring System.....	21
Appendix 2: List of Specific Hazards on the route.....	23

# North York Moors Hundred – 2017 Risk Assessment Document

## Background

This Risk Assessment is a detailed Risk Assessment. It brings together the risks and identifies actions to be taken to mitigate against them along with responsible persons and target dates.

The key risks can be considered under three main headings. These are shown in the diagram below:



The risks and associated risk management activities are analysed in tabular form below. Building on the risk categories used in Version 1 of the Risk Assessment, four categories are presented: those relating to Generic Risks, Support Facilities, Health and Safety, and Finance. Notes on the scoring system are included as Appendix 1. The overall scoring system leads to an assessment that a risk may be 'high', 'medium' or 'low' as defined below.

high risk	16-25	action required to eliminate or reduce the risk
medium risk	8-15	action highly desirable (10+ greater priority)
low risk	1-6	action discretionary

The risk scores below are assessed as being those which remain after mitigating actions have been taken. As time moves on and mitigation measures are identified and implemented, then the number of outstanding risks in the higher level categories will significantly reduce as the likelihood of them becoming live issues diminishes and by the time of preparing this second version of the Risk Assessment it is believed that no high risks remain. This will therefore be a 'living' document that evolves until by the time that the North Yorkshire Moors Hundred is held the number of higher-level risks remaining is very small though a number, such as the risk of bad weather conditions, can never be fully eliminated.

## 1. Generic Risks

An event of this scale and nature is subject to some generic risks. These include considerations such as the overall organisation of the event, the skills and experience of those responsible for overseeing and hosting it, and the risk that some very serious event could lead, for example, to its late cancellation.

Another generic risk concerns the difficulty of the route and the way it is managed. Some of the route will cover areas that are remote.

The route may include some specific hazards, e.g. sections that require crossing or moving along roads, or where there are hazards such as a quarry, or steep slopes which may be slippery when wet.

The challenges inherent in the route will be heightened when entrants are walking at night [any point on the route beyond about 30 miles is likely to be travelled in darkness by some participants,] if the weather is wet during the event or paths are wet from heavy rain in the period before the event, or if weather conditions are unusually hot or cold during the event.

Because there are specific risks associated with the route, a detailed Route Risk Assessment, with appropriate proposed actions/control measures, has been prepared.

## RISK ASSESSMENT – GENERIC ISSUES – completed by Steph Carter

HAZARD/RISK	WHO IS AT RISK	Likelihood (out of 5)  A	Impact (out of 5) B	Score  AxB	RISK LEVEL H/M/L	MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	FURTHER ACTION NEEDED/BY DATE	RISK MGR /Progress <b>STEPH CARTER</b>
1.1 That safety issues and the overall success of the event are compromised due to the inexperience of the event committee.	Entrants Marshals Supporters Public	1	3	3	L	<ul style="list-style-type: none"> <li>➤ The 100 LDWA Committee is composed of individuals with extensive relevant experience and roles have been clearly defined and allocated</li> <li>➤ The LDWA National Committee has approved the North Yorkshire LDWA's application to stage the 2016 Hundred and are content with bona fides of event organisers</li> <li>➤ The National committee has appointed a suitably experienced representative to monitor progress</li> <li>➤ Guidance on staging an event has been made available and has been used in planning the event</li> <li>➤ LDWA has prior experience of organising these events – the organising committee has easy access to members who have organised other events</li> </ul>		<b>Complete</b>  <b>Complete</b>  <b>Complete</b>  <b>Complete</b>  <b>Complete</b>
1.2 That people who enter the event are not suitably qualified and suffer injury or cause significant event disruption through their inexperience	Entrants Marshals Helpers Public – including the emergency services	2	4	8	M	<ul style="list-style-type: none"> <li>➤ Organisers to give sufficient information on nature and difficulty of walk to enable entrants to make informed judgement as to whether walk is suitable for them</li> <li>➤ Entrants have to produce evidence of 50 mile qualifier that has been completed within a specified period before the North York Moors Hundred</li> <li>➤ Entrants will be asked to supply details of medical issues and these will be communicated to all appropriate Marshals</li> <li>➤ Organisers will make details of route available in advance so people can walk it out or review it</li> </ul>	1. Ensure checking mechanism set up to confirm that only suitably qualified entrants are accepted by <b>30 September 2016</b> 2. Make draft route details available by <b>15 June 2016</b> 3. Issue final draft of route instructions by <b>14 May 2017</b>	<b>On schedule</b>  <b>Route ready Dec 15</b>

