



Risk assessment for Dockside Dilemma

Sunday 17th December 2017

Frosty Triple Series 2017

The Dockside Dilemma course is a 3.39 mile lap. The start / finish area is located at Barrow Dock Museum (**LA14 2PW**). This is also where the central aid station will be located. Race HQ will be located inside of Brewers Fayre Restaurant (located next to Barrow Premier Inn) **LA14 2PW** and will be open from 7.30 am. The course is run completely on tarmacked or concrete surface and follows a seaside promenade, crosses a bridge and runs on the opposite promenade before returning across the bridge and back to the start to complete 1 lap.

There will be 4 races taking place on the day; The marathon is 8 laps of the course, the half marathon is 4 laps of the course, the 10km is 2 laps of the course and the 5km is 1 lap of the course.

The central aid station will be well stocked with water, squash, pepsi and a variety of food and snacks. It will also be stocked with a first aid kit and be easily accessible by road so that emergency services have access should they be required. (See attached map which details checkpoint location and access).

The cut off time for the marathon is 6 hours and is the overall cut off for the event.

This Risk Assessment is a detailed Risk Assessment. It brings together the risks and identifies the 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 comments below:

Risk Category 1 – Risk of a participant or other stakeholder suffering serious injury or worse

Risk Category 2 – Reputational risk to the local or national group if the event is widely considered to be unsuccessful

Risk Category 3 – Risk that the event suffers a significant financial loss

The risks and associated risk management activities are analysed in tabular form below. Three categories are presented: those relating to Generic Risks, Support Facilities and Health and Safety. 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+ action 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 the time that the race is held. The number of higher-level risks remaining is very small number, such as the risk of bad weather conditions, that can never be fully eliminated.

Generic Issues

A Marathon 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.

The route may include some specific hazards, e.g. sections that require crossing or moving along roads
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 Chris Kay (Race Director)

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
<p>That people who enter the event are not suitably qualified and suffer injury or cause significant event disruption through their inexperience</p>	<p>Entrants Marshals Helpers Public – including the emergency services</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>M</p>	<p>Organisers will provide sufficient information to entrants so that they are aware of the nature of the event.</p> <p>Entrants are asked to provide any medical issues during the registration process.</p> <p>These will be passed on to marshals on race day.</p> <p>Organisers will send out route information so that race entrants can review it and if they prefer, recy it prior to the event.</p>	<p>Race director to send out all information prior to race start. Required before 17th December 2017.</p> <p>Race director to carry out safety brief to highlight any last minute safety issues to runners and to make runners aware of any course hazards –</p> <p>Brief given morning of the race 17th December 2017</p>	<p>Information sent out to entrants when they have registered. Emails will be sent out 2 weeks prior to the event start and the week before to capture any last minute alterations.</p>

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
<p>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-outrate.</p>	<p>Entrants Marshals Public – especially emergency services</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>M</p>	<p>That the route is devised and written by local group members with good knowledge of the area.</p> <p>The route is walked out by other persons prior to the event including some who have little knowledge of the area.</p> <p>The route is risk assessed for hazards The route is measured for length and ascent/descent calculated. The route description to be available in either paper form or downloaded from the web.</p> <p>The Marshals on route to manage the event Permissions are obtained from landowners where the route is not on public rights of way.</p> <p>Avoid areas of high natural risk e.g. flooding Ensure any significant road crossings are identified and marshalled.</p>	<p>Those responsible for the route are experienced group members with local knowledge.</p> <p>A specific route Risk Assessment has been completed.</p> <p>Route details will be sent out to participants 2 weeks prior to the event and the week leading up to the event.</p>	

