



# **RISK ASSESSMENT FOR THE Y SIR FYNWY 100 2020 Version no 1.7**

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## INTRODUCTION

### DETAILS OF THE EVENT

Main event **23-25 May 2020**

Marshals walk **02-04 May 2020**

Organised by **South Wales LDWA**

Main event start **CHEPSTOW SCHOOL** Welsh Street, Chepstow, Monmouthshire NP16 5LR grid reference **ST527945**

Marshals' event start **CHEPSTOW RFC** Burnt Barn Rd, Bulwark, Chepstow NP16 5UP grid reference **ST536918**

Main event finish **CHEPSTOW SCHOOL** grid reference **ST527945**

Marshals' event finish **CHEPSTOW RFC** grid reference **ST536918**

Risk assessment coordinated by Gwyneth Littlejohn

Approved by event Organising Committee on 03/08/2019

and by NEC Coordinator (Stuart Bain) on 03/09/2019

Current version 1.5

### DESCRIPTION OF EVENT

Circular route from Chepstow passing through Usk, Abbergavenny, Llanthony, Pandy, Monmouth, Redbrook, Trellech and Tintern.

There will be 15 checkpoints two of which are outdoors. The breakfast checkpoint at 58.5 miles is at Longtown.

The Main Event starts from Chepstow School: entrants walk down Welsh Street, through the Castle grounds and continue through the town of Chepstow before entering Beaufort Quarry. A mass start of 500 entrants has the additional risk of bringing Chepstow to a halt, upsetting residents, commuters and visitors. (ref 1.12)

The Main Event ends at Chepstow School via footpaths through Piercefield Park and Piercefield Cliffs. After 100 miles entrants will be spread out and congestion avoided. The Cliffs path will be marked with safety tape. Note: it was not possible to reverse the route as the mass start along the cliffs would be too narrow.

### AIM OF RISK ASSESSMENT AND WHO IT COVERS

The primary aim of the Risk Assessment is to ensure that those involved in the event will not suffer injury or harm as a result of their participation or involvement in the event. To this end the Risk Assessment looks at risks and hazards that could cause significant harm to those involved in the event. It also considers some of the risks not directly related to safety and welfare of those involved in the event but could affect the reputation of the LDWA and the Local Group, for example if the event was poorly run and if it made a dramatic financial loss.

The safety of anyone involved in the event, entrants, marshals and supporters will clearly need to be considered. However consideration also needs to be given to anyone who could be affected in any way including local residents, landowners and the general public.

**An Event Risk Assessment Form** is completed for all general risks associated with the event and a Route Risk Assessment completed for the route of the event. Guidance on the completion of the forms is given in Appendix A.

The **Event Risk Assessment form** requires systematic completion of the form as follows (see appendix A for further information):

Column A	identification of all significant hazards and risks associated with the event including financial and reputational risks
Column B	an assessment of the level of risk which these hazards/risks can impose of the event into <b>high</b> , <b>medium</b> and <b>low</b> risk <b>BEFORE</b> inserting the control measures (column D) This will also reflect the likelihood of the event occurring
Column C	an assessment of the level of risk which the same hazards/risks can impose on the event into <b>AFTER</b> inserting the control measures (column D)
Column D	the proposed measures to be undertaken in order to control the risk;
Column E	the timescales and identification of personnel in order to ensure that the measures proposed are actually implemented

**A Route Risk Assessment Form** is completed for the entire route and guidance is given in appendix A. It contains 6 columns as follows:

Column A	paragraph number of the hazard/risk in the route description
Column B	grid reference of hazard/risk
Column C	description of hazard/risk
Column D	an assessment of the level of risk which the hazard/risk impose assessed as <b>high</b> <b>medium</b> or <b>low</b> <b>BEFORE</b> inserting the control measures. This will also reflect the likelihood of an accident /incident occurring
Column E	an assessment of the level of risk which the hazard/risk impose assessed as <b>high</b> <b>medium</b> or <b>low</b> <b>AFTER</b> inserting the control measures.
Column F	control measures suggested

The assessment is a living document. It is important to ensure that the most current version is always in use

