

**Trowbridge Lions Club Risk Assessment – 10K Run** (Prep/Admin/Deprep)

**Risk Assessment No: TLC/FR10-1**

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Route Preparation	1. Slips/trips/cuts 2. Strains/sprains	A. Route prep team B. Public(4)	1A 1B 2A 2B	2 1 2 1	2 2 2 2	4 2 4 2	<ul style="list-style-type: none"> <li>Due care and diligence to be exercised whilst marking out the course route</li> <li>Overhanging growth to be cut back and obstacles cleared from the route</li> <li>Route segregation to be implemented where required (e.g. MP10/11)</li> <li>Route markers to be positioned so that they present no danger to runners or the park users</li> <li>Correct Manual Handling techniques to be observed when unloading/carrying and rigging route marking devices</li> </ul>	Activity Lead; Route Prep Team Leader; Marshals
Race Event Administration  Refreshments & Post Race Award Ceremony	1. Slips/trips/cuts 2. Scalds/burns 3. Electrocutation	A. Race Admin Team B. Refreshment Team C. Runners D. Public (4)	1A 1B 1C 1D 2A 2B 2C 2D 3A 3B 3C 3D	2 2 2 2 1 2 1 1 1 1 1 1	2 2 2 2 2 2 2 2 5 5 5 5	4 4 4 4 2 4 2 2 5 5 5 5	<ul style="list-style-type: none"> <li>Notices positioned at building entrance to notify that dirty foot ware should be removed before entry</li> <li>Due care and diligence to be exercised when setting up Admin and Refreshment posts</li> <li>Electrical devices to be in good state of repair, fit for purpose and used correctly</li> <li>Due care to be exercised when dispensing hot drinks</li> </ul> <p><i>Agreed method of contacting First Aiders</i></p>	Activity Lead; Race Admin Team Leader; Refreshment Team Leader
Event Depreparation	1. Slips/trips/strains/sprains 2. Scalds/burns	A. Race Admin Team B. Marshals C. Public (4)	1A 1B 1C 2A 2B 2C	2 2 1 1 1 1	2 2 2 2 2 2	4 4 2 2 2 2	<ul style="list-style-type: none"> <li>Due care and diligence to be exercised when recovering route marking devices and warning signs</li> <li>Correct Manual Handling techniques to be observed when carrying/loading/stowing route marking devices and warning signs</li> <li>All route marking devices to be removed from the park and arising disposed of in a safe and considerate manner</li> </ul>	Activity Lead; Race Admin Team Leader; Refreshment Team Leader; Marshals

**Notes:**

1. Comply with instructions given by the Event Sponsor and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available at the Race Admin post for reference
3. MP – Marshalling Point
4. Public includes race spectators, and First Aiders

**Key:** R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed