



Risk Assessment Form

Location and Activity	Upcote Farm Autumn Trail Race
Date	17 th October 2020

Likelihood of Occurrence	Severity of Consequences				
	1. Minor Injuries (No lost time)	2. Significant Injury (up to 7 Days)	3. Serious Injury (7 Day Injury)	4. Major Injury	5. Fatality
1. Very unlikely [hasn't occurred before]	1	2	3	4	5
2 - Slight [rarely occurs]	2	4	6	8	10
3 - Feasible [possible, but not common]	3	6	9	12	15
4 - Likely [has before, will again]	4	8	12	16	20
5 - Very Likely [occurs frequently]	5	10	15	20	25
Risk Rating: Likelihood * Severity	Minimal 1-2	Low 3-9	Medium 10-15	High 16-20	Extreme 25

Key: S = Severity. L = Likelihood. RR = Risk Rating.
Risk rating is severity multiplied by likelihood

Item/Activity	Hazards (who might be harmed and how)	Control Measures in Place (what are we already doing)	S	L	RR	Further Actions Required	Action by who?	Action by when?	Done?
Arrival	(Runners/volunteers) Incidents involving pedestrians and moving vehicles.	Car park stewards will guide traffic in to spaces filling away from the start line and pedestrians directed so as to avoid incoming vehicles. *see event plan for parking specifics*	5	1	5	Use of PA system to remind runners to avoid moving vehicles.	Race Director (RD)	Ongoing	
Weather	(Runners/volunteers) Extreme heat	Course assessment and weather monitoring. Provide water stations on route and covered shelter at the start/finish area, warn runners accordingly	1	1	1	Ensure participants are aware of risks.	RD	As required	

	<p>Extreme cold</p> <p>High winds</p>	<p>Provide fire pits at start/finish*, check course for ice, warn runners accordingly</p> <p>Amend race route to avoid wooded section.</p> <p>In the event of any adverse weather plans will be communicated with runners via email before arriving.</p> <p>*if fire pits become necessary the risk assessment will be updated</p>							
Slips/trips/falls	(Runners/volunteers)	<p>Clear communication about the nature of the event and the course.</p> <p>Course checked for obstacles beyond those reasonably expected on a trail route.</p> <p>Obstacles moved or marked</p>	3	1	3	Use PA system to remind runners of trail conditions	RD	As required	
Structures Gazebos, start/finish gantry	(Runners/volunteers) Unstable structures may collapse, guy ropes present trip hazard	<p>All structures will be erected to manufacture instructions and secured using rope & pin or weights.</p> <p>Trip hazards clearly marked with safety tape.</p>	3	1	3		RD, volunteers	As required	

Route specific issues	(Runners/volunteers)								
	Moving vehicles in farmyard/on access road	Farm made aware of need for safe access and times when vehicles should not be moved.	5	1	5	If an event is taking place at The Barn use alternative race route.	RD	As required	
		Marshals to be aware of where vehicles may be and advise runners accordingly					Marshals	As required	
	Changes in terrain e.g. potential wet grass on descent of Ladygrove	Course inspection carried out prior to event. Any issues advised to marshals to warn runners in that particular section.	3	1	3		RD Marshals		
	Collision with gates	All gates to be marshalled and open for the duration of the event.	3	1	3	Liaise with farm over positioning of livestock to allow for open gates	Marshals/RD		
	Runners getting lost/attempting horse jumps/giving up.	Course to be well marked prior to event with marshals on key changes of direction. All horse jumps to be clearly taped off. Marshals to know quickest way to start/finish from their position. Tail walker to ensure last runners home.	1	1	1	Check start/finish numbers with timing company	Marshals/RD		

Injury on the course	(Runners/volunteers) First aid required outside of start/finish area.	First aid provided by St Johns Ambulance Suitable vehicle available to transport medics to any part of the course quickly. Suitably trained marshals positioned at furthest reaches of course to provide initial first aid if required.	5	1	5		Medics RD Marshals/RD		
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Covid Precautions:

For the purposes of this section of the risk assessment we have looked at the two potential means of transmission of the coronavirus Covid-19.

These are: Droplet transmission – airborne droplets from an infected person to a recipient via the mucosal surfaces (nose/mouth/eyes) for example in the case of a sneeze, cough, spit or very heavy breathing. (D)

Fomite transmission – Surfaces become infected via droplets or manual transmission and are then handled by a recipient who transfers infection to their own mucosal surfaces by touching the face, for example door handles. (F)

Covid-19 transmission	(Runners/volunteers) Toilets (7 x polyjohn toilet cubicles)	Toilets to be segregated by gender to reduce queue length/time (D) Antibac hand gel to be available <i>outside</i> of toilets (F) The wearing of masks inside the toilet cubicles to be encouraged. (D)	5	1	5		RD B&W, RD RD, Vol		
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	Registration (collection of race numbers)	<p>All cubicles to be stocked with antibac hand foam (F)</p> <p>One way queuing system in operation for number collection. (D)</p> <p>Runners split by alphabet with at least 2 metres gap between two halves of queue. (see event plan for details/diagrams) (D)</p> <p>Volunteers to wear gloves and masks throughout. (D) (F)</p> <p>Safety pins available on the table already batched in 4s while wearing gloves/mask (F)</p>			RD to communicate prior to event	B&W, RD		
	Running	<p>Race is chip-timed so runners do not need to rush over the start line. (D)</p> <p>Runners will be encouraged to self-seed before entering the start area defined by potential finish time. Start area to be at least 400m² and created using barrier tape. (see event plan for details/diagrams) (D)</p> <p>The short section of contraflow on the course will be designated “no overtaking”. (D)</p>			RD to communicate prior to event and via PA	RD		
					RD to communicate prior to event and via PA. Marshal to reinforce in on course.	RD, Vol		

		<p>Runners will return their own timing chips to buckets at the finish line. (F)</p> <p>No finish funnel needed as no post-race handouts (D) (F)</p>				<p>RD to communicate prior to event and via PA. Marshal to observe.</p>	<p>Vol, RD</p> <p>RD</p>		
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Assessor	Signature	Date of this version
James Clay	J.S.Clay	30/09/2020