## EVENT RISK ASSESSMENT

**PART 1 ORGANISING THE EVENT** completed by **Gwyneth Littlejohn 30/10/2018 revised 30/01/2019**

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
1.1 That the organising committee is not sufficiently qualified to organise the event	H	L	<ul style="list-style-type: none"> <li>➤ the Sir Fynwy Committee have previous and recent experience of running a 100 mile LDWA challenge walk</li> <li>➤ Event application from Organising Group to LDWA describes in outline the nature of the proposed event and demonstrates capacity to assemble suitable team (The Organising Committee) to run event.</li> <li>➤ Organising Committee undertakes to adhere to rules and guidelines, use standard documents including the rules and seek assistance if required.</li> <li>➤ 100s co-ordinator considers if additional support for Committee is required and makes recommendations, appoints suitably qualified NEC rep. to work with Organising Committee at local level and sets up methods for monitoring progress</li> <li>➤ Organising Committee to recruit additional marshals to take responsibility for those areas not directly covered by Committee Members. This could include risk assessment, first aid, and organisation of sweepers.</li> </ul>	<p>Approved by event Organising Committee on <b>02.11.2016</b> and by NEC Coordinator (David Findel-Hawkins) on <b>22.10.2016</b></p> <p>30/10/2018</p> <p>100s co-ordinator is part of the Sir Fynwy Committee</p> <p>30/01/2019 in place</p>

<p>1.2 Persons attempt the event that are not appropriately qualified or equipped for the event leading to accident, injuries and placing extreme pressure on organisation of event</p>	<p>M</p>	<p>L</p>	<ul style="list-style-type: none"> <li>➤ All entrants need to completed qualifying event (see rules)</li> <li>➤ Organisers to make information on route etc available in advance, to help entrants determine nature &amp; difficulty of route.</li> <li>➤ Establish on line Forum so as entrants can raise queries on route and become better informed on event</li> <li>➤ Entrants obliged to carry required kit (see rules) and Committee to ensure it is used</li> <li>➤ Entries officer to set up systems for checking that entrants have completed qualification within specified period (see rules) and system established for dealing with other applications</li> <li>➤ Disciplinary Panel established to deal with persons not obeying rules etc</li> </ul>	<p>use official qualifying list from 100s co-ordinator Advance information will be published on Sir Fywny website 31/05/2019 Forum to be opened when website goes live</p> <p>Rules to include kit list. Kit check to be carried out on route Entries officer to set up checking system when entries open</p> <p>Committee responsibility</p>
<p>1.3 That event marshals are not appropriately briefed or supported leading to organisational failures</p>	<p>M</p>	<p>L</p>	<ul style="list-style-type: none"> <li>➤ Briefing Packs supplied well in advance to checkpoint marshals.</li> <li>➤ Consideration given to possible lone working in checkpoints.</li> <li>➤ Rotas and guidance to be drawn up for HQ marshals</li> </ul>	<p>March 2020</p> <p>Lone working at checkpoints not appropriate</p>
<p>1.4 Event cancelled at last minute due to non-availability of key accommodation, major problems on route, prevailing poor weather. Major reputational damage to LDWA if procedures not in hand to deal with this.</p>	<p>L</p>	<p>L</p>	<ul style="list-style-type: none"> <li>➤ Procedures in place to rapidly inform entrants and marshals of cancellation. Registration documents to include contact information and entrants asked to keep this up to date. Collate contact information for marshals.</li> <li>➤ Contacts to be maintained with organisations letting the accommodation to ensure that building remains available and in good condition.</li> </ul>	<p>October 2019</p> <p>Checkpoint officer has organised regular checks</p>