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
That entrants become lost along the course and are having difficulty getting back on track	Entrants Marshals Emergency Services	3	3	9	M	<p>Course route will be well signed with large arrows and barrier tape where it is not possible to place arrows.</p> <p>It is not possible to plan against people tampering with course markers but the route will be checked the day before the race.</p> <p>Marshals will be on the course where it is deemed extra direction is required.</p>	<p>RD to give course overview and safety brief on the morning of the race prior to event start.</p> <p>Course information sent out 2 weeks prior to event to all participants. (01/12/17)</p> <p>RD to carry out safety brief on the morning of 17th December 2017 to make all entrants aware of course details, any course hazards and any route diversions.</p>	
That a late cancellation of the event causes significant reputational damage because communication is inadequate	Entrants Marshals	1	4	4	L	Procedure is in place to notify all entrants and helpers in such a circumstance		Regular emails sent out to participants. Updates posted on facebook page www.facebook.com/TriIslandRunning/

Course Assessment – Specific Hazards

In order to assess the course and capture any specific hazards along the route, this course assessment has been produced. The course assessment breaks the course down into sections, in line with how the RD has walked the route, and inspected it for any potential hazards.

The full course has now been reccy'd and any hazards identified throughout the course.

The Start / Finish area is Barrow Dock Museum, Barrow-In-Furness, Cumbria (LA14 2PW) and is easily accessible by road.

Race HQ is based at Brewers Fayre, LA14 2PW, and this is where race registration will be held.

There are toilet facilities inside Brewers Fayre which runners will be able to use.

See the section below for a breakdown of the course and any specific hazards that have been identified.

Course assessment (Specific Hazards) – Completed by Chris Kay (Race Director)

Mileage	Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
Start (Dock Museum) to mile 1	Cross Wooden Bridge – Can be slippery when wet	Runners Public	3	4	12	M	Race brief on the day will make runners aware of any sections of the course that might be slippery underfoot.	Race director to carry out safety brief to highlight any last minute safety issues to runners and to make runners aware of any course hazards – Brief given morning of the race	
Mile 1 to Mile 2	General Slips and trips.		3	3	9	M	Ground tarmacked and relatively smooth underfoot. However, on tired legs runners need to be aware of any loose pavings etc that could result in a fall.	Carry out safety briefing on 17 th December	
Mile 2 to Mile 3.39 Finish / end of lap	Minor Trail Section Minor beach road	Runners Marshals Public	3	3	9	M	Runners will cross Walney Bridge twice per lap. It is important that runners are mindful of members of the public and that the footpath runs alongside a busy road. RD to highlight any safety hazards during the safety brief on the morning of the race (17 th December)	Carry out safety briefing on 17 th December	

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 runners. 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 Furness General 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 marathon events, organisers will ensure first aid 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 – Completed by Chris Kay (Race Director)

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
That bad weather conditions occur (e.g. very wet, very hot), creating increased risk of injury to runners and others	Entrants Marshals Supporters	3	4	12	M	Complete kit lists to be issued to all participants Ensure transport plans allow for higher than normal dropouts due to bad weather/other factors	This has been set out in the Rules. Transport plan with contingency plans to be finalised	
That entrants suffer serious injury or worse due to traffic accidents whilst running on roads	Entrants Marshals Supporters	3	5	15	M	Routes have been taken away from roads as much as possible. Route instructions will emphasise road safety considerations. Allocate Marshals to appropriate points e.g. crossing major roads Erect warning signs at points of danger.	Finalise route and ensure that running on roads is minimised by 10th Dec 2017 "Caution Runners" signs to be put in place to alert road users of the event taking place. To be completed before 17 th Dec 2017	

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
<p>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</p>	<p>Entrants Marshals Public Supporters</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>M</p>	<p>Sufficient first-aiders to be identified in support and given appropriate level of briefing</p> <p>Communication to be made available to all medical back-up</p>	<p>Establish instructions for first-aiders including dealing with emergency and other medical situations by 10th December 2017</p> <p>Prepare list of key phone numbers by 10th December 2017</p>	

Support Facilities

A key part of any event 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 race 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. 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 – Completed by Chris Kay (Race Director)

