

Dumfries and Galloway Council Risk Assessment Template for

A Community Fun Run



RISK ASSESSMENT REF NO: RA01		ACTIVITY BEING ASSESSED: Community 5k Fun Run		RISK CATEGORY High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/>									
ORGANISER		CONTACT		GROUPS AFFECTED									
				Public, staff/volunteers, participants									
WHO IS AT RISK		SPECIFIC INFORMATION				LOCATION(S) For Example							
Staff <input checked="" type="checkbox"/>		This risk assessment is intended to identify potential risks associated with running a community fun run event limited to approximately 200 people. Safe systems will be employed with an emphasis on the safety of staff, volunteers and participants when the current restrictions are lifted.				Dock Park <input checked="" type="checkbox"/>							
Volunteers <input checked="" type="checkbox"/>						Route as per map <input checked="" type="checkbox"/>							
Members of Public <input checked="" type="checkbox"/>						Other location <input checked="" type="checkbox"/>							
Competitors <input checked="" type="checkbox"/>													
Young Persons <input checked="" type="checkbox"/>													
Other Park and Road Users <input checked="" type="checkbox"/>													
HAZARDS (ie what has the potential to do harm in terms of Location, Equipment, Activity, Person, Substance)		EXISTING CONTROL MEASURES (What have you in place to avoid, reduce and manage risks) (Consider control hierarchy – Eliminate, Reduce, Isolate, Control then PPE. Always consider need for Provision of Information, Training, Instruction & Supervision) You can also refer to any existing Safe Working Procedures				Likelihood 1 - 5							
Covid-19		Do monitor the latest Scottish government regulations and recommendations for this type of event. These can change very quickly and may result in the event being limited, postponed or cancelled. https://www.gov.scot/coronavirus-covid-19/ All staff / volunteers involved with the event will be questioned using standard Covid symptom questions prior to attending the event and advised to self isolate if displaying Covid symptoms.. Entrants will be advised not to attend the event if they are displaying Covid symptoms or have been in contact with a confirmed Covid case. Signage will be displayed at the entrance/check in location indicating good hand hygiene practice, and physical distancing requirements. Hand sanitising stations provided at entrances and other contact places Face coverings to be worn until the run starts and in all indoor areas i.e. toilets Physical distancing signage will be displayed and is to be observed at all times Only competitors will be allowed in starting area. There will be no drinks stations during the fun run, competitors encouraged to provide an appropriate container to carry Volunteers and stewards to be kept to a minimum Stewards posted at gates/entrances to prevent unauthorised entry All competitors to register and pay fees to participate online - no entries or payments accepted on the day All competitors informed of limited safe parking areas and routes to entrance/start area				Consequence 1 - 5		Risk Rating 1 - 25		If further actions required - provide Action Reference No.			
						2		5		5		AP1	

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	Event entries limited to prevent congestion				
Slips, trips and falls Uneven ground and obstacles on the route	Route has been planned to reduce risk Route will be checked prior to the start of the run and any obstacles removed or signposted Route surface checked for spillages or leaves and cleared prior to start. All competitors advised to use correct/suitable footwear Competitors informed of the risk of rain/snow/ice on route Salting of the route pre-arranged if icy conditions forecast Route has good lighting Stewards in high visibility jackets posted at areas of higher risk First aid stations with trained First Aiders available and stewards have radio contact with central control who can request emergency services if required Sweeper car behind the last competitor to provide assistance to anyone who requires assistance or cannot finish	1	5	5	AP2
Traffic, including pedestrians, runners, cyclists, crossing traffic	Warning signs for other road users in place one week before the event and during it Route planned to reduce contact with other road users Stewards located at any junctions and busier roads with radio contact Barriers in place to separate competitors from other road users Competitors to take responsibility for their personal safety and cooperate with guidance/signage displayed Competitors encouraged to respect other road users First aid stations with trained First Aiders positioned at intervals along the route and stewards have radio contact with central who can request emergency services if required control	1	5	5	AP3
Variations in weather making it too cold, wet, hot or slippery	Competitors encouraged to wear suitable clothing depending on weather conditions, hats, sunscreen etc. Competitors encouraged to hydrate in warm weather Competitors informed to take extra care when wet or icy conditions prevail Salt applied to the route prior to the event if required In adverse weather the event may be cancelled	1	2	4	AP4
Start/finish area safety of competitors	All staff/volunteers on duty must wear face coverings and appropriate PPE identified. Safety barriers erected and in place to maintain physical distancing Clear guidance signage displayed at entrances to the area. Hand sanitising stations set up with hand hygiene signage displayed Competitors to register on arrival All competitors given numbers to aid identification Competitors to state any medical conditions so information can be relayed to First Aiders Area barriered off to exclude public/unauthorised access	1	3	3	AP6

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	Display up to date Covid-19 rules/guidance at start/finish area Only one person to accompany the competitor to take any belongings away No changing facilities/showers available Face masks must be worn until the race start Entrants encouraged to physical distance where possible during the race							
Electrical	Electrical supply inspected under our council's (Property, Estates and Programmes) Building Safety FESI programme by qualified and competent engineers All PA systems PAT tested and installed by qualified engineers All electricals RCD protected and sheltered from adverse weather conditions				1	6	3	

Name of Assessor: _____ **Role in Event:** _____ **Signature:** _____ **Date:** _____

Reviewed By: _____ **Role in Event:** _____ **Signature:** _____ **Date:** _____

Title of Activity being Assessed		Risk Assessment Ref. Number				
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed
AP1 – Covid Public Health Safety		2				
AP2 – Slips, Trips and Falls Management		1				

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AP3 – Effective Traffic Management						1			
AP4 – Competitor Welfare in Adverse Weather Conditions						1			
AP5 – Ensuring safe conditions at the start / finish						1			
AP6 – Best Practice Electrical Equipment Management						1			