			<ul style="list-style-type: none"> <li>➤ Assign sections of route to guardians so as they can keep regular check on route</li> </ul>	sections of route already shared out with regular checking and feedback. work parties set up to sort footpath issues
1.5 Budget for event is inadequate leading to cut backs on facilities and loss of flexibility to respond to emergencies	M	L	<ul style="list-style-type: none"> <li>➤ Event Treasurer needs to have suitable background.</li> <li>➤ Budget for event to be approved by 100 Coordinator before event entry details (including fee) published.</li> <li>➤ Sufficient contingency needs to be retained in budget to cope with emergencies</li> </ul>	<p>Event Treasurer has previous and recent experience of events treasurer on 100 mile challenge walk Oct 2018</p> <p>Entry fee to address contingency fund</p>
1.6 Access approvals could be refused, local residents raise objections to event. Could cause major disruption to event and cause reputational damage. There is a history of last minute major changes to route etc. on this event. cf point 1.10	H	L	<ul style="list-style-type: none"> <li>➤ Early contact to be established with local landowners, Parks Authorities and local residents etc to build good relationships and determine problems.</li> <li>➤ Local Safety Liaison Group to be contacted before event.</li> <li>➤ Local residents /councils etc to be contacted shortly before event to remind them of its dates and time etc.</li> </ul>	<p>ongoing since October 2017</p> <p>Monmouth Events Safety Advisory Group - Oct 2017 committee and people with route responsibility to leaflet residents</p>
1.7 Extreme weather conditions (very wet, very hot) create difficulties	M	L	<ul style="list-style-type: none"> <li>➤ Rules for event to be enforced</li> <li>➤ Checkpoints located appropriately and use of outdoor checkpoints minimised</li> <li>➤ Transport plans need to be robust to cope with high number of retirements</li> <li>➤ Contingency plans to be developed for extreme conditions to cover support of entrants, alternative route etc.</li> </ul>	<p>Rules 80% complete <b>Oct 2017</b></p> <p>15 checkpoints 2 of which are outdoors <b>Oct 2017</b></p> <p>Transport officers in place <b>Oct 2017</b></p> <p>All entrants to have suitable clothing for wet conditions cf rules . additional water point to be established in extreme heat</p>
1.8 Transport arrangements	M	L	<ul style="list-style-type: none"> <li>➤ Transport Officer needs to consider the</li> </ul>	<b>ongoing</b>

are inadequate. Supplies for checkpoints are not delivered in time, baggage is not delivered, entrants are transported without due delay. Drivers may also may become unduly tired and may not have adequate local knowledge. Failures in any of these areas can cause major disruption to the event.			<p>numbers and types of vehicles required taking account of road conditions, distances etc and cost the different options.</p> <ul style="list-style-type: none"> <li>➤ Transport Officer to draw up schedule of numbers of drivers (and companions?) needed.</li> <li>➤ Suitable Team to be checked and appointed.</li> <li>➤ Drivers to be briefed and schedules distributed.</li> </ul>	8 drivers (Aug 2017 / Oct 2017) ensures sufficient rest periods provide maps of areas and written route directions between check points and HQ (Jan 2020)
1.9 There may be a risk from tick bites, snakes or other farm animals causing injuries	L	L	<ul style="list-style-type: none"> <li>➤ Ensure medical procedures are provided to deal with these risks</li> <li>➤ Route Risk Assessment to pay attention to these issues</li> </ul>	First Aid kits at all checkpoints Do we have trained marshals to administer first aid? cf 3.3
1.10 The start of the walk with possible 450 entrants starting at the same time could disrupt local roads (with increased risk of traffic accident) and cause problems to residents and visitors.	M	L	<ul style="list-style-type: none"> <li>➤ Committee to devise a staggered start of 40 entrants at 20 minute intervals</li> <li>➤ Entrants will be given the opportunity to express preferred start time (0900 – 1300) with slower walkers starting first</li> <li>➤ Time restraints will be applied to reflect start time at Longtown, Monmouth, Trellech and at the finish</li> <li>➤ Entrants to agree to abide by start times on entry rules</li> <li>➤ Ensure that Chepstow is aware of the event</li> </ul>	Entries secretary to brief committee Jan 2019  Generate publicity advertising the event.

**PART 2 FACILITIES, ROUTE AND STAFFING** completed by **Gwyneth Littlejohn 30/10/2018 revised 30/01/2019**

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
<p>2.1 That the headquarters facilities available for the event are not suitable or sufficient.</p> <p>HQ has own insurance and risk assessment</p>	M	L	<ul style="list-style-type: none"> <li>➤ Key members of Organising Committee need to visit site to check facilities against brief. Factors to consider include suitable areas for registration, feeding and kitchens, admin facilities and medical, sleeping areas (entrants and marshals), toilets and showers and car parking. Need to check gas safety, electrical safety (PAT?), and possibly water hygiene – certainly need to identify drinking water and non- drinking taps.</li> <li>➤ Particular attention to be given to the size of building and adequacy of car parking given the anticipated numbers of entrants and supporters.</li> <li>➤ A Health and Safety check needs to be made of premises before the event to check for any hazards and to confirm means of escape procedures as well as insurance arrangements where appropriate</li> <li>➤ Agreement must be obtained with persons letting the accommodation to cover areas of use, timings, emergency maintenance, hours of access and price. This needs to be confirmed in writing.</li> </ul>	<p>Checked August 2017 Inspect carpark and building before event, report any issues to owner and flag to committee, cordon-off areas with problems. When hall is occupied ensure fire exits are unobstructed and fire extinguishers are serviceable.</p> <ul style="list-style-type: none"> <li>• Check all portable electrical equipment has current PAT certificate.</li> <li>• Identify and label drinking and non-drinking water taps</li> </ul> <p>Checked August 2017 Car park marshals to wear high vis. Signage to be put in place.</p>



				<p>Extra vigilance at end of event due to fatigue.</p> <ul style="list-style-type: none"> <li>• HQ (hired from Monmouthshire Council) has Hirers Liability Cover with Zurich Municipal Underwriting Services</li> </ul> <p>Confirmed August 2017</p>
<p>2.2 That the checkpoints are not suitable or sufficient.</p> <p>Checkpoints have own insurance and risk assessment</p>	M	L	<ul style="list-style-type: none"> <li>➤ Before booking checkpoints need to be inspected by checkpoint marshal and terms and conditions agreed (see HQ above).</li> <li>➤ Confirm letting in writing and shortly before event check building for H and S hazards, means of escape. Need to ascertain how shortly before checks are needed – and needs a further check when marshals arrive.</li> <li>➤ Check that building sufficiently large enough to cope with number of anticipated entrants</li> <li>➤ Consider if checkpoint is suitable for access by supporters</li> </ul>	<p>Completed January 2019</p> <p>Marshals to make check on arrival at checkpoint and to contact HQ if any issues are identified. It is to be noted that the majority of marshals are well experienced in running checkpoints on challenge events.</p>
<p>2.3 That the breakfast stop is not suitable or sufficient</p> <p>Breakfast stop has own insurance and risk assessment</p>	M	L	<ul style="list-style-type: none"> <li>➤ As for checkpoints above but assessment needs to be made to ensure that the baggage accommodation is adequate and that it can be handled without risk to the marshals.</li> </ul>	<p>Completed January 2019. Marshals to make check on arrival at checkpoint and to contact HQ if any</p>

				issues are identified. It is to be noted that the majority of marshals are well experienced in running checkpoints on challenge events.
<p>2.4 That the route is not appropriate for an LDWA event. It may be too difficult in terms of the terrain and it may be inadequately described and not signed in key areas. This could lead to accident/injury, people getting lost. Walkers/runners could inadvertently cause disruption to local residents and public causing severe reputational damage to LDWA and Local Group.</p> <p>Note: Brecon Beacons PS, National Trust, ODP Association, NRW, Woodland Trust contacted re route details</p>	M	L	<ul style="list-style-type: none"> <li>➤ Route is devised and written by local group member(s) with good knowledge of the area.</li> <li>➤ Route is walked out by other persons prior to the event including some who have little knowledge of the area.</li> <li>➤ Route risk assessment undertaken and findings implemented. This latter to include possible re-routing, signage and recommendations for marshals en route.</li> <li>➤ Route is measured for length and ascent/descent calculated.</li> <li>➤ Route description is made available in good time for people to walk out route.</li> <li>➤ Marshals are available en route to manage the event.</li> <li>➤ Marshals' walk approx. 4 weeks in advance of main event makes final check of route</li> <li>➤ Entrants required to carry route description and maps (see rules)</li> </ul>	<p>Ongoing since 2017</p> <p>organised Jan 2019 with deadline of Sept 2019</p> <p>cf route risk assessment . rules to include no climbing on log piles</p> <p>established checking systems for distance and ascent</p> <p>route descriptions and overview to be published on website with the provision of changes</p> <p>organised 2<sup>nd</sup> – 4<sup>th</sup> May 2020</p> <p>set in stone in rules</p>
2.5 Food and drink is not adequate to meet needs of entrants causing problems with dehydration, loss of energy etc.	M	L	<ul style="list-style-type: none"> <li>➤ Location and distribution of checkpoints needs to be adequately planned, particularly at end of event.</li> <li>➤ Food menus need to be adequately planned to</li> </ul>	<p>catering officer to use catering spreadsheet to calculate quantities</p> <p>vegetarian options to</p>