								4. Entry form includes a request for medical information 5. Ensure medical details are held centrally (Data Protection must be considered) and can be made available to all appropriate Marshals by <b>31 March 2017</b>	
1.3 That the route is not appropriate, may be too difficult in terms of the terrain and it may not be adequately described leading to injury and/or significant organisational challenges due to e.g. high drop-out rate	Entrants Marshals Public – especially emergency services	2	4	8	M	<ul style="list-style-type: none"> <li>➤ That the route is devised and written by local group members with good knowledge of the area</li> <li>➤ The route is walked out by other persons prior to the event including some who have little knowledge of the area</li> <li>➤ The route is risk assessed for hazards</li> <li>➤ The route is measured for length and ascent/descent calculated</li> <li>➤ The route description to be available in either paper form or downloaded from the web</li> <li>➤ The Marshals on route to manage the event</li> <li>➤ Permissions are obtained from landowners where the route is not on public rights of way</li> <li>➤ Avoid areas of high natural risk e.g. flooding</li> <li>➤ Ensure any significant road crossings are identified, Marshalled and signed and that the relevant SAG is aware and has agreed the actions to be implemented</li> </ul>	<p>1. Those responsible for the route are experienced group members with local knowledge</p> <p>2. A specific route Risk Assessment has been completed</p> <p>3. A Marshals' Walk is planned to help test the route and other arrangements (<b>early May 2017</b>).</p> <p>4. A detailed route description is being prepared and a draft will be on-line by <b>15 June 2016</b></p> <p>5. Measures have been taken to ensure that all permissions required are obtained.</p>	<p>Yes</p> <p>Yes</p> <p>Yes 29/04/17-01/05/15</p> <p>On Schedule</p> <p>Local Auth, NPA, Natural England, Forestry Comm, key</p>	

1.4 That a late cancellation of the event causes significant reputational damage because communication is inadequate	Entrants Helpers North Yorkshire LDWA National LDWA	1	4	4	L	➤ That in the 'worst case scenario' of cancellation there are proper communication protocols established to inform entrants and Helpers	6. Ensure an appropriate number of Marshals and sweepers are available for the event by <b>31 January 2017</b> 7. Establish agreed actions for dealing with road crossings by <b>30 November 2016</b>	landowners and parish councils all notified (consulted as necessary)  On Schedule (Caroline)	<b>Newsletter to helpers commence 2015.</b>

## 2. Support Facilities

A key part of any Hundred is the support facilities that are made available to entrants. These can be subdivided into two main categories. The first of them is the Headquarters ('HQ') from which the event will start and where it ends, and from where the event will be coordinated. For example it will be from here that the progress of all entrants is monitored and to where all retirees are taken before they formally leave the event. The second category is the checkpoints that will be provided around the route. This section considers these two categories of support facilities in more detail.

The Walk Headquarters and checkpoints provide a range of risks. They need to be adequately equipped with sufficient refreshments to ensure that all entrants are adequately supplied. They will need to host medical support though not all of them are likely to be at the same level; but in any case they must be able to support injured or fatigued entrants until they are evacuated. Virtually all checkpoints will be indoor facilities, with cooking facilities. Equally these pose their own health and safety risks.

A number of specific health and safety risks and their management are considered in the section following on from this one.

**RISK ASSESSMENT – SUPPORT FACILITIES – Roger Wandless**

HAZARD/RISK	WHO IS AT RISK	Likelihood A	Impact B	Score AxB	RISK LEVEL H/M/L	MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	FURTHER ACTION NEEDED	RISK MANAGER/ Progress
2.1 That start and finish facilities are inadequate to cope with the numbers involved leading to significant event disruption and reputational damage	Entrants Helpers Supporters Public	2	4	8	M	<ul style="list-style-type: none"> <li>➤ The school to be visited in order to confirm that all necessary facilities are available</li> <li>➤ Steps will be taken to ensure that any issues arising from ‘scaling up’ compared to smaller events are identified and properly managed</li> </ul>		Done  Ongoing
2.2 That headquarters is insufficiently resourced to provide adequate back-up facilities during the event leading to medical emergencies not being properly handled or significant event disruption due to supplies not being effectively distributed	Entrants Helpers Supporters Public	3	3	9	M	<ul style="list-style-type: none"> <li>➤ Ensure that a sufficient number of appropriately skilled people are staffing the HQ 24/7</li> <li>➤ Ensure that adequate communication facilities are in place to coordinate any necessary interventions effectively both with checkpoints and with drivers</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop job roles at HQ and ensure that these are filled by <b>28 February 2017</b></li> <li>2. Prepare and distribute appropriate briefing to group helpers and others by <b>30 April 2017</b></li> </ol>	Caroline
2.3 That checkpoints are inadequate to cope with numbers of participants (e.g. not enough volunteers/supplies) leading to delays, significant event disruption and potential reputational damage	Entrants LDWA groups Supporters	3	3	9	M	<ul style="list-style-type: none"> <li>➤ Ensure that all checkpoints are adequate to cope with likely numbers passing through at any given time</li> <li>➤ Ensure that LDWA Groups manning CPs are adequately resourced, skilled and briefed</li> <li>➤ Reduce risk by implementing policies on staggered start times.</li> </ul>	<ol style="list-style-type: none"> <li>1. Specific risk assessment for each checkpoint to be undertaken including analysis of highest probable numbers using checkpoint by <b>30 June 2016</b></li> <li>2. Prepare and distribute appropriate detailed briefing</li> </ol>	Roger



