

## Athletics Event Risk Assessment - Example

<b>Event Name</b>	scottishathletics SUPERteams					
Name of organisation	scottishathletics					
Event type (delete as appropriate)	Cross-Country / Hill Race / Road/MT Race / Track & Field / Trail Race / Virtual Race					
General description of the event	Multi-event team competition for athletes in the under 12 age group. Adapted athletics events offered to suit athletes' age and ability.					
Number of attendees	300	Athletes	50	Staff/Officials/Volunteers	300	Spectators
Description of the area to be included in the risk assessment	This risk assessment includes the track, field and other areas of the sports facility used during the event.					
Any other relevant information	Event set-up and clear up will take place on the day with no equipment left onsite overnight					
Date of risk assessment	02/03/2023	Date of event	13/05/2023	Assessment completed by (name)	A. N. Example Event Manager	

Remember, you do not need to cover everything in just one risk assessment. A complex event may need several separate risk assessments, and you should consider the risks associated with each of the different track and field events on offer in your programme. The UKA Athletics Safe Athletics – Track and Field Safety Guide for Competition ([available here](#)) is a useful resource to refer to as you complete your risk assessment.

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 within the competition area)	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 officials' rest area. 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 athletes) 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 you will need to set up all equipment from scratch on the day, this column may be fairly empty, but even measures like speed-limit signage in the car park 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 from 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, referee) to allocate responsibilities

## Categories

Every event is different and will contend with its own hazards and risks. Categories to consider whilst carrying out a risk assessment may include, but are not limited to:

- Safe movement of people and vehicles: collisions within the car park, collisions on the track, congested areas or queues (eg. at declarations), etc.
- Facility Preparation: track surface and line-markings, condition and quality of field event equipment, access to areas in case of emergency
- Competing dangers: dehydration or exhaustion, sporting injuries, underlying health issues
- Manual handling: movement of equipment both during the event and whilst setting up/clearing up
- Slips and trips: uneven ground, wet/muddy conditions
- Equipment hazards: implements, cones, tape, hurdles, barriers, wires, etc. could all serve as trip hazards
- Fire risks: potential causes, indoor areas, evacuation routes
- Electrical equipment: from PA or timing systems to portable devices
- Weather conditions: rain/flooding, snow, ice, strong winds, lightning, low temperatures, high temperatures, strong sun
- Event-delivery equipment: marquees/gazebos, finish gantry (some equipment provided by a contractor/external company may come with its own risk assessment – check with the supplier)

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)
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	The car park is not open to the public: it is only accessible to event attendees.	The facility owners will be asked to ensure that car park lights are switched on prior to the arrival of officials and staff early in the morning.	Request made with event booking 2 months prior; reminder e-mail 1 week prior	Event Manager
		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.	Two event marshals in high-viz will be on duty in the car parking area to direct cars on arrival.	Marshals to be appointed 2 weeks prior and briefed on the day	Event Manager

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)
Safe movement of people and vehicles	Collisions between vehicles and event attendees	Athletes, spectators, event staff, volunteers, officials, members of the public using the car park  Collisions with vehicles can cause, often severe, injuries to people involved, and damage to vehicles, property and equipment	The car park is well lit with designated crossing points.  The car park is closed to the public, so all car park users should be aware that the event is taking place and wary of pedestrians.	Two event marshals in high-viz will be on duty in the car parking area to assist.  Event signage will encourage arrivals to make their way straight to the event area, rather than meeting their clubmates in the car park.	Marshals to be appointed 2 weeks prior and briefed on the day  Signage to put up on the day, prior to athletes' arrival	Event Manager  Event Manager
Safe movement of people and vehicles	Risk of accidents/incidents caused by inexperienced/unqualified volunteers within the field of play	Athletes, officials, volunteers  Risk of injury due to accidental incorrect use of equipment or unawareness of surroundings	All volunteers assisting with the running of the event will do so only under the supervision of a qualified official. Volunteers will only carry out designated roles and will not be assigned any role carrying significant risk.	N/A	N/A	N/A
Facility Preparation - Throws Equipment & Sectors	Collision with implement and/or tripping due to poor condition of ground in throws sector	Athletes, officials, volunteers and venue staff  Risk of injury if hit by implements. Slips and trips leading to strains and sprains.	Plastic turbo javelins will be used in place of full-sized metal implements to reduce the risk of harm should anyone come into contact.  Ensure that all non-associated persons are not within or in the vicinity of the safety sectors before throws commence. All athletes will gather behind the throwing area whilst awaiting their turn.  The turbo javelin safety sector must be set out in accordance with current UKA Rules as a guide and with sufficient space for wide throws to be contained.	Checking of sectors by officials on arrival.  Barriers should be positioned at key areas around the outside of the track to ensure that spectators cannot access the competition area nor throwing area. Athletes between throws must remain in a safe area away from the current throw.	On arrival at event site  Prior to event start and monitored throughout	Field Referee  Turbo Javelin Chief