			<p>provide balanced food offer.</p> <ul style="list-style-type: none"> <li>➤ Entrants to carry water and spare food (see rules)</li> <li>➤ Facilities are made available to transport entrants' special food (see rules).</li> </ul>	<p>be available; entrants with allergies will need to supply us with their own food that will be kept in a sealed bag and given to them at the checkpoints where their food will be sent. We cannot guarantee that we will be able to maintain a sterile environment. entrants' special food to be clearly labelled</p>
<p>2.6 Kitchen facilities are inadequate (including for handwashing) and food preparation does not take account of hygiene requirements leading to illness</p>	M	L	<ul style="list-style-type: none"> <li>➤ Booking of facilities need to take account of suitability of kitchens and if necessary menus tailored accordingly.</li> <li>➤ Guidance to be issued to marshals on basic food hygiene</li> </ul>	<p>Completed January 2019. All Walk HQ kitchen staff have completed Level 1 Food Hygiene Course. In relation to the checkpoints, guidance is being provided on food care, refrigeration, and how to handle food.</p>

**PART 3 MANAGEMENT OF THE 100** completed by **Gwyneth Littlejohn 30/10/2018 revised 30/01/2019**

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
3.1 That incidents and possible emergencies are not managed on the day leading to escalation of problems.	M	L	<ul style="list-style-type: none"> <li>➤ Event HQ to be adequately staffed at all times. Incident log to be maintained.</li> <li>➤ Key staff to ensure that they have deputies who can deal with issues in their absence.</li> <li>➤ Communication systems to be set up (including setting up emergency number)</li> <li>➤ Check availability of mobile phone signals and WIFI.</li> </ul>	<p>Schedule of staff and duties March 2020 TBA</p> <p>Emergency number to be printed on tally cards and given to marshals Use of Raynet where mobile / WIFI is suspect</p>
3.2 Entrants become lost and or are unaccounted for	H	L	<ul style="list-style-type: none"> <li>➤ Event Monitoring System to be used (PACER)</li> <li>➤ Raynet to be used to facilitate communications.</li> <li>➤ Sweepers to be used to assist with ensuring safety of entrants at back of field.</li> <li>➤ Entrants encouraged to carry mobile phone (see kit check in rules) and given emergency number to contact if lost/injured</li> </ul>	<p>Pacer manager appointed Nov 2016 July 2018. Raynet have their own risk assessment need 6 teams (some could do double duties) each team to have one person familiar with route sweepers to be briefed in advance of event</p>
3.3 Entrants (or possibly marshals') require medical treatment beyond the scope of their own medical kit (see rules)	H	L	<ul style="list-style-type: none"> <li>➤ Suitable and sufficient first aid facilities to be available to include:</li> <li>➤ First aid kits to be provided and persons able/wiling identifies to administer first aid at all checkpoints. Consider training additional first aiders in Group</li> </ul>	<p>All checkpoint will have first aid kits We have dedicated first aid professionals at HQ and CP8 (breakfast). We have qualified first aiders</p>

			<ul style="list-style-type: none"> <li>➤ Establish first aid post at HQ (essential) and breakfast (desirable). Outside organisation likely to be appointed to deal with this.</li> <li>➤ Checkpoint information packs to contain details of nearby accident and emergency departments</li> <li>➤ Additionally entrants are asked to supply (in confidence) any relevant medical information</li> </ul>	at the checkpoints but this is a voluntary process and not one we can impose. The checkpoint staff will have details of nearest hospitals and can also phone 999.
3.4 Disposal of Rubbish and recycling is not managed leading to reputational damage to LDWA and Local Group Additionally gates are left open on route and items dropped on route	L	L	<ul style="list-style-type: none"> <li>➤ Member of Organising Committee to be identified to have responsibility for ensuring that this is managed.</li> <li>➤ Entrants reminded to follow Countryside Code</li> <li>➤ Sweepers to close gates and pick up items dropped by walkers</li> </ul>	Recyclable items to be used. No single use plastic, entrants to bring own mug and cutlery  cf rules sweepers briefed to close gates and pick up items that may have been dropped by entrants.
3.5 That Supporters crowd a check point and/or park inappropriately. Operation of checkpoint could be affected and local residents affected causing reputational damage.	M	M	<ul style="list-style-type: none"> <li>➤ Guidance to supporters to be drawn up and enforced. Needs to include information on which CPs are suitable for supporters and those that are not.</li> <li>➤ Entrants to be informed (in rules) that they have a responsibility for the actions of their supporters.</li> </ul>	website will publish which CP are suitable / not suitable for supporters  cf rules September 2019 local residents pre-warned about event

