



RISK ASSESSMENT for Large Scale events including members of the public

National Marathon Championships 2023

Risk assessment for all large-scale events involving attendance of other organisations and members of the general public.

Generic Control measures

1. Check the Public Liability Insurance is sufficient to cover the event
2. Check all external service providers (catering / sales / Support functions) have their own Public Liability Insurance sufficient to meet any claims resulting from their actions
3. To ensure the club runs a safe event a pre race briefing for all personnel with safety and organisation responsibilities will take place at the start of the day. The briefing will include the establishment of a whatsapp group for all support personnel to ensure any safety critical messages can be appropriately sent and received.

What are the hazards? (List <u>significant</u> hazards)	Who might be Harmed?	How they might be harmed	Control Measures	Done
Accident or injury to competitor or spectators or ill health event	Competitors and or spectators ³³	Slip, trip, fall. Violence from member of public	Provision of First Aid facilities <ol style="list-style-type: none">1. At Whittlingham Boathouse2. Onboard marshals' boat at turning buoy3. In car parking area Provision of qualified First Aiders. Each First Aider will have communications. This will be via mobile phone via the pre organised WhatsApp group. Defibrillator is available by the front door of Whittlingham Boathouse	

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			<p>Uneven or damaged surfaces where persons walk will be appropriately highlighted by means of a physical barrier or hazard tape to warn others of the risks.</p> <p>All working at height will be avoided wherever possible; where not, it will be risk assessed on an individual basis, properly planned and organised and any equipment used (e.g. ladders) will be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998)</p>	
		Injury whilst portaging and participating	<p>The race briefing includes instruction to competitors to make them aware of the risks whilst portaging. Competitors are warned of the risks from sharp objects and instructed to wear suitable footwear. A visual inspection of all portage points will be carried out to remove so far as is reasonably practicable and sharp objects</p> <p>A pre-race inspection of the portage points will take place.</p> <p>Participants are made aware of the potential for submerged objects, efforts will be made by race organisers to remove any potential hazards</p> <p>in areas of sharp underfoot conditions the club will provide a carpeted area to reduce potential foot injuries</p>	



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		Ill health event to spectator or competitor	All competitors are briefed to ensure that they declare any health concerns they may have prior to undertaking the event any declarations will be considered by the race officials to ensure suitable precautionary arrangements are put in place if possible. If any declaration of ill health cannot be suitably managed, the competitor will not be allowed to participate.	
Weather	Competitors and Spectators	Floods causing unsafe water conditions High winds making trees unsafe River bank flooding	<ol style="list-style-type: none"> 1. The weather forecast will be checked prior to the commencement of the event and in the preceding days to ensure no inclement weather conditions are predicted – The committee will decide upon the suitability of continuing with the event and race organisers may require competitors to wear buoyancy aids 2. Risk assessment of any tree areas to be checked with Whitlingham Adventures 3. Tents, Caravans, mobile sales units and PA equipment must be made secure in high winds 4. Assessment of the spectator arrangements to ensure persons are kept away from river bank in flood conditions 	
	Competitors	Suffering effects of cold or heat	<p>A formal safety briefing will take place for all competitors prior to the event - This will include the need for suitable dress and hydration</p> <ul style="list-style-type: none"> ● Hot weather - Sun glasses and sun protection will be advised ● Cold weather - keeping close to the bank on the river and reminder to stay with the boat. ● See event safety briefing 	

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<p>Struck by moving vehicle during car parking operations</p>	<p>Visitors, Parking Marshalls. Marshalls may be under 18 and therefore more vulnerable</p>	<p>Young persons will be involved in parking operations. To ensure safety of individuals a suitable adult / youth supervision ratio is required at all times</p> <p>All persons involved in car parking will be briefed prior to undertaking the role. The brief will include the need to wear high visibility jackets, the emergency procedures and contact arrangements</p> <p>Designated and signposted parking areas will be provided. We will encourage visiting cars to self park rather than provide individuals to direct cars into position. This will reduce the chance of vehicle / person contact. This will be done by providing a marked parking locations using barrier tape.</p> <p>A whatsapp group will be established for the main event management. All adult supervisors must ensure they are a member of the group and are able to request assistance if necessary.</p> <p>The minimum number of persons required to manage car parking will be three at any one time</p> <p>The driveway and access must be kept clear to allow access for emergency vehicles.</p> <p>A Mandatory 5 mph speed limit will be enforced by signs and verbal communication upon entry</p> <p>Traffic cones and marking tape will be used to mark the routes and parking locations.</p> <p>One-way traffic systems will be in place to avoid confusion and vehicle conflict.</p> <p>3</p>	
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			<p>A whatsapp group will be established for the event. All adult supervisors must ensure they are a member of the group.</p> <p>First Aiders will be available on site via the event whats App group</p> <p>Designated areas for disabled parking should be provided.</p> <p>In the event of a vehicle fire. No attempt to extinguish a fire should be made by staff. They are required to move persons away from the scene and request the attendance of the Fire and Rescue Service to deal with the incident.</p> <p>In the event of heavy rain before the event a risk assessment of the site will be undertaken</p>	
Fire	Competitors and spectators	Fire and Explosion	<p>Fire Risk Assessment has been undertaken by Whitlingham Boathouses – The FRA covers the building.</p> <p>No Smoking policy in WBH – No smoking whilst refueling boats – Smoking is only allowed in outside spaces</p> <p>Further Fire Risk control measures</p> <ol style="list-style-type: none"> 1. All petrol for boats to be stored in flammable storage containers 2. Correct plastic fuel canisters to be used 3. Boats to be refueled before the start of the event 4. No refueling to take place whilst a boat is in motion 5. Vendors selling hot food will be checked to ensure they have sufficient Firefighting facilities and suitable Fire Risk Assessments in place 	



