**Off-Track Athletics Event Risk Assessment**

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| **Event Name** |  | | | | | | | | | |
| Name of organisation |  | | | | | | | | | |
| Event type (delete as appropriate) | Cross Country / Hill Race / Road/MT Race / Virtual Race | | | | | | | | | |
| General description of the event |  | | | | | | | | | |
| Number of attendees |  | Athletes | |  | | Staff/Officials/Volunteers | |  | | Spectators |
| Description of the area to be included in the risk assessment |  | | | | | | | | | |
| Any other relevant information |  | | | | | | | | | |
| Date of risk assessment |  | | Date of event | |  | | Assessment completed by (name/role) | |  | |

| **Category** | | **Hazard** | **Who might be harmed and how?** | **What controls are already in place?** | **What further controls/actions are required?** | **Timescales for further actions** | **Responsible Person (Role)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| This could be categories of types of hazard (eg. all hazards relating to work at height) or categories relating to areas of the event space or people/equipment affected (eg. car park risks or risks to runners on the course) | | A hazard is a specific thing that could cause harm. This ranges from vehicle collisions in the car park to collisions between runners to a fire in the registration building. Hazards will have different levels of likelihood and severity. | Consider who could be affected by a hazard and what could happen to them. This could be general (all runners) or specific (the Starter), and consequences could vary from bruises and strains to major injuries or fatality in worst case scenarios. | Are any controls already in place at the event venue? If your event requires a complete build, this column may be fairly empty, but even measures like reduced-speed signage in the local area could be an existing control | What else can you do to reduce risk?   1. Can the hazard be eliminated? Is the piece of equipment, for example, essential? 2. Can you substitute a risky piece of equipment for another with less risk? 3. Can you isolate the risky area (eg. fence off the area to spectators)? 4. Is there any signage in place to warn of the hazard? 5. Can you provide PPE to reduce risk? | When will you put your control measures in place? This could be X weeks or months in advance (eg. delivery of training to volunteers), during event set-up or even ongoing throughout the event (eg. regular checks for good housekeeping) | Many actions will be down to you as the event organiser, but will others in your team be able to help? Use the person’s role/title (eg. project manager, health and safety officer, COVID-Coordinator) to allocate duties |
| Example | Safe movement of people and vehicles | Vehicle collisions within the car park | Athletes, spectators, event staff, volunteers, officials, members of the public using the car park  Vehicle collisions can cause, often severe, injuries to people involved, as well as damage to vehicles, property and equipment | Speed limit signage (5mph) is in place in the event car park, as well as a signposted one-way system. | The car park owners will be asked to ensure that floodlights are switched on prior to the arrival of athletes early in the morning.  Two event marshals in high-viz will be on duty in the car parking area to direct cars on arrival. | Request made with event booking 2 months prior; reminder e-mail 1 week prior  Marshals to be appointed 2 weeks prior and briefed on the day | Event Manager  Chief Marshal |
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| Add additional rows as required | |  |  |  |  |  |  |
| Planned review date/period | | |  | | | | |