## ROUTE RISK ASSESSMENT

### Completed by

A) PARA NO	B) GRID REF	C) HAZARD/RISK	D) INITIAL RISK LEVEL H/M/L	E) REVISED RISK LEVEL H/M/L	F) CONTROL MEASURES
1.2	ST 536942	Bridge Street opposite Castle Public House, one way RD crossing danger to walkers.	M	L	Warning on route description
1.3	ST 537940	One way St, Danger to walkers	M	L	Warning on route description
1.3	ST 536940	Two roads merging, dangerous blind bend to walkers	H	L	Marshalls Present on site, walkers to obey marshall's
1.3	ST 535938	Cross Rd to other side	M	L	Mentioned on Route description
1.3	ST 535937	Cross Rd to other side	M	L	Mentioned on Route description
1.3	ST 533935	Cross Rd to other side	M	L	Mentioned on Route description
1.3	ST 533935	Cross Rd to other side	M	L	Mentioned on Route description
1.4	ST 538926	Cross Rd to other side	M	L	Mentioned on Route description
1.5		Cross Rd to path opposite	M	L	Mentioned on Route description
1.6	ST	Walking along lane into	M	L	Mentioned on Route description

	525910	oncoming traffic			
1.6	ST 519895	Cross railway Line (Good Vis)	H	L	Mentioned on Route description (Good vis and is wide, entrants will not be tired)
1.8	ST 505875	Cross RD to opposite side	M	L	Mentioned on Route description
1.10					
Blank	Blank	Blank	Blank	Blank	Blank
Blank	Blank	Blank	Blank	Blank	Blank
9.1		Follow Rd for 700 YDS facing oncoming traffic	M	L	Mentioned in Route Description
9.6		Slippery Footbridge	M	L	Mentioned in Route Description
9.7		Cross RD to stile opposite	M	L	Mentioned in Route Description
9.7		Cross Long slippery Footbridge	M	L	Mentioned in Route Description & party to clear overgrowth and mend footbridge
9.9		Facing oncoming traffic on RD	M	L	Mentioned in Route Description
9.10		TL and Facing oncoming traffic on RD	M	L	Mentioned in Route Description
9.10		Facing oncoming traffic on RD	M	L	Mentioned in Route Description
9.10		Cross A465 good vis on 40 mph RD	M	L	Mentioned in Route Description
Blank	Blank	Blank	Blank	Blank	Blank
Blank	Blank	Blank	Blank	Blank	Blank
10.3		Facing oncoming traffic on RD	M	L	Mentioned in Route Description
10.4		Facing oncoming traffic on RD	M	L	Mentioned in Route Description
10.6		Facing oncoming traffic on RD (Llangattock Lingoed)	M	L	Mentioned in Route Description
10.6		Facing oncoming traffic on RD	M	L	Mentioned in Route Description

		(600 YDS)			
10.8		Caggle St TL on RD	M	L	Mentioned in Route Description
Blank	Blank	Blank	Blank	Blank	Blank
Blank	Blank	Blank	Blank	Blank	Blank
12.1		Cross RD by Lidl in Monmouth	H	L	Mentioned in Route Description & Marshalls on site during the busy traffic period, please obey Marshalls
12.1		Cross RD carefully	M	L	Mentioned in Route Description
12.2		Face oncoming traffic uphill by vineyard	M	L	Mentioned in Route Description
12.2		Face oncoming traffic	M	L	Mentioned in Route Description
12.3		Face oncoming traffic in upper Redbook when coming onto RD from the lane	M	L	Mentioned in Route Description
12.4		Crossing busy by old bridge on Offa's Dyke	M	L	Explicit instructions on where to cross RD
Blank	Blank	Blank	Blank	Blank	Blank
Blank	Blank	Blank	Blank	Blank	Blank
13.1		Cross Busy A466 Road 30 mph	M	L	Mentioned in Route Description
13.3		Face oncoming traffic in Whitebrook	M	L	Mentioned in Route Description
13.4		Cross Road carefully	M	L	Mentioned in Route Description
13.4		Face oncoming traffic after TL	M	L	Mentioned in Route Description
13.5		Cross Road carefully to footpath opposite	M	L	Mentioned in Route Description
13.5		TR onto RD face oncoming	M	L	Mentioned in Route Description