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Spectators		Lost children	Marshalls will be provided to assist in the running of the event. Each Marshall will be fully briefed prior to the event. Each one will be easy to identify and will be wearing High Visibility clothing	
		Insufficient Marshalls / Untrained Marshalls	<p>A minimum number of Marshalls is required. If insufficient Marshalls are not available the event cannot run</p> <p>Marshalls to be briefed prior to the event - Provided with;</p> <ol style="list-style-type: none"> 1. Appropriate communications 2. Knowledge of First Aid arrangements. 3. Emergency Arrangements 4. Identifying clothing in a highly visible colour 	
Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, E.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public, Spectators, Competitors	Being affected by a natural hazard such a giant Hogweed, Bees or wasp nest	<p>This is a seasonal issue. If necessary a Pre-event check of the area will be carried out to ensure it does not contain any natural hazards such as dangerous plants or wasp or bee nests. Any identified hazards are to be marked and taped to ensure no person can come into contact with the hazard.</p> <p>Giant Hogweed is currently present on the site. Competitors will be warned in the pre race briefing. Signs to warn spectators will be provided and a suitable warning provided on the website.</p>	
		Hit by falling tree	Tree risk assessments are carried out by HK Countryside Management. This is carried out on behalf of Norfolk County Council who are currently responsible for the Little and Great Broad (water only). Contact ghewitt.hk@outlook.com for further information	

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<p>Drowning and/or Infection from immersion in water</p>	<p>Competitors and Spectators</p>	<p>Falling from river bank or falling from kayak</p>	<p>A centrally organised WhatsApp group will be established to ensure all marshals are able to communicate.</p> <p>Marshalls will be in specified locations on the river bank, each one will have communications with race control via a group whatsapp</p> <p>All paddlers are briefed prior to the event and are instructed to provide assistance to any paddle who may be in need.</p> <p>It will be the responsibility of race control to stop or delay a race accordingly. All decisions will be communicated by the pre organised whats app group.</p> <p>All competitors' boats will undergo a safety check prior to taking part. This process will ensure that each boat contains sufficient buoyancy to ensure the boat will remain afloat in the event of capsize. Any boat without sufficient buoyancy will not be able to compete. In accordance with British canoeing rules.</p> <p>Competitors are required to wear buoyancy in accordance with British Canoeing race rules. This means that any person in division 7 to 9 must wear Buoyancy and any person under the age of 16 unless given permission by their club coach</p> <p>Any person immersed in water will be instructed to shower after. This is included in the pre-race briefing and is required to reduce the chances of contracting leptospirosis (Weils disease) in accordance with British Canoeing Rules</p> <p>Spectators will watch the race from a place of safety. The places of safety will be identified prior to the race. They will be inspected by</p>	
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			<p>race officials and suitable arrangements will be put in place to ensure persons remain in a place of safety, and a suitable distance from the waters edge. We appreciate that children could be at a higher risk so all arrangements will ensure their needs are catered for.</p> <p>An inspection of the river bank will take place to ensure it is suitable and stable. Sufficient barriers will be installed to keep spectators away from points of danger. Specifically Start and Finish points</p> <p>A motorised boat will be available to provide assistance to paddlers and spectators. The boat will be crewed by qualified motor boat operators. The boat will be available upon request from anyone via the race organisers using the pre-determined WhatsApp group</p>	
Major Incident	Spectators, competitors, race organisers and marshalls	Any major event affecting the continuation of the event	In the event of any incident that may affect the safety of competitors, general public or the general safety of any personnel the pre organised whatsapp messaging will be used to advise all personnel of the situation. Marshalls will instruct any competitors still on the water to return to place of safety.	

DO THE ABOVE CONTROL MEASURES ADEQUATELY REDUCE THE RISKS?

YES