						<ul style="list-style-type: none"> <li>➤ Discourage supporters from congregating around checkpoints with limited space and/or close to busy roads</li> </ul>	<p>to all groups managing checkpoints: <b>30 April 2017</b></p> <p>3. Decision on staggered start times to be made</p> <p>4. Confirm policy on supporters at checkpoints by <b>30 September 2016</b></p>	
2.4 That helpers at HQ and checkpoints are not sufficiently aware of health and safety (including fire risk) or food hygiene issues leading to illness (e.g. food poisoning) amongst event stakeholders	Entrants Helpers Supporters	3	3	9	M	<ul style="list-style-type: none"> <li>➤ Ensure that briefing notes are prepared for helpers to update them with health and safety requirements</li> <li>➤ Review each checkpoint for health and safety hazards</li> <li>➤ Ensure that fire safety plans for HQ and checkpoints are available</li> <li>➤ Identify and brief helpers at all checkpoints on health and safety including fire risks</li> <li>➤ Give clear food hygiene guidance to checkpoint helpers</li> </ul>	<p>1. Prepare briefing notes and clear food hygiene guidelines for internal agreement by <b>31 August 2016</b></p> <p>2. Obtain fire plans for HQ and checkpoints by <b>31 July 2016</b></p> <p>3. Identify and brief helpers at HQ and checkpoints by <b>30 April 2017</b></p> <p>4. Complete health and safety review for potential hazards at each checkpoint by <b>28 February 2017</b></p>	Roger/Penny  Roger  Roger
2.5 That a break-down in supply chain arrangements leads to inadequate food/water/other resources being available to meet walkers needs leading to medical issues (e.g. dehydration) and/or high-level of dropouts	Entrants	3	4	12	M	<ul style="list-style-type: none"> <li>➤ Estimate potential resource requirements at each checkpoint</li> <li>➤ Develop mechanisms to ensure that supplies are delivered to each checkpoint at the appropriate time</li> <li>➤ Have in place contingency plans should 'Plan A' for supply deliveries fail</li> <li>➤ Develop contingency plans to deal with extreme (e.g. very hot) weather conditions</li> </ul>	<p>1. Undertake resources needs analysis for each checkpoint by <b>31 December 2016</b></p> <p>2. Finalise plans for providing adequate provisions to each checkpoint by <b>31 December 2016</b></p> <p>3. Ensure that 'Plan B' is in place in case of supply failure by <b>31 December 2016</b></p>	Caroline  Penny  Penny

						<ul style="list-style-type: none"> <li>➤ Provide system whereby those with food allergies will be supported in the transport of their own food to checkpoints where necessary</li> </ul>	4. Develop contingency plans for extra deliveries of liquids, electrolytes etc. in hot weather by <b>31 December</b>	Penny
2.6 That the breakfast stop is inadequate for the needs of walkers (e.g. not enough supplies, not enough volunteers) leading to delays and potential disruption of the event/reputational damage	Entrants Helpers	3	3	9	M	<ul style="list-style-type: none"> <li>➤ Inspect cooking and other facilities at breakfast stop to ensure their adequacy given likely numbers arriving at any given time</li> <li>➤ Put in place arrangements for delivering weight-limited baggage for entrants</li> </ul>	<ol style="list-style-type: none"> <li>1. Initial assessment of adequacy of facilities has been undertaken</li> <li>2. Re-confirm adequacy nearer the time (e.g. are major renovations in train?) by <b>28 February 2017</b></li> <li>3. Experienced baggage handling team are available</li> </ol>	Roger/Penny  Already Assigned
2.7 That communication arrangements are inadequate for the event leading to inadequate evacuation for injured participants and unidentified lost entrants and/or disruption to the event	Entrants Helpers	3	4	12	M	<ul style="list-style-type: none"> <li>➤ Complete exercise to identify mobile 'black spots' and develop contingencies where possible</li> <li>➤ Ensure that there are arrangements for effective communication with drivers</li> <li>➤ Hire the services of experienced communication support e.g. Raynet to support the event</li> <li>➤ Ensure adequate arrangements from checkpoint to checkpoint to identify potentially lost entrants</li> </ul>	<ol style="list-style-type: none"> <li>1. Finalise mobile black spots management by <b>30<sup>th</sup> June 2016</b></li> <li>2. Develop driver communications policy by <b>30<sup>th</sup> June 2016</b></li> <li>3. Finalise arrangements with communication support provider (Raynet) by <b>31<sup>st</sup> December 2016</b></li> <li>4. Develop arrangements to ensure adequate communication from checkpoint to checkpoint by <b>30<sup>th</sup> September 2016</b></li> </ol>	Simon  Geoff/Nick  Roger  Simon
2.8 That checkpoints are unavailable as required due to e.g. double	Entrants Helpers	2	4	8	M	<ul style="list-style-type: none"> <li>➤ Put in place formal agreements with checkpoint hirers wherever possible</li> </ul>	<ol style="list-style-type: none"> <li>1. Finalise formal agreements by <b>30<sup>th</sup> June 2016</b></li> <li>2. Develop contingency plans by <b>30<sup>th</sup> November 2016</b></li> </ol>	Roger  Roger

