

5.3 Course Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Runners in collision with other users	Runners Other users	M	Runners briefed in pre-race instructions and on the start line that other users will be present.. Signage in place to warn cyclists, pedestrians and other users that the event is going on. Runners are instructed to be vigilant along the route. Runners instructed to keep left and in single file.	L	Race Director Course Manager Marshal	Pre event and on the day
2.	Uneven ground - potholes, curbs etc causing a trip hazard to runners	Runners	H	Runners briefed in pre-race instructions of known hazards. Marshals are in place to warn runners of any trip hazards that are identified during the final course inspections.	L	Race Director Course Manager Marshals	Pre event and on the day
3.	Straying from official course - runners getting lost	Runners	L	Signage and marshals in place to guide runners. It is Unlikely that runners will get lost as the route is well marshalled. Course map emailed to entrants prior to race. Marshals are situated in agreed positions.	L	Race Director Course Manager Marshals	Pre event and on the day
4.	Weather conditions - runners becoming dehydrated or affected by cold/heat	Runners Spectators	M	Runners briefed to prepare for weather conditions. Water stations in place to aid runners. Additional water stations can be deployed in the event of high temperatures	L	Race Director	Pre event and on the day
5.	Runners slipping on leaves or in mud	Runners	L	Monitor course conditions in the lead up to the event. Advise runners to wear suitable footwear. Course is on the road so the risk is very low.	L	Race Director	Pre event and on the day
6.	Runners in collision with traffic	Runners	H	Temporary road closure in place for the start. Marshals to be located at every junction of the course. Runners are told to run on the left side of the road depending on the section of the course.	L	Race Director	On the day

7.	Runners trip on raised curbs as they pass through villages and along narrow sections of the road.	Runners	M	Runners warned in pre-race instructions. Signage on the route to warn other users. Runners instructed to keep left and in single file. Marshals in position at road junctions	L	Race Director Course Manager Marshal	Pre event and on the day
8.	Course - Brooklands turnaround	Runners	M	Half Marathon runners turnaround point - Runners in collision with returning runners Marshals in place. Runners instructed to keep in single file	L	Race Director	Pre event and on the day

5.4 Fire Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Site Access and Egress	Runners Spectators Event staff	H	Emergency route for vehicles to be kept clear at all times. Exits kept clear for ease of access. Marshals briefed on access points and designated to evacuate public if necessary	L	Race Director	On the Day
2.	Use of electrical installations	Event staff Runners Pedestrians	L	Minimal risk, only power used is battery power for laptops and timing equipment. All cabling is hidden or kept away from public	L	Race Director Timing Manager	On the Day
3.	Weather conditions cause lightning strikes	Runners Other users	L	Weather check to be done prior to the event. First Aid is on duty at finish line at all times	L	Race Director	Pre-race & on the day
4.	Ground conditions - dry grass causing fire	Runners Other users	L	Monitor weather conditions	L	Race Director	Pre-race & on the day
5.	Fire in Gazebos	Runners Other users	L	Gazebos open on all sides. Users are unlikely to be trapped. Marshals designated to evacuate public if necessary	L	Race Director	Pre-race & on the day

5.5 Water / Fluid Station Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Runners in collision at water / fluid station	Runners Marshals	M	Table laid out to meet the needs of runners and sufficiently staffed. Runners advised to carry their own water	L	Race Director Course Manager	On the Day
2.	Runners or marshals trip on discarded cups or bottles	Runners Marshals	L	Runners are briefed to dispose of rubbish carefully. Bins placed to collect rubbish. Marshals briefed to collect cups and bottles as required	L	Race Director Course Manager	On the Day
3.	Litter left on route affecting the environment	Environment	M	Marshals instructed to collect any litter. Sweep of course carried out post event to collect any left litter	L	Course Manager	On the Day
4.	Runners drinking contaminated water	Runners	L	All water offered is from sealed containers. Marshals offering water are to wear disposable gloves and to use hand sanitiser.	L	Course Manager Marshals	On the Day

