**St Peter’s Church - SPONSORED WALK, RUN OR CYCLE: OULTON PARK RACE TRACK**

Date of event: Sunday 23rd June 2019, from 12 noon until 4.30pm.

Organiser: Cora Cowap (tel: 01829 760868)

Notes:

1. Toilet facilities will be provided at the start.
2. Tea/coffee/hot chocolate/water and biscuits will be available for sale.
3. No dogs (except assistance dogs).
4. Last entry to track at 3.30pm

| **No.** | **Hazard** | **Who might be harmed** | **How can risk be controlled** | **Who** |
| --- | --- | --- | --- | --- |
| 1 | Slips, trips, falls, other injury or illness | ParticipantsVolunteer helpers | Walk down of track at start to identify any hazards (fallen trees, pot holes etc) and rectify or barrier off with bollards/tape. If track is icy, discuss with OP any gritting that could be carried out.Brief all walkers about hazards at start.Emergency arrangements to be confirmed with OP and will include: How to summon assistance, First Aid facilities, arrangements for rescue from the track, communications, who takes lead (organisers), site marshalling, how to contact outside emergency services, whether emergency contacts should be provided by all participants.*Cyclists must wear helmets and a list of track do’s and don’ts will be displayed in the registration areas.* | OrganisersOrganisersOrganisers |
| 2 | Collisions between walkers, runners and cyclists | ParticipantsVolunteers helpers | Cycling will take place at a separate time to running and walking to avoid this. Walkers will be instructed to walk on one side of track, runners on the other. *Minimum age for unaccompanied cyclists TBC.* | Organisers |
| 3 | Participants getting lost | Participants | Route around track will be clearly marked (any diversions, shortcuts etc).Briefing to participants at start (diagram of circuit?).Marshals around track wearing hi-vis.Participants to check in and check out.Sweep of track at close of day.*Unaccompanied minors not allowed (minimum age under 12).**No additional controls deemed necessary for lone adult walkers, as route is all on the track, and there will be other participants, marshals around.**Lighting should not be needed for daytime event.* | OrganisersOrganisersOrganisersOrganisersOrganisers |
| 4 | Bad weather | Participants | Monitor forecast before event. Procedure will be in place to cancel event at short notice if severe adverse weather is forecast (decision by OP or organisers?).Advise participants re warm/waterproof clothing before entry to track.Hot drinks, biscuits and water will be available. | OP/OrganisersOrganisersOrganisers |
| 5 | Bad weather | Volunteer helpers | Reception area will be under cover (in garages).Any outdoor helpers will be advised re warm clothing.Hot drinks, biscuits and water will be available.Regular relief breaks for any volunteer helpers in stationary marshalling positions on the track. | OrganisersOrganisersOrganisersOrganisers |
| 6 | Collisions in car park | ParticipantsVolunteer helpers | Organisers will manage traffic flow, directions to available parking.Consider gritting if icy conditions. | OrganisersOP |
| 7 | Altercations between participants and organisers | ParticipantsVolunteer helpers | Organisation at the event will be appropriate for the expected numbers (e.g. number of volunteers to check in participants, man refreshments, meet emergency arrangements etc). *Pre-registration will be advised on flyers to help with predicting number of participants.* | Organisers |
| 8 | Injury from temporary equipment brought to event | Volunteer helpers | Brief volunteers on safety aspects e.g. re lifting and handling of heavy items (tables, chairs etc), care with boiling water etc.Electrical equipment will be PAT tested (probably will be borrowed from Church).*No trailing cables.* | OrganisersOrganisers |
| 9 | Food poisoning/sickness | Participants | *There will be a barbecue organised for the event. No private barbacues are permitted* |  |
| 10 | Distressed/lost children | Participants | *Children to be supervised at all time. No unaccompanied minors.* |  |
| 11 | Participant dehydrated  | Participants/Marshals | Provision of water at Marshalling points around track | Organisers |
| 12 | Spectators injured on track | Spectators | Stewards will be on track. First aid assistance available (provided by St John’s Ambulance) | Organisers |
| 13 | Injury caused by Fire | Volunteers/spectators | Catering volunteers | Organisers |

14 Safety Car going round track Volunteers/participants Car will keep to left hand side of track Organisers