booking leading to event disruption						<ul style="list-style-type: none"> <li>➤ Develop Plan B's for key checkpoints</li> </ul>	<b>3. Reconfirm bookings with checkpoints by 31<sup>st</sup> January 2017</b>	Roger
2.9 That checkpoints are unavailable at the last minute due to unexpected emergency leading to event disruption and in worst case scenario cancellation	Entrants Helpers	2	4	8	M	<ul style="list-style-type: none"> <li>➤ Review contingency plans for e.g. power cuts</li> <li>➤ Re-confirm availability a short time before the event and check that there are no issues</li> </ul>	<ol style="list-style-type: none"> <li>1. Develop contingency plans for power cuts by <b>30<sup>th</sup> June 2016.</b></li> <li>2. Develop/implement policy to re-check availability of checkpoints shortly before the event by <b>31<sup>st</sup> December 2016</b></li> </ol>	Roger  Roger
2.10 That food and drink is inappropriate and causes issues with e.g. dehydration or not catering for vegetarians etc.	Entrants	3	3	9	M	<ul style="list-style-type: none"> <li>➤ Ensure properly balanced nutritional and hydration content of food in sufficient quality to meet likely needs</li> </ul>	1. Develop properly balanced 'menus' for checkpoints including breakfast stop by <b>31<sup>st</sup> December 2016</b>	Penny
2.11 That toilet facilities are inadequate for numbers involved or malfunction on the day		3	3	9	M	<ul style="list-style-type: none"> <li>➤ Ensure that checkpoints assessment includes adequate toilet facilities</li> <li>➤ Develop contingency plans to deal with failure of toilet facilities</li> </ul>	<ol style="list-style-type: none"> <li>1. Finalise checkpoint arrangements including assessment of toilet facilities by <b>30<sup>th</sup> June 2016</b></li> <li>2. Order portaloos by <b>28<sup>th</sup> February 2017</b></li> </ol>	Roger

### 3. Health and Safety

There are a number of health and safety risks that are potentially applicable and these are itemised in more detail below. They impact on most potential stakeholder groups to a significant extent; entrants in particular for obvious reasons and helpers as well. Supporters may be at risk too. The public can also be at risk, for example the general public if they are forced to move into the road to avoid large numbers of walkers. Emergency services can also be at risk if they are required to perform emergency evacuations especially from remote spots.

It is important to note that there is an Accident and Emergency Department at Scarborough Hospital which provides 24 hour cover. It is of course fervently hoped that access to this is not required. From a risk management perspective it is also important that drivers have an awareness of the most direct route to the Hospital from wherever they may be, though in emergency situations it is more likely perhaps that ambulances etc. will journey to the scene of any accident.

In common with other 'Hundreds' the event organisers will ensure mobile emergency medical support from suitably experienced providers during the event. However they will not be present at all checkpoints. It is our aim that first-aid volunteers will be at checkpoints to cope with emergency situations until fully experienced medical assistance arrives. It follows too that risks assessed in other areas, e.g. those around proper communication facilities to various parts of the event or the adequacy of checkpoints, also impact on health and safety. The items discussed below should not therefore be looked at in isolation of other issues that are considered elsewhere.

## RISK ASSESSMENT – Health and Safety – Steph Carter

HAZARD/RISK	WHO IS AT RISK	Likelihood A	Impact B	Score AxB	RISK LEVEL H/M/L	MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	FURTHER ACTION NEEDED	RISK MGR.
3.1 That there is ineffective medical back-up for the event leading to medical issues not being dealt with in a timely or appropriate fashion and deterioration in the medical situation as a result	Entrants Helpers Supporters Public	3	5	15	M	➤ Experienced medical support to be arranged for the event	1. Finalise medical support arrangements by <b>30<sup>th</sup> June 2016</b> 2. Establish instructions for first-aiders and sweepers including dealing with emergency and other medical situations by <b>31<sup>st</sup> December 2016</b>  3. Prepare list of key phone numbers by 28 February <b>2017</b>	Caroline
						➤ Sufficient first-aiders to be identified in support and given appropriate level of briefing		Caroline
						➤ Communication to be made available to all medical back-up at all points		Caroline
						➤ Sweepers to have first-aid briefing		
						➤ Clarify legal position to first-aiders		

3.2 The nature of the terrain means that there is a risk of tick bites/Lyme Disease causing medical issues	Entrants Helpers	1	3	3	L	<ul style="list-style-type: none"> <li>➤ Ensure that websites and other information point entrants to guidance on how to reduce the risk</li> </ul>	1. Investigate available information and include in relevant instructions by <b>30<sup>th</sup> November 2016</b>	Steph
3.3 The nature of the terrain means there is a risk of snake bite causing physical injury	Entrants Marshals	1	4	4	L	<ul style="list-style-type: none"> <li>➤ Ensure that medical procedures include instructions on what to do in event of snake bite</li> </ul>	1. Review medical procedures and insert specific guidance by <b>31<sup>st</sup> December 2016</b>	Steph
3.4 There is a risk that entrants are injured in accidents with farm animals, or are injured by farm equipment, slurry etc.	Entrants Helpers	3	4	12	M	<ul style="list-style-type: none"> <li>➤ Ensure that landowners whose fields are crossed have advanced warning as far as possible</li> <li>➤ Clearly identify risks from farms on Route Descriptions</li> <li>➤ Review risk based on Marshals walk experience</li> </ul>	1. Contact key landowners whose land is to be crossed by <b>30<sup>th</sup> June 2016</b> 2. Re-contact key landowners by <b>28<sup>th</sup> February 2017</b> 3. Include detailed warnings in Route Descriptions by <b>15<sup>th</sup> June 2016</b> 4. Marshals on walk to look out for possible risks and report back <b>May 2017</b>	Steph  Steph  John Sten  Brian
3.5 That entrants and marshals may be injured by fatigue and exposure due to the nature of the walk	Entrants Marshals	LINKED WITH OTHER RISKS AND MITIGATING ACTIONS e.g. 1.3, 2.2, 2.7						