5.6 Start Area Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Differing abilities of runners - Faster runners being impeded by slower runners	Runners	M	Runners placed on the starting grid according to finishing time, with fastest runners at the front. Experienced race team will manage the start line. Start area is only for runners and key personnel	L	Start Area Manager	On the Day
2.	Congestion in start funnel	Runners	M	Start set up is sufficient for the number of runners at this race. Brief participants at the start and encourage them to start slowly.	L	Start Area Manager	On the Day
3.	Uneven surface on the road at start	Runners	M	Runners briefed on the startline of change of surface and warned of any pot holes in the start area. Marshal are in place at start of the path	L	Start Area Manager	On the Day
4.	Coming into contact with other route users	Runners Other users	M	Start line is taped off for runners. Experienced race team in place to manage the start area	L	Race Director	Pre-race & on the day
5.	Spectators spilling onto the course	Runners Spectators	M	The start area is taped off - only runners and officials are allowed in start area	L	Race Director	Pre-race & on the day
6.	Uneven surface on path at start	Runners	M	Runners briefed on the startline of the change of surface and warned of any pot holes in the start area. Marshal in place at the start of the path.	L	Race Director	On the day

5.7 Finish Area Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Congestion at the finish - runners colliding with each other	Runners	M	Finish planned out to allow runners coming in together. Race management team managing finish area. Runners advised to maintain distance from other runners	L	Race Director Course Manager	Pre event & on the day
2.	Runners collapsing due to sprint finish	Runners	M	Medics to be placed at the finish line. Runners briefed before start to pace themselves throughout the distance	L	Race Director Course Manager	Pre event & On the day
3.	Runners collapsing due to dehydration	Runners	M	Monitor Weather Conditions. Runners are encouraged to carry their own water. Water is provided to refill bottles	L	Race Director Course Manager Marshals	On the day
4.	Spectators spilling onto the course causing a collision	Runners Spectators	M	Barrierred off the finish area. Experienced Marshals to control the finish area.	L	Finish Line race team	On the day

5.8 Marshal Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Injury caused by moving vehicles or cyclists whilst erecting or removing race signage	Marshals Event staff	H	Briefing to be undertaken with all marshals and race team erecting signage. Hi-vis to be worn at all times. Signs to be erected at suitable locations (not on bends) to ensure clear sight lines, to ensure other users have time to read the information and react	L	Race Director	On the Day
2.	Marshals in collision with runners or other users whilst directing runners on the route	Marshals Runners	M	Marshals are to face participants and advise them not to stand in the middle of the route.	L	Course Manager Chief Marshal	On the Day
3.	Signs incorrectly fixed	Marshals Runners	M	Signs securely fixed with cable ties or weighted down to prevent from being blown over. All signs checked prior to race	L	Course Manager	On the Day
4.	Marshals in collision with cyclists	Marshals Cyclists	M	Marshals to be instructed cyclists may be on route. Signage in place to warn other users	L	Course Manager	On the Day
5.	Marshals in confrontation with the public	Marshals Pedestrians Cyclists	M	Marshals instructed to be courteous and non-confrontational. Marshals to be given guidance on how to manage frustrated residents and given information about the road closures and hospital access routes	L	Course Manager	On the Day
6.	Marshals suffers trauma when faced with emergency	Marshals	M	Marshals briefed on what to do in an emergency. All marshals have emergency contact numbers and closest first aid stations	L	Race Director	Pre event & on the day