		<i>traffic 800YDS</i>			
<i>Blank</i>	<i>Blank</i>	<i>Blank</i>	<i>Blank</i>	<i>Blank</i>	<i>Blank</i>
<i>Blank</i>	<i>Blank</i>	<i>Blank</i>	<i>Blank</i>	<i>Blank</i>	<i>Blank</i>
14.1		<i>Cross road carefully 30Mph, good vis and well lit.</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
14.1		<i>Face oncoming traffic</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
14.1		<i>Llandogo RD Don't Face oncoming traffic for 0.5 (remain on LHS) miles due to RH bend in RD</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
14.3		<i>Cross road carefully</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
14.3		<i>Cross road carefully after Rd Jtn (By cleddon hall)</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
14.5		<i>Face oncoming traffic</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
*14.9		<i>Slippery Track on approach into Tinton - Barbados woods</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
14.10		<i>Cross road carefully by check point, 30 mph and well lit</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description, wide RD will lit, 30 mph</i>
15.1		<i>Cross road carefully by check point, 30 mph and well lit</i>			<i>30 mph well-lit good vis after the Abbey</i>

15.3		<i>Face oncoming traffic by the tout</i>	<i>M</i>	<i>L</i>	<i>Mentioned in Route Description</i>
15.4		<i>Fast RD 60mph, poor vis, entrants very tired, marshalled</i>	<i>H</i>	<i>L</i>	<i>Fast RD 60mph, poor vis, entrants very tired, marshalled, mentioned in route description to obey Marshalls</i>



## **1. ASSESSING RISK - GENERAL**

1.1 The purpose of risk assessment is to minimise the likelihood of injuries and accidents occurring, and to reduce the possible severity of injury, as far as is reasonably practicable. You cannot eliminate risk entirely, but if you ensure that you do all you can to prevent it happening in the first place, and to ensure that the likely result is minor rather than major injury, you will probably have kept the risk to an acceptable level.

1.2 Risk assessment is a noun, whereas assessing risk is a verb. The actual process is the important part – the written document then forms a record of the action. Think about assessing, not assessment – always consider risk assessment as an activity, not a piece of paper. It remains live and can be altered at any time – for instance a change in weather could dramatically change the risk profile of parts of the event and increase a previously acceptable risk to unacceptable.

1.3 To assess risks, consider the most likely scenario, not just the worst case. There is a risk of fatal consequences with almost everything – but a simple fall on the same level would normally result in bruising and/or cuts, rather than major fractures or death! Work on reducing the risk of the fall itself, and that will automatically reduce the risk of severe injury as well in the majority of cases.

1.4 For example:

Road crossings on an event always cause concern to organisers. There is a fear that an entrant may be distracted by reading his/her route description or being keen not to lose time he/she may take a greater than normal risk in crossing a road. There may also be other reasons, say poor sight lines that make a road difficult to cross. Take for example a case when a footpath drops quickly onto a road with little warning and poor visibility for both the entrant and an oncoming vehicle. Assume the road is reasonably well used. A likely scenario could be that an entrant moving quickly down a slope could emerge without warning onto the road in front of a car. With any road, being hit by a vehicle can be fatal, but certainly a major injury is likely. So, the risk is certainly within the yellow (medium) level at least. Now consider the actual area of the crossing. In this example, it is clearly a distinct possibility that an entrant could stray or stumble onto the road inadvertently – especially if they are tired. This makes the risk unacceptable, so action must be taken. Now you must consider what controls you can put in place to reduce the risk. Ideally, you would eliminate it entirely – perhaps you could amend the route so it crosses by a bridge instead? This would be the best solution, however, normally risks cannot be eliminated, so think about other effective controls.

List them, fill in the details in the action required section, and allocate somebody to take each action, with a deadline target date. In this instance it might be possible to vary the route, this would be the best solution. If not you will need to consider how best walkers can be prevented from walking or running directly

into the road. A note in the route description or a large sign at the bottom of the path might help. It may even be necessary to use a marshal to warn entrants of the coming danger. Other factors will also need to be considered. What time of day will the walkers reach it, will the section be slippery if there is rain etc. Your aim must be to reduce the risk rating to an acceptable level/low risk.