3.6 Risk that fatigue and getting lost due to night walking leads to physical injury and/or event disruption	Entrants Helpers	5	3	15	M	<ul style="list-style-type: none"> <li>➤ Ensure that route descriptions are comprehensive</li> <li>➤ Mark unclear sections with fluorescent tape etc.</li> <li>➤ Delegate sweepers to pick up those who are lost as much as possible</li> <li>➤ Issue emergency phone numbers</li> <li>➤ Decide on chip/tracking devices for entrants and sweepers (Saxon)</li> </ul>	<ol style="list-style-type: none"> <li>1. Finalise draft route descriptions by <b>15<sup>th</sup> June 2016</b></li> <li>2. Unclear sections now identified.</li> <li>3. Actions put in place regarding unclear sections by <b>30<sup>th</sup> April 2017</b></li> <li>4. All entrants required to carry mobile phones based on route instructions</li> <li>5. Prepare list of emergency phone numbers by <b>31<sup>st</sup> March 2017</b></li> <li>6. Decision on chip/tracking devices has been made.</li> </ol>	John Sten  Steph  Completed
3.7 That bad weather conditions occur (e.g. very wet, very hot), creating increased risk of injury to walkers and others	Entrants Helpers	3	4	12	M	<ul style="list-style-type: none"> <li>➤ Complete kit lists to be issued to all participants</li> <li>➤ Entrants to be made aware of rules and disqualified if kit requirements are not met</li> <li>➤ Minimise use of outdoor checkpoints</li> <li>➤ Ensure transport plans allow for higher than normal dropouts due to bad weather/other factors</li> </ul>	<ol style="list-style-type: none"> <li>1. This has been set out in the Rules.</li> <li>2. Identify location for kit checks on the Event by <b>30<sup>th</sup> June 2016</b></li> <li>3. There are no outdoor checkpoint (unless extra water stations added)</li> <li>4. Transport plan with contingency plans to be finalised by <b>30<sup>th</sup> June 2016</b></li> </ol>	Steph  John Sten  Geoff/Nick

<p>3.8 That entrants suffer serious injury or worse due to traffic accidents whilst walking on roads</p>	<p>Entrants Helpers</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> <li>➤ Routes have been taken away from roads as much as possible</li> <li>➤ Route instructions will emphasise road safety considerations</li> <li>➤ Entrants and Marshals to be required to wear 'hi-viz' equipment at night</li> <li>➤ Allocate Marshals to appropriate points e.g. crossing major roads</li> <li>➤ Erect warning signs at points of danger</li> </ul>	<ol style="list-style-type: none"> <li>1. Finalise route and ensure that 'road walking' is minimised by <b>15<sup>th</sup> June 2016</b></li> <li>2. Finalise policy for dealing with any major traffic risks with SAG and validate that road safety is emphasised where necessary by <b>30<sup>th</sup> June 2016</b></li> <li>3. Measures have been taken to ensure 'hi-viz' clothing or alternative in kit lists</li> </ol>	<p>John Sten</p> <p>Roger?</p>
<p>3.9 That drivers supporting the event do not have the necessary skills or alertness to perform their tasks safely and that accidents occur as a result</p>	<p>Entrants Helpers Supporters Public</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>M</p>	<ul style="list-style-type: none"> <li>➤ Back-up arrangements e.g. what to do in event of breakdowns to be organised in advance and communicated to all drivers</li> <li>➤ Qualifications of all nominated drivers to be sufficient and checked in advance</li> <li>➤ Drivers to be made aware of best road routes in advance of their journeys</li> <li>➤ Drivers to be aware of most efficient route to A&amp;E facilities</li> <li>➤ Limits on driver times to 6 hours be in place to ensure</li> </ul>	<ol style="list-style-type: none"> <li>1. Identify and brief volunteer drivers by <b>30<sup>th</sup> November 2016</b></li> <li>2. Review arrangements for back-up in case of breakdown by <b>30<sup>th</sup> June 2016</b></li> <li>3. Draw up best routes between HQ etc. and checkpoints by <b>30<sup>th</sup> September 2016</b></li> <li>4. Draw up best routes from checkpoints to A&amp;E by <b>30<sup>th</sup> September 2016</b></li> <li>5. Ensure that each driver's time driving is</li> </ol>	<p>Geoff/Nick</p> <p>Geoff/Nick</p> <p>Geoff/Nick</p>



						that drivers are not over-tired	limited appropriately by <b>31<sup>st</sup> December 2016</b>	
--	--	--	--	--	--	---------------------------------	---	--

## 4. Finance

The requirement for the event to charge entry fees means that what is, for the North Yorkshire LDWA, a significant amount of money – in the region of £30,000 – will be collected and spent in the running of the event. This needs to be managed properly to ensure that money is available when it is needed. In addition, the North Yorkshire LDWA will be required to commit some money ‘up-front’. This brings with it the risk that in the case of a major problem such as the cancellation of the event the group will be financially exposed to paying out money without any fees to offset against this expenditure. There are therefore some financial risks attaching to the event and this section considers how these may be managed.