5.9 Timing Risk Assessment

Line	Perceived Hazards	Persons at risk	Risk prior to control (H/M/L)	Control measures	Post risk control (H/M/L)	Actioned By	When
1.	Timers being struck by moving vehicles whilst setting up timing equipment	Timers	H	Timer wears a Hi-vis bib or Nice Work jacket when setting up. Timing equipment set up first thing before other users arrive	L	Timers	On the day
2.	Timers injured by lifting heavy equipment incorrectly	Timers	M	Timers to be instructed in proper lifting techniques. Heaviest equipment is lifted in conjunction with other race team members. Trolley to be used if surface allows.	L	Race Director Event staff Timer	Pre event & on the day
3.	Timer injured when setting out cables and mats	Timers	L	Cables are covered by timing mats and mats are graduated to avoid trip hazards. Where cables exit the timing mats, they are protected by cones or barriers. Timers to ensure mats are placed on a level surface	L	Timers	On the day
4.	Timers injured / receive an electric shock when powering up equipment	Timers	M	Power is from a low voltage battery power. Sequence of power set up minimises shock risk	L	Timers	On the day
5.	Timers injured tripping over barriers in start and finish area	Timers	M	Barriers are set up to ensure easy access for timers to timing equipment. Timers advised to use caution	L	Course Manager	On the day
6.	Extreme weather conditions make timing mats slippery	Timers Runners	M	Mats are designed to be non-slip. Race Director to brief runners not to jump on mats at the end of the race	L	Race Director	On the day
7.	Race tent used by timers is unstable in high winds	Timers Runners	M	Timer to ensure the tent is secured with pegs. Race Director to make decision reuse of tent in high winds	L	Timer Race Director	On the day

5.10 First Aid Provision

First Aid facilities will be provided by a medical supplier in line with the recommended guidelines laid down by UK Athletic rules. Only those suppliers with the relevant insurances and CQC registrations will be considered.

Confirmation will be made with the medical provider in the week prior to the event that adequate cover is supplied in line with the number of expected entrants.

Medical posts will be placed at a position on the course and at the start/finish area.

Medical providers will report to the race organiser on arrival at the event to confirm full understanding of the route and access points. Please refer to the medical plan provided by the medical provider for more information.

There will be 6 aid stations for the 20 mile and 3 for the half marathon. The water stations will be available approximately every 3 miles. A water station will also be located at the Finish. If the weather is particularly warm, additional water stops may be arranged on the course. Runners will be advised to carry their own water and they will be able to refill their own bottles at the water stations.

All members of the race management team are experienced in managing race events of this type and are fully aware of the procedures to be followed in event of an emergency.

In the event of a medical emergency requiring intervention from medical providers, members of the race team will use a mobile phone to call to request support from the First Aid Provider (FAP). The call should outline the precise location of the incident, the nature of the incident and its severity.

Responsibility for emergency procedures lies with the Race Organiser and the following protocol will be followed:

Race official	1st Call	2nd Call	3rd Call
Race Director (RD)	FAP	N/A	N/A
Course Manager (CMgr)	RD	FAP	N/A
Chief Marshal (CM)	RD	CMgr	FAP
Key Sector Marshals (KSM)	RD	CM	CMgr
Race Marshals (RM)	RD	CM	CMgr

All race marshals will be given their own personalised Marshals Briefing document which, apart from outlining their duties, contains details of their precise location, including postcode, nearest first aid post and all contact numbers for reporting emergencies.

5.11 Medical Risk Assessment

The following medical risk assessment has been developed to fulfil the statutory duty of care to participants and staff working within the framework of the event. The following company is used to fulfil these requirements.

PROVIDER: EMATS
CONTACT: TBC

The following factors have been taken into consideration in preparing the assessment and event needs;

- Competitor numbers, profile and ages
- Course distance, severity and configuration
- Vehicular access for treatment and transportation of casualties
- Proximity to local NHS AE facility
- Past incident data
- Availability of communications
- Time of year, anticipated weather conditions
- Provision of drinking water, energy drinks, shelter etc

Provision has been made for the treatment of the most common foreseeable injuries including;

- Abrasions, cuts and sprains from trips or falls.
- Head injuries from trips or falls.
- Aggravation of pre-existing medical conditions e.g. asthma, cardio-vascular disease, and diabetes.
- Cardiac arrest
- Anaphylaxis
- Hypoglycaemia in hot conditions, hyponatraemia, and in cold rural events
- Hypothermia

At the event planning stage, considerations have been taken for the need of first aid, extended medical provision and ambulance requirements of which will be provided at the appropriate stages of the event.