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
The start and finish facilities are inadequate to cope with the numbers involved leading to significant event disruption and reputational damage.	Entrants Marshals Supporters	2	4	8	M	<p>Brewers Fayre has a large open restaurant area which is capable of housing more than 50 people.</p> <p>The maximum limit of entrants for this event is 100.</p> <p>Steps will be taken to ensure that any issues arising from 'scaling up' compared to smaller events are identified and properly managed</p>		
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 Marshals Supporters	3	3	9	M	<p>Ensure that a sufficient number of appropriately skilled people are staffing race HQ</p> <p>Ensure that adequate communication facilities are in place to coordinate any necessary interventions effectively both with the checkpoint and with Race HQ</p>	<p>Develop job roles at HQ and ensure that these are filled by 10 Dec 2017</p> <p>Prepare and distribute appropriate briefing to group helpers and others by 10th Dec 2017</p>	

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
That checkpoints are unavailable at the last minute due to unexpected emergency leading to event disruption and in worst case scenario cancellation	Entrants Marshals	2	4	8	M	Put in place formal agreements with checkpoint marshals wherever possible. Develop Plan B for key checkpoint	Finalise formal agreements by 10th Dec 2017 Develop contingency plans by 10th Dec 2017 Reconfirm bookings with all marshals by 10th Dec 2017	
That food and drink is inappropriate and causes issues with e.g. dehydration or not catering for vegetarians etc	Entrants	3	3	9	M	Ensure properly balanced nutritional and hydration content of food in sufficient quality to meet likely needs.	Purchase all checkpoint supplies by 13th Dec 2017	
That toilet facilities are inadequate for numbers involved or malfunction on the day	Entrants Marshals	3	3	9	M	Toilet facilities are available at Brewers Fayre These will be open from 7.30am and throughout the duration of the event. Ensure alternative toilets are available for runners and for marshals	RD to confirm that all toilet facilities are suitable for the day of the race. Confirm by 13th Dec 2017	

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
<p>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</p>	<p>Entrants Marshals</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>M</p>	<p>Ensure that briefing notes are prepared for Marshals / helpers to update them with health and safety requirements.</p> <p>Review checkpoint for health and safety hazards.</p> <p>Identify and brief helpers at the checkpoints on health and safety including fire risks.</p> <p>Give clear food hygiene guidance to checkpoint helpers.</p>	<p>Prepare briefing notes and clear food hygiene guidelines for internal agreement by 10 Dec 2017</p> <p>Identify and brief helpers at HQ and checkpoints by 10 Dec 2017</p>	

Hazard / Risk	Who is at risk	Likelihood (Out of 5)	Impact (Out of 5)	Score	Risk Level H/M/L	Managing the risk: Proposed action / control measure	Further action needed by date:	Risk MGR / Progress (Chris Kay RD)
<p>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</p>	<p>Entrants Marshals</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>M</p>	<p>Estimate potential resource requirements for the checkpoint.</p> <p>Develop mechanisms to ensure that supplies are delivered to the checkpoint at the appropriate time.</p> <p>Have in place contingency plans should 'Plan A' for supply deliveries fail.</p> <p>Develop contingency plans to deal with extreme (e.g. very hot) weather conditions</p>	<p>Undertake resources needs analysis for the checkpoint by 10 Dec 2017</p> <p>Finalise plans for providing adequate provisions to the checkpoint by 10 Dec 2017</p> <p>Ensure that 'Plan B' is in place in case of supply failure by 10 Dec 2017</p>	

Appendix 1: Risk scoring System

Measure 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

Measure 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)

Likelihood	Impact				
	1	2	3	4	5
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

High Risk	16-25	Action required to eliminate or reduce the risk
Medium Risk	8-15	Action highly desirable (10+ action priority)
Low Risk	1-6	Action discretionary

Map of Course including checkpoints / emergency service access points etc.

Start / Finish Area – Barrow Dock Museum (LA14 2PW)