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Facility Preparation - Throws Equipment & Sector	Slipping due to surface wear and tear of throws surface.	Athletes  Slips and trips resulting in sprains, bruising and strains.	All throws will be performed on grass, ensuring that any falls will result in a softer landing. All throws will also be made from a static position (no run ups), reducing the risk of slips and trips.	Maintenance of grass infield by facility operator.  Checking of throws area by officials on arrival.	Monthly Facility Operator Maintenance Plan  On arrival at event site	Facility Operator  Field Referee
Facility Preparation – Long Jump Runways	Slipping, tripping due to wet, worn or damaged surface.	Athletes, officials  Slips and trips resulting in sprains, bruising and strains.	Examine surface to ensure no worn or damaged or slippery surfaces.	Maintenance of surfaces by facility operator.  Checking of track surface by officials on arrival.	Facility Operator Maintenance Plan  On arrival at event site	Facility Operator  Field Referee
Facility Preparation - Long Jump Take off Boards	Injury due to unstable, ill fitting take off/blanking boards.  Use of incorrect lifting implements.	Athletes Slips and trips resulting in sprains, bruising and strains.  Officials, Volunteers Strains and hand injuries due to lifting ill fitting, tight fitting insert and blanking boards.	Boards will not be used during this event, with athletes taking off from a 1m <sup>2</sup> area instead, marked by tape.  Ensure that blanking boards are capable of being adjusted so as to be stable and level with runway.  Ensure that board lifting implements are available and suitable for the purpose of lifting the boards if required.	Maintenance of take-off/blanking boards by facility operator.  Advance checking of boards by event staff and/or officials.  Checking of boards and runway on arrival at event site	Facility Operator Maintenance Plan  Advance site visit  On arrival at event site	Facility Operator  Event Manager  Field Referee
Facility Preparation – Long Jump landing areas	Injury due to compacted sand and extraneous material.  Collision with edge of landing area.	Athletes  Falls, strains, cuts and bruises.	Edge of sand pits should be of plastic nosing and conform with UK Athletics guidelines.  Sandpits raked after each athlete	Maintenance of landing areas by facility operator.  Check that landing area is free of dangerous extraneous material, dug over and raked.  Ensure that rakes and brushes used for levelling and cleaning are kept away from the landing area and that prongs of rakes face the ground.	Facility Operator Maintenance Plan  On arrival/ pre-competition  During event	Facility Operator  Field Referee  Field Referee

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Facility Preparation – Track Events	Injury from slips, trips and falls	Athletes and officials  Strains, sprains, cuts and bruises from slips, trips and falls.	Ensure facility operator is aware of any areas of the track that may lead to slips and trips.  Ensure athletes wear adequate footwear.	Maintenance of track surface by facility operator.  Check athletes are wearing appropriate footwear	Facility Operator Maintenance Plan  On arrival at Assembly	Facility Operator  Assembly Lead
Competing dangers	Slips, trips or falls on the track	Athletes  Slips and trips can be serious, leading to cuts, bruises, sprains and strains or even broken bones	Ensure facility operator is aware of any areas of the track that may lead to slips and trips.	Track walk by Track Referee on the day of the event to highlight any areas of concern.	Track walk carried out on the morning of the event	Track Referee
Competing dangers	Bumping, jostling or trips	Athletes  Trips and falls can be serious, leading to cuts, bruises, sprains and strains or even broken bones	All sprint event will be run in lanes to avoid any close overtaking.  Races will be seeded to ensure that the number of participants is suitable for the number of lanes available.	Briefing on start line to remind athletes to take care and stay in their lane.	Athlete briefing at the start of each race	Chief Starter's Assistant
Competing dangers	Asthma and other medical issues	Athletes  Serious underlying medical issues can have serious consequences and may require immediate attention.	Athletes will be asked for details of any medical conditions on the entry form.  Any required medication should be carried by the athlete on the day.	First aiders on duty will be made aware of the bib number of any athletes who provided details of a medical condition so they are prepared to respond appropriately	Information sent to first aid provider in week prior to event	Event Manager
Fire	Fire in indoor declarations area	Athletes, spectators, event staff, volunteers, officials, members of the public  People near a fire could suffer burns and/or smoke inhalation injuries. Being trapped with a fire can be fatal.	Facility staff on duty will have responsibility for evacuating the building in the event of a fire. Officials and volunteers will be briefed in advance to follow their instructions in the event of an evacuation.	None required – hazards controlled by facility staff and covered by facility fire and evacuation plans.	N/A	N/A

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Electricity	Portable electrical equipment used for timing/results short circuiting	Event staff or volunteers using faulty or unsafe equipment.  Electrical equipment can lead to electric shock, resulting in fibrillation or electrical burns. Electrocutation can even be fatal in extreme cases.	All portable equipment is checked annually by a competent electrician, or as an issue arises.  All outdoor equipment shall be protected by a residual current device (RCD) and anti-surge device to protect both users and the equipment in case of a problem.	Additional checks to be carried out on the day should weather conditions be wet. If the equipment cannot be used safely on the day, races will be hand-timed and results typed up post-event.	Monitored on the day	Event Manager and Photofinish Chief
Adverse weather conditions	High winds on event day affecting temporary structures (eg. gazebos)	Athletes, spectators, event staff, volunteers, officials, members of the public  High winds could affect temporary structures,, potentially leading to damage to equipment or injury to those standing nearby.	The manufacturer's guidance for each of the temporary structures to be used at the event provide maximum safe windspeeds for that piece of equipment. No equipment shall be used if the windspeed on the day exceeds that maximum.	Wind speeds shall be monitored throughout the day, and equipment taken down if speeds approach the maximum safely allowed.	Monitored on the day	Event Manager
Adverse weather conditions	Heavy rain on event day	Athletes, spectators, event staff, volunteers, officials, members of the public  Heavy rain can lead to difficult conditions underfoot or, in extreme cases, flooding. Wet conditions increase the risk of slips and trips, as well as to lapses of concentration or discomfort due to being outdoors in wet weather, or even the risk of frostbite or hypothermia in serious cases	The facility can provide some shelter in case of extreme precipitation (eg. hail).  Should parts of the competition area be flooded due to rain in advance of the day, alternative areas may be used for throws; the opposite straight may be used for sprints; and standing long jump may replace long jump.  Should rain be forecast, pre-event information will remind participants to bring suitable footwear and a change of clothes	Any areas of concern shall be highlighted to athletes and team managers at the beginning of the day and the safest spaces used.  If practical and required, the possibility of moving the event indoors will be investigated.  If the event cannot be delivered safely due to the extent of the rain, the event shall be rescheduled or cancelled.	Team briefing at the start of each session  Decision to be made as soon as possible in advance based on forecast or on the day	Event Manager  Event Manager

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Adverse weather conditions	Strong sun on event day	Athletes, spectators, event staff, volunteers, officials, members of the public  Heat exposure can lead to sunburn, fatigue and dehydration. More severe consequences can include heat stroke or heat exhaustion.	The facility can provide some shelter/shade in case of extreme sun/heat.  Should the advance forecast indicate sun and high temperatures, participants will be reminded to dress appropriately and to bring sunscreen and plenty of water.	Time spent outdoors in the sun by officials and athletes will be kept to a minimum. Shade will be provided by a gazebo or umbrellas/parasols at field event sites, and rest periods between events will be ensured.  Water will be provided for officials and, where possible, athletes on the day.	Monitored on the day by team managers and chief officials.  As soon as need is identified on the day	Track and Field Referees  Event Manager
Planned review date/period	To be reviewed during the post-event de-brief process and revised before the next edition of the event. If this is an annual event, the next review date could be set as 12 months from now, but this may change if the next event date is earlier/later in the year.					

A completed risk assessment for an athletics event should, on average, cover at least 10 hazards from at least 5 categories. A complex event may identify more, whilst a very small-scale event may involve fewer hazards. Not all hazards will be able to be completely controlled (eg. it would be impossible to completely eliminate the risk of slips and trips for people running!) but your risk assessment should demonstrate your acknowledgement of a hazard and the measures in place to reduce the risk of harm.

Event organisers should note that the above risk assessment is **an example**. Every competition will include different ages and levels of athlete, offer different track and field events, and will face different risks: each risk assessment will need to be specific to that event. The above is intended to help event organisers to get started, but there is still some work required on the event organiser's part to consider hazards specific to their event and how they can be controlled. Controls will also vary by event, depending on personnel, time, budget and other resources available. The above controls are not the only way to control a hazard, and event organisers may take different approaches to control the same hazards under their own unique circumstances.