Area Assessed	Measures taken	Action by who	Completed by
Assessment of appropriate medical cover	Provide first aid and medical services in accordance with UKA Good Practice Guide to Medical Services	Race Organiser	01/05/2025
Event arrangements and profile	The route has been used in previous years. The previous casualty and incident rate is minimal	Race Organiser	
Anticipated competitor numbers	The event is likely to attract 850 participants	Race Organiser	
Check availability of local A&E to receive casualties from event	A&E is at The William Harvey Hospital. Kennington Road, Willesborough, Ashford, Kent, TN24 0LZ. The hospital is approximately 15 miles away	Race Organiser	
Ensure capability to deliver ALS response within 8 minutes of receipt of report of injury by the event or medical team	Refer to participant numbers for the requirement of ALS and medical plan	Race Director	
Procedures to ensure first aid in place before race start	Contact phone numbers exchanged. Medical provider to report to Race Director or Course Manager 1 hour prior to race start	Race Director	

Ensure effective reporting of casualties	Marshals will be deployed at appropriate intervals around the course and all have access to a mobile phone to contact FAP	Course Manager	
Layout and management of finish area to provide easy access for medical team to identify, treat & evacuate casualties	Clear access lane to be provided for the medical team. Experienced marshals in the finish area.	Race Director Course Manager	
Use PA system to communicate race day instructions to competitors	Pre start briefing with race day final safety instructions to be provided by the Race Director to assembled competitors using PA system. Adequate hydration will be encouraged.	Race Director	
Transport of exhausted runners	Marshals will brief key sector marshals of any drop outs. Key sector marshals to report back to race control	Race Director	
Monitor	First aid provider to report any serious injuries or hospital transfers to the race director asap on race day, followed by formal written summary of casualties – based on UKA post race return form	Race Director	
De-brief and review	Race Organiser to arrange post event medical team debrief meeting and review	Race Organiser	

5.12 Determined Medical Coverage

The following medical provision will be in place for the duration of the event including 30 minute stand-down time after the last runner has completed the event.

Quantity	Personnel/Unit
1	Events Lead
2	Ambulance
5	FREC3
1	Paramedic
2	CRU

5.13 Counter Terrorism Risk Assessment

The current threat from international terrorism in the UK is substantial which means that an attack is likely.

Nice Work fully accepts its responsibility for the safety and security of all participants involved in our races before, during and after the event. In order to meet this obligation, Nice Work will;

- Assess each event individually and if necessary complete a bespoke threat assessment
- Address any identified threat(s) and introduce measures of control that will reduce the threat to an acceptable level
- Provide and enforce procedures to safeguard wellbeing of all participants
- Recruit train and supervise its race team and any subcontractors to ensure vigilance is maintained during large scale event

Area Assessed	Measures taken	Action by who	Completed by
Start/Finish area open to vehicles	Ensure Start/Finish areas are blocked off making it inaccessible to vehicles. Provide first aid and medical services in accordance with the UKA Good Practice Guide to Medical Services. Brief marshals to report any suspicious vehicle movements to Race Director or Course Manager	Race Director	On the day
Large number of participants at the event	Race Organisers follow UK Government and UK Athletics guidelines regarding vigilance and reporting of suspicious activity. Race team briefed are to remain vigilant to suspicious activity	Race Director	
Bag storage at the event	Only bags handed in by competitors with race numbers will be accepted by the race team. Large bags will not be accepted and bags may be subject to search.	Race Director	
Check availability of local A&E to receive casualties from event	A&E is at The William Harvey Hospital, Kennington Road, Willesborough, Ashford, Kent, TN24 0LZ. The hospital is approximately 15 miles away	Race Organiser	
Check availability of local NHS ambulance service trust to attend & evacuate critical casualties	Ambulance service trust notified	Race Organiser	
Ensure capability to deliver Mobile Basic Life Support response within 8 minutes of receipt of report of injury by the event or medical team	Medical provider in attendance, in accordance with UKA Good Practice Guide to Medical Services.	Race Organiser	