It should be noted that risks in this area fall on both the North Yorkshire group and the National LDWA, as well as to an extent on entrants should e.g. an event be cancelled. The cancellation of the half-marathon running event in Sheffield (April 2014) was followed by some confusion about whether or not refunds should be paid and there also therefore needs to be a clear policy on this in the hopefully unlikely event of a cancellation.

<b>RISK ASSESSMENT – FINANCE – Roger Wandless</b>								
HAZARD/RISK	WHO IS AT RISK	Likelihood A	Impact B	Score AxB	RISK LEVEL H/M/L	MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	FURTHER ACTION NEEDED/BY DATE	RISK MGR.
4.1 That the budget for the event overspends leaving the Dorset LDWA to pick up any losses	NAME OF GROUP LDWA/ National LDWA	1	4	4	L	<ul style="list-style-type: none"> <li>➤ Ensure that robust, risk-based budget is in place and is used as a financial management tool.</li> <li>➤ Review proposed fees shortly before the event is publicised to ensure adequacy</li> <li>➤ Ensure position on national LDWA covering unavoidable losses</li> </ul>	1. Budget to be finalised by June <b>2016</b>  2. Fees to be finalised by June 2016  3. It has been confirmed that national LDWA will cover any losses	Roger   Roger  Roger
4.2 That entry fees are not handed over e.g. due to failure of any third-party managing them on behalf of the North Yorkshire LDWA Group	Entrants/ North Yorkshire LDWA/ National LDWA	2	5	10	M	<ul style="list-style-type: none"> <li>➤ Ensure that monies collected by third parties are handed over to the Dorset LDWA on a timely and regular basis when so collected</li> </ul>	1. Put in place appropriate agreement with SI Entries or other identified 'on-line' provider by <b>31 May 2016</b>	Steph
4.3 That the cancellation of the event exposes the North Yorkshire and National LDWA to potential losses and reputational risk (the risk issues addressed in this	Entrants/ North Yorkshire LDWA/ National LDWA	2	5	10	M	<ul style="list-style-type: none"> <li>➤ Ensure that clear refund policies are in place in the unlikely event of a cancellation.</li> </ul>	1. LDWA Centre to confirm policy on refunds by <b>30 June 2016</b>	LDWA Nat Exec

paper are a protection against cancellation)								
---	--	--	--	--	--	--	--	--

## Appendix 1: Risk Scoring System

The scoring system used works by looking at potential hazards and assessing them in the following manner:

### Measures of Likelihood (A)

VALUE	How likely is it based on previous experience that the hazard will become an issue?
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely
5	Near Certain

### Measures of Impact (B)

VALUE	What is the potential severity of the outcome?		
	OUTCOME (PHYSICAL IMPACT/ DISRUPTION TO EVENT/ FINANCIAL IMPACT)	PHYSICAL OR OTHER DAMAGE	FINANCIAL OR OTHER LOSS
1	Minor Injury/ minor disruption to the event	Minor	Minor
2	First Aid Injury/Illness/ some disruption to event	Moderate	Moderate
3	Reportable Injury/Illness (>3 days lost)/ significant disruption to event	Serious	Serious
4	Major Injury Long Term Absence/ major disruption to event/ significant financial loss (25-50% loss)	Major	Major
5	Fatality/ cancellation of event/ major financial loss (>50% loss)	Extensive	Extensive

The two factors may then be multiplied together to create a score, with a maximum of 25. Dependent on the outcome of this calculation a risk will be designated as follows (risk score = likelihood x impact):

		IMPACT				
		1	2	3	4	5
LIKELIHOOD	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

This score then leads to a suggested course of action for how to handle the risks in the following way:

high risk	16-25	action required to eliminate or reduce the risk
medium risk	8-15	action highly desirable (10+ greater priority)
low risk	1-6	action discretionary

## Appendix 2: Specific Hazards

Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 1: Malton School to Coneysthorpe</b>				
1.1	SE774721	Narrow Bridge near start with bunched participants could lead to crush or trip injuries	6	Avoid by moving start to field beyond bridge
1.2	SE766712 to SE 763712	While participants still massed 280m walk alongside fast road, with need to cross near SE764712	10	Route Description (RD) to point out hazard. Signage for motorists. Marshals present to instruct participants to keep to verge and cross with care
1.2	SE763712 to SE763708	Horses may be present.	2	Consult stables in advance of event. Include “watch for horses” in RD
1.8	SE712712	Road crossing to enter Coneysthorpe Village. (Good visibility, and cars slowed in village)	4	RD to point out hazard
<b>Leg 2: Coneysthorpe to Hovingham</b>				
2.3	SE704733	Road Crossing – fast road with blind summits. Walkers still fresh	8	RD to point out hazard. Signage to warn drivers
2.7	SE668753 to SE667756	Road Crossings (2) in Hovingham Traffic slowed as entering village, visibility good. Walkers still fresh.	4	RD to point out hazards
<b>Leg 3: Hovingham to Wombledon</b>				
3.1	SE668757	Road Crossing in Hovingham. Good visibility, traffic slowed in village, walkers fresh	4	RD to point out hazard
3.5	SE657777 to SE654780	Stonegrave village: Need to avoid most Dangerous crossing point for B1257, and then cross with care (moderate visibility, traffic slowed by village)	4	RD to point out that route near church avoids most dangerous crossing point but that care is still needed crossing. Signage for motorists on Road
3.7	SE654789 to SE643800	Road Walking along straight, largely flat minor road (good visibility)	4	RD to point out hazard
3.10	SE650827	Path overgrown with branches at head/eye height	2	Prune before event

Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 4: Wombleton to Hutton-le-hole</b>				
4.1	SE680847	After crossing style a short steep grassy bank leads down to a road. If wet this could lead to slipping, falling into road. Need to cross road	4	RD to point out hazard and advise to check for traffic before alighting style
4.2.4.3	SE680851	Crossing A170. Busy fast road. Good visibility	4	RD to point out hazard. Signage for motorists on Road
4.10/4.11	SE707884 to SE707888	Walking along minor road which will be busy with tourist traffic	4	RD to point out hazard
4.12	SE707896	Busy Roads in Hutton-le-hole with speed restricted traffic.	4	Low Hazard- Generic warning in Route description
<b>Leg 5: Hutton-le Hole to Rosedale Abbey</b>				
5.4	SE708933	Stream to cross. Could be a hazard if very heavy rain before/during event	1	Monitor weather and re-route if necessary
5.5	SE717240 to SE724959	Road walking down 1 in 3 gradient Chimney Bank into Rosedale abbey village, Road has verges for most of length	4	Road already signed "Chimney Bank dangerous hill". RD to point out.
<b>Leg 6 Rosedale Abbey to Botton Village</b>				
6.2	SE716965	For slower participants will now be dark. Complex navigation with two adjacent footbridges. Risk of getting misplaced	4	Highlight in RD. Signage and flashing light to signal correct route
6.8	SE679994 to NZ675013	Busy Road (some speeding traffic) but with good visibility (unless foggy) and verge to walk on	5	Those walking at night will have lights. RD to point out hazard and advise use of verges.
6.10	NZ682028 to NZ685033	Difficult to Navigate section at night- risk of participants getting misplaced	4	Waymark section
6.12	NZ696041	Botton Village Checkpoint serves unpasteurised milk	2	Ensure this is flagged to participants.



Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 7: Botton to Glaisdale</b>				
7.4	NZ708034	Rocks can be slippery when wet	4	Low Hazard- Generic warning in Route description
<b>Leg 8: Glaisdale to Sleights</b>				
8.2	NZ775057 to NZ782055	Walking on minor road with road crossing at end. Bendy Road. Slow Traffic	4	Low Hazard- Generic warning in Route description
8.3 to 8.5	NZ793046 to NZ827058	Minor Road and private road walking. Quiet roads	4	Low Hazard- Generic warning in Route description
8.6	NZ837069 to NZ841069	48.1000m walking on minor road	4	Low Hazard- Generic warning in Route description
8.10	NZ867082	Cross A169 (30 mph restriction, good visibility) and then minor road to CP	4	Major Road: RD to point out hazard
<b>Leg 9: Sleights to Hawsker</b>				
9.4	NZ886079 to NZ904079	1800 metres walking on minor road (with 100m along and crossing of B1416) through Sneaton village. Quiet straight road with verges and good visibility	4	Low Hazard- Generic warning in Route description
9.6	NZ910076 to NZ916072	780m walking along very quiet minor road	4	Low Hazard- Generic warning in Route description
9.7	NZ921075 to NZ925078	500m minor road walk into willage	4	Low Hazard- Generic warning in Route description

Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 10: Hawsker to Fylinghall School</b>				
10.1/10.2	NZ924072	Minor road Crossing	4	Low Hazard- Generic warning in Route description
10.3	NZ928061	Cross A171- busy road- reasonable visibility. For many this will be night	8	Major Road crossing. RD to point out Hazard. Warning Signs for motorists
10.3	NZ929061	Trip wire style electric fence is only guard for drop on left before style and stream Bridge crossing. It will be dark for many here	4	RD to point out Hazard. Plastic tape or signage to be deployed to guide walkers
10.4	NZ933058 to NZ935046	350 metres along quiet road	4	Low Hazard- Generic warning in Route description
10.4/10.5	NZ933046 to NZ934046	120 metres along, and need to cross road which can be busy. Walkers can judge when to cross.	4	RD to point out Hazard
<b>Leg 11 Fylinghall to Littlebeck</b>				
11.1	NZ930046 to NZ922046	700 metres along minor road	4	Low Hazard- Generic warning in Route description
11.1/11.2	NZ922046	Cross A171. Busy Fast Road. Straight with good visibility for crossing, but at night for faster walkers	8	Major Road crossing. RD to point out Hazard. Warning Signs for motorists
11.3	NZ907040	Cross B1416. Can be busy. Visibility moderate for corssing	8	RD to point out Hazard. Warning Signs for motorists
11.4	NZ893025	Short Walk on quiet minor road.	4	Low Hazard- Generic warning in Route description
11.4/11.5	NZ880049 to NZ880050	160 metres on quiet minor road	4	Low Hazard- Generic warning in Route description

Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 12: Littleback to Goathland</b>				
N/A	NZ837013	Original Route had track crossing of North York Moors Railway at Goathland Station	10	Risk Eliminated by re-route
???	NZ880050 to NZ875049	Approx 500 metres on quiet minor roads	4	Low Hazard- Generic warning in Route description
???	NZ873053 to NZ869057	Approx 500 metres on quiet bendy minor roads with very steep ascent (This is part of Coast to Coast route, so well walked)	4	Low Hazard- Generic warning in Route description
???	NZ867059	Crossing A169 - busy fast road with good visibility for crossing.	8	Major Road crossing. RD to point out Hazard. Warning Signs for motorists
???	NZ836032	Cross quiet minor road	4	Low Hazard- Generic warning in Route description
???	NZ836022 to NZ831016	Approx 500 metres on a quiet minor road (dead end)	4	Low Hazard- Generic warning in Route description
???	NZ831016 to NZ831013	Cross minor road and proceed along road to Goathland (likely to be busy in day time as a tourist destination). Speed Restrictions, pedestrians common	4	Low Hazard- Generic warning in Route description
<b>Leg 13: Goathland to Stape Outdoor centre</b>				
13.1	NZ831013 to NZ827006	Approx 500 Metres Road side walking (pavement present but need to cross road to get to it, and cross road at end). Busy, but speed restricted and with clear visibility to cross	4	Low Hazard- Generic warning in Route description
13.6	SE796943 to SE796926	1900 metres along minor road. Largely Straight and quiet	4	Low Hazard- Generic warning in Route description

Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 14: Stape Outdoor Centre to Lockton</b>				
14.1	SE796926 to SE798923	400 metres along minor road. Largely Straight and quiet	4	Low Hazard- Generic warning in Route description
14.4	SE818910	Cross track of North Your Moors Railway at Station (A few trains daily) Barrired level crossing.	4	Low Hazard- Generic warning in Route description
14.4	SE818910	30 metres along road. Minor Road- dead end to Levisham Station only	4	Low Hazard- Generic warning in Route description
14.5	SE830906 to SE830902	450 metres along road. Quiet Minor Road, Straight with good visibility	4	Low Hazard- Generic warning in Route description
14.6	SE832903 to SE83690	530 metres on quiet sloping and bending minor road	4	RD to point out hazard. Local residents will be aware of event
14.7	SE839900 to SE844899	400 metres on road through Locton Village to CP. Pavement and speed restricted traffic,	4	Low Hazard- Generic warning in Route description
<b>Leg 15: Lockton to Thornton-le-Dale</b>				
15.1	SE844899 to SE848898	370 metres on road leaving Lockton. Quiet road (serves only Lockton and Levisham Villages) with one bend	4	Low Hazard- Generic warning in Route description
15.1	SE848898	Cross A169. Busy fast road, but with good visibility	8	RD to point out Hazard. Signage for motorists.
15.5	SE854873 to SE854868	500 metres on Road south of Low Dalby. Quiet Road, straight with good visibility	4	Low Hazard- Generic warning in Route description
15.5	SE844843	Risk of Flooding in severe weather	2	Check weather before event. Re-route if necessary
15.6/15.7 & 15.8	SE836843 to SE832830	1500metres through Thornton-le-dale village on quiet residential streets or A170 pavement.	4	Low Hazard- Generic warning in Route description
15.8	SE832830	Cross A170. Busy Road- with pedestrian crossing/ Speed restricted	4	RD to point out hazard and instruct to use crossing

Para No	Grid Ref	Hazard	Risk Level	Control Measures
<b>Leg 16: Thornton-le-dale to Howbridge Farm</b>				
16.1	SE833830 to SE830828	Walking along residential Streets of Thornton-le-dale. Speed restricted and pavements	4	Low Hazard- Generic warning in Route description
16.3	SE821802	Unfenced drainage ditch adjacent to footpath (This will be nighttime on night 2 for many walkers who will be tired)	4	RD to highlight Hazard. Investigate Signage for walkers Brief sweepers to check ditch
16.4	SE822794	Road walking on quiet road with sharp bend	4	RD to highlight hazard and suggest walkers to walk on verge. Signage for motorists
16.5	SE829780 to SE811769	2.2km Road walking on quiet straight country lane	4	Low Hazard- Generic warning in Route description
<b>Leg 17: Howbridge Farm to Malton School</b>				
17.1	SE810784	Crossing very busy, very fast A169. Walkers are very fatigued, but euphoric as they are almost finished, so may not be paying attention.	10	RD to Highlight Hazard. Signage for motorists. Checkpoint staff requested to specifically point out dangers of road to participants as they leave prior checkpoint. Crossing to be Marshalled throughout the event.
17.3	SE794756 to SE798742	1500metres along narrow (but quiet) road often enclosed without verge	4	RD to highlight Hazard. Signage for motorists
17.3	SE798742	Unfenced Ditch at side of track on left hand side (very tired walkers- many through in darkness)	4	RD to Highlight Hazard. Sweepers to be asked to check ditch.
17.5	SE784721 to end	Residential Streets of Malton- with pavement (including road crossing)	4	Low Hazard- Generic warning in Route description