1.5 Risk assessment form(s) should be used to record all significant hazards, the nature and extent of the risk and the actions required to control them. Follow up the actions to make sure they are completed on time, and record this on the assessment form.

1.6 If the risks change they will need to be reviewed before the event.

## 2. HOW TO COMPLETE THE FORMS

### 2.1 THE EVENT RISKS FORM

You can use the generic risk assessment form to help you complete your own risk assessment by adapting it. Remember however that the generic risk assessment shows how it has been possible, by working out a programme for coping with the risks, to bring the risks for the event (shown in the 2<sup>nd</sup> column) to an acceptable level (in the 3<sup>rd</sup> column), that is a majority of low risk (green) ratings and certainly no red (high risk) ratings but working out the reassures you need to enforce to reduce the risk.

2.2 The Generic Event Risk Assessment form contains 5 columns. You first need to look at **column A**. Column A lists all risks and hazards associated with the event. You need to go through the suggested risks and confirm that they apply to your event (they probably will) and think carefully if there are other risks particularly pertinent to your event but not already listed. For example if due to the nature of the terrain, or the proximity of a river, flooding could occur. This could cause considerable disruption to an event and a contingency plan may need to be put in place. You need to put it down as a risk



You then need to look at **column B** to assign a risk rating to your risk/hazard. You have three options:

High Risk (Red)	This is an unacceptable risk. It cannot be accepted and must be reduced; if it is not possible to reduce then event cannot proceed
Medium Risk (Yellow)	A significant risk exists. Action must be taken to reduce the risk, as far as reasonably practicable
Low Risk (Green)	There exists a minimal but acceptable risk. Risk is never totally eliminated, but is controlled within tolerable limits.

In assigning a risk level you need also to consider the likelihood of the event happening since that will influence you in deciding the risk level. To use the example of flooding on a route. If you know that this area floods nearly every year in May and causes significant disruption is likely that the risk will be high. However if the area has not flooded in May for over 30 years then the risk could be considered medium or low.

Column C shows how the risk rating can change when you look at measures to control or manage the risk. You need to look again at this column when you have completed column D.



You now need to look at **Column D**. This looks at how you can manage the risk. The generic risk assessment gives suggestions as to how this can be done. It makes several references to the rules of the event which is attached as appendix B and is a key document.



**Column E** gives details of who and when will be responsible for implementing the suggested actions. This section will need to be kept up to date and is a useful check to see if actions are implemented. Obviously all of the Organising Committee will need to be involved in agreeing the actions and taking responsibility for their implementation. Risk Management needs to be a team issue.



Having completed columns A, B D and E you are now able to return to **column D** to look at how, as a result of your proposed measures, you can reassess the risk identified earlier in column C. The revised risk needs to be inserted in **column D**. If any high risk items still remain as high they need to be targeted and further measures considered.

### **3.1 THE ROUTE RISKS FORM**

The route risks form works in a similar way to the Event Risks Form except that it is solely concerned with the route. It should be undertaken when the route has been virtually agreed but before it is finalised since if any major hazards are identified there needs to be sufficient time for measures to ameliorate the risk to be introduced. The assessment could be undertaken by one person or by several but if the latter they will need to agree a common approach. It is best if the assessors have not been heavily involved in the drawing up of the route since they will be able to look at the route with a 'fresh eye'.

3.2 The Event risks form contains 6 columns. The assessor first needs to complete columns A B and C giving details of the hazard and risk located along the route and its location. Only significant risks or hazards should be listed, items of real concern that could cause injury or harm to persons walking/running on the route. The assessor also has to consider whether the risk could be considerably worse in different weather conditions and will have to bear in mind whether the hazard is most likely to be reached in darkness and/or when the entrants are likely to be very tired.

The assessor then needs to make an assessment as to whether the risk/hazard poses a **high** **medium** or **low** risk. A factor here needs to be the likelihood of the

event happening since that will affect the risk rating. The choices are as for the Event Risk Assessment (para 2.2 above).

The first step is to fill in columns A to D



The next step is to complete F, the control measures.



Finally E can be completed. This should show how as a result of implementing the control measures, the risk can be reduced.