Procedures to ensure first aid in place before race start	Contact phone numbers exchanged. Medical provider to report to Race Director or Course Manager 1 hour prior to race start	Race Director & Course Manager	
Ensure effective reporting of casualties	Marshals will be deployed at appropriate intervals around the course.	Course Manager	
Layout and management of finish area to provide easy access for medical team to identify, treat & evacuate casualties	Clear access lane to be provided for the medical team. Experienced marshals in the finish area.	Race Director & Course Manager	

6. Emergency Event Planning

6.1 Major Incidents

A major incident is any emergency which requires;

- The implementation of special arrangements by one or more of the emergency services, NHS or Local Authority in order to rescue, treat and transport a large number of casualties
- The large-scale combined resources of the emergency services
- The mobilisation of the emergency services and supporting organisations to cater for the threat of death, serious injury or homelessness to a large number of people.

Evacuation of the event site will take place when there is a significant major incident and a risk of serious injuries either to some or all of the attendees. The decision to evacuate will be the responsibility of the Race Director after consultation with the race team and First Aid Providers. No large-scale incidents are anticipated but there are incidents that could happen which are beyond the control of the event management team such as;

- Off site chemical incident resulting in an airborne threat to health
- Extreme adverse weather
- Public disorder not associated with the event
- Terrorist attack

6.2 Major Incident Response

The roles and responsibilities of the Race Director in responding to a major incident are;

- To contact the emergency services.
- To manage the scene until the emergency services arrive.
- To log the incident and provide information to the emergency services.
- To liaise with the emergency services.
- To assist the emergency services in evacuation as necessary and under the direction of the emergency services.
- To continue to steward and staff the site under the direction of the emergency services.

6.3 Emergency Evacuation Procedure

The race management team will be in contact with each other by mobile phone. Any decision to stop the race will be taken by the Race Director, in conjunction with the Course Manager, Chief Marshal and Medical Provider. In the event of the race being stopped or the requirement to evacuate the race location, a PA system and/or a loud hailer will be available.

Instruction will be given to all race team members and marshals using a cascade system to guide all spectators off the site.

If the situation escalates to a part or full-scale evacuation of the site, the following message will be broadcast;

“LADIES AND GENTLEMEN, DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WE MUST ASK YOU TO EVACUATE THE AREA BY WALKING TO THE NEAREST AVAILABLE EXITS AROUND THE SITE AS QUICKLY AND QUIETLY AS POSSIBLE, TAKING ALL PERSONAL POSSESSIONS WITH YOU.”

If the race is to be stopped due to an incident on the course a cascade system will be used. The nearest marshal will be contacted to direct runners away from the incident to a position of safety. This may mean turning runners round to return to the start or to use a diversionary route. Marshals will then in turn be contacted to alert them of the change of plan.

6.4 Fire Safety

Due to the nature of the event, and the materials used, the risk of fire is minimal. Gazebos are lightweight and modular by design and are open on all sides with just a roof to provide shelter. In the event of fire in the gazebo, any participants within the gazebo will be asked to exit as quickly as possible.

In the event of fire at the venue, participants will be guided to the fire exits and will congregate at a designated assembly point away from the fire

6.5 Contingency Planning

In the event that the event is cancelled prior to the start of the race, the following plan will be brought into action;

- The Race Director agreed to a public statement and short-term action plan.
- Announcement made on the Nice Work website.
- Announcement made on all social media platforms - race pages on Facebook and Twitter.
- All participants receive an email, implemented by Nice Work staff.
- With a late announcement the race management team are to be positioned at strategic points to meet any participants unaware of the situation.
- Emails to be sent to all participants within 3 days explaining the next steps.

This is a tested process which has been used in the past when races have had to be cancelled at short notice due to poor weather – and has been tested again with races having to be cancelled due to the Covid-19 pandemic.

6.6 Measures taken to minimise incidences

Written instructions to participants will be mailed to all entrants two weeks prior to the race. These will provide runners with all the information they require for a safe and successful event. Their bib number and timing chip will be sent with instructions on how these should be worn to ensure an accurately recorded time. The timing chip is on the reverse of the bib number and a reading is taken as the runner crosses the timing mats at the start and finish of the run. This time is recorded live and can be accessed immediately after the runner finishes. Provisional results are added to the race website at the completion of the race and a results email sent to all finishers on the first working day after the race.

Full race instructions including a map of the course will be emailed to all runners prior to the race and a copy held on file at the Race HQ. A brief announcement to all participants will be given by the Race Director on the start line to be aware of any hazards, together with reminders for runners to;

- Obey all marshal's instructions
- Be aware of other route/road users
- Avoid sprint finishes
- Keep hydrated

A briefing of all the race team takes place prior to the commencement of the event set-up and a formal briefing to marshals takes place before the race. Each marshal will receive their own personalised briefing document prior to taking their position on the course. This will give key information regarding their location, how to direct runners and what to do in the case of an emergency. They will also be given details of their precise distance into the race and the nearest water and first aid stations to them. Key sector marshals will be in contact with the race director by radio.

Marshals will be positioned along the course at points identified as potentially hazardous – these points include all significant junctions. All marshals will be instructed to communicate instructions to participants precisely and clearly.

A sweep vehicle/cycle/marshals will follow the last participant towards the finish.

6.7 Extreme weather conditions

The Race Director reserves the right to stop or cancel the race anytime on the grounds of runner or public safety. If the event needs to be cancelled before the event, entrants will be advised via email and social media; should the event have to be cancelled on the day due to weather conditions or the course being deemed unsafe then entrants will once again be advised via email and social media with somebody on site to advise any runners, who may still turn up, of the cancellation (refer to above section)

If fog causes visibility to drop below 30 metres the race may be delayed or cancelled.

In high winds the decision will be made whether or not to use all the race furniture e.g. the start/finish gantry.

In the event of very warm weather, additional water may be placed around the course to aid hydration.

Whilst the decision is being made as to whether a race can start, all participants will be held in a safe location and regularly informed.

7. Additional Event Information

7.1 Communications

Communication between all those involved in the delivery of the event will be a key factor in ensuring that a safe and successful event takes place.

All members of the race team are in contact with each other via mobile phone. Race team will also have radios provided by RAYNET which will have course wide coverage. All race marshals have printed details of contact numbers and protocols to be followed in the event of an emergency.

7.2 Public Transport

There will be no public transport issues to note. Travel to and from the venue is not anticipated to be higher than the normal amount of traffic on roads in the local area.

7.3 Emergency Access

Access for emergency vehicles will be available throughout the course at all times. Vehicular access whilst the race is in progress is expected to be minimal with participants expected to arrive prior to the event and not depart until the event has finished.

7.4 Cabling

No cabling is required other than for the timing system and this is secured under the timing mats.

7.5 Defibrillator

The medical provider will have a defibrillator on site and on course for the duration of the event.

8. Nice Work Policies

8.1 Children and Vulnerable Adults

Although its races are designed to cater for adult runners, Nice Work fully accepts its legal and moral obligations to provide a duty of care, to protect all children and vulnerable adults and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child or vulnerable adult is paramount
- All children and vulnerable adults have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All members of the Nice Work race team and any subcontractors involved in a Nice Work event understand and accept their responsibility to report concerns to the designated Child and Vulnerable Adult Safety Official.

In order to meet this obligation Nice Work will;

- Provide and enforce procedures to safeguard the wellbeing of all participants and protect them from abuse.
- Ensure any children or vulnerable adults who may be eligible to take part in a Nice Work event are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of children and vulnerable adults.
- Recruit, train and supervise its race team and any subcontractors to adopt best practices to safeguard and protect young people and vulnerable adults from abuse, and themselves from false allegations.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies regularly.

Specific arrangements;

- There is a children's race but anyone can take part and parents or guardians can accompany their children.
- The designated Lost Child or Vulnerable Adult rendezvous point is at the race registration.

8.2 Missing Child or Young Person Procedure

If a child goes missing from the race start/finish area, the Nice Work team will apply the following procedure to be coordinated from the race registration by the Race Director;

Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.

Inform Marshals and other Race Management Team by an announcement using the following coded format.

"A message for marshals - Will Roseanne (or Len) please make sure they are at reception in the next 6 minutes (the number being the age if we know it)2. That would alert them to a missing 6 year old girl.

- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching reports back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the Police.
- Report the concern to the Police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow Police guidance if further action is recommended and maintain close contact with the Police.
- Report the incident to the Race Director.
- The Race Director ensures that they inform all adults involved, including the parents, searchers and Police if at any stage the child is located.

In the event that a lost child is found, the marshal who finds them or is handed them should remain at the point in which the child was found for several minutes and then contact the Course Manager, who will advise if the child had been reported missing or whether he/she should be taken to the lost child point.

Details of the child's location when found, clothing, age and description are ascertained and if the child can communicate, details of parents are asked from the child and reported to the Course Manager who will pass the information onto the lost child point. The Course Manager will announce that a child has been found and ask parent/guardians to report to the lost child point. Details and colour of the child's coat/clothing is the only information that can be given out in the announcement.

DO NOT REFER TO CHILDREN SPECIFICALLY OR GIVE DETAILS OF NAME, SEX OR AGE

8.3 Participant Code of Conduct

As a race organiser, we will always put the safety of our runners, spectators, volunteers, and race team first.

Please remember that our staff and volunteers are trying to help give you the best possible race experience, whilst also ensuring everybody stays safe – your assistance to help them do so is much appreciated.

Please observe our Participants Code of Conduct to ensure a safe and enjoyable event for everyone.

- Do your homework – make sure you are aware of and understand the pre-race briefing information that is emailed to all participants ahead of race day
- Come ready to run - If you have received your race pack in the post, you DO NOT need to register at Race HQ. Collect some safety pins from the table and head to the start line
- Strictly NO spitting or nasal clearing either at the start / finish or during the race
- Under no circumstances swap your number or give your place to another participant, those who do so without following the correct procedure risk disqualification and a ban from future events
- Be respectful to race officials, volunteers, and other participants
- Leave more time than you normally would to get to and from the event
- Whilst we will have water and goodies available. Be prepared to bring your own water and food and carry it with you during the race and please dispose of rubbish responsibly
- Be mindful of your surroundings and impact on other participants, spectators, volunteers, and the public

8.4 Spectators Code of Conduct

As a race organiser, we will always put the safety of our runners, spectators, volunteers, and race team first.

Please remember that our staff and volunteers are trying to help give you the best possible race experience, whilst also ensuring everybody stays safe – your assistance to help them do so is much appreciated.

Spectators are allowed to attend events, we'd request you please observe our Spectator Code of Conduct to ensure a safe and enjoyable event for everyone.

- Be respectful to race officials, volunteers and other participants
- Leave more time than you normally would to get to and from the event
- Wherever possible, please keep toilets clear for use by runners, volunteers and race team
- Be mindful of your surroundings and impact on other spectators, participants, volunteers and the public. Please dispose of rubbish responsibly

8.5 Lost Property

A Lost Property Point will be located at the race registration. The Lost Property Point will deal with property found on site and where missing or stolen property can be reported and claimed. This point will be identified with appropriate signage. Announcements will be made intermittently to inform attendees of availability and location.

Any person becoming distressed, due to the loss of their possessions will be assisted by staff. All staff are instructed to take any lost property to this point with details of the property, where it was found and by who is recorded. Any lost property not collected by the end of the event will be held by the race management team.

9. UK Athletics licence standards for races

The event will comply with the standards for road races laid down by UK Athletics.

These standards include the following;

- Ensuring the local authority, via the Safety Advisory Group (or similar), is consulted fully on course safety
- Facilitating the appropriate road closures are agreed with the local authority
- Seek approval, via the Safety Advisory Group, from Police and local Emergency Services with regards to the route and safety of participants and spectators
- Ensuring the route is certified as measured exactly to the distance advertised
- Ensuring the route is adequately signed and marshalled
- Fully briefing all marshals and race officials, including volunteers, with written instructions and safety guidelines
- Provision of a lead cycle or vehicle
- Provision of a sweep vehicle or person/people
- Ensuring adequate medical coverage is provided
- Provision of appropriate safety documentation and risk assessments
- Provision of adequate water is available at stations along the route as well as at the finish and that those on the course are clearly marked
- Provision of signed and adequate toilet facilities
- Provision of baggage/left luggage facilities

If further standards are introduced due to Covid 19 these will be implemented and adhered to.

A final course inspection will be carried out immediately prior to the race.

10. Appendix

A. Race Team Responsibilities

Position	Responsibilities
Race Director	Nominated Race Director with overall responsibility for the event and co-ordinating delivery on the day. Securing race licence. Confirming course and measurement. Creating event plan and ensuring it is circulated to all relevant parties Overall race safety responsibility - overseeing risk assessments and volunteer instructions Responsibility for emergency procedures and contingency plans. Liaison with First Aid Providers and all necessary third parties. Notifying residents and local businesses that may be affected Liaison with Park staff and their representatives on the day
Course Manager	Nominated Course Director with responsibility for the safety of participants during the race Laying out the course ensuring correct measurement and signage Ensuring water stations are placed correctly in line with the course details Responsibility for alerting Race Director of any potential incidents or accidents during the race Liaison with Chief Marshal to ensure that the race is adequately and safely marshalled. (in conjunction with the Race Director) Ensuring written instructions are issued to marshals Ensuring method of communication is understood e.g. 2-way radios, check mobile phone signal is sufficient all around the course
Chief Marshal	Nominated Chief Marshal with responsibility for the safe and secure marshalling of the race. Responsible for safety and wellbeing of volunteer marshals. Liaison with the Course Manager to ensure that the race is adequately and safely marshalled. Identifying number of marshals required in each section and their positions Ensuring Hi-vis are issued to all marshals Ensure written instructions are given to all marshals with emergency contact numbers
Key Sector Marshal	Nominated Key Sector Marshals with responsibility for the safety of participants within their nominated sector on the course. Responsibility for alerting the Race Director of any potential incidents or accidents during the race. Liaison with the Chief Marshal to ensure that their sector is adequately and safely marshalled. Manage volunteer marshals within their area

Start & Finish Coordinators	<p>Ensuring start and finish lines are identified correctly</p> <p>Ensuring signage to start line is in place or that start line is obvious to runners</p> <p>Ensuring finish gantry/flags are in place and secure</p> <p>Managing race start/finish procedures – starting hor & finish line tape.</p> <p>Nominated Start/Finish Coordinators with responsibility for the effective processing of runners through the start and finish areas, keeping runners moving through the finish funnel</p> <p>Responsibility for alerting the First Aid/Race Director of any potential incidents or accidents at the start or finish</p> <p>Responsibility for alerting the First Aid/Race Director of any medical incidents at the start or finish.</p>
Race Registration	<p>Ensure master database of all entrants is available</p> <p>Ensure there is a system in place for re-issued numbers</p> <p>Identify those runners that have an existing medical condition or on medication</p> <p>To work with the timing team to update of any changes</p> <p>Ensure route map, event licence, course measurement certificate, insurance documents and course records are available</p> <p>Manage system for collecting and distributing baggage</p>