# Event Safety Plan

## Lydd Half Marathon & 20 Mile

Banks Sports and Social Club, Dennes Lane, Lydd,
Romney Marsh, Kent TN29 7HG

Sunday 4th April 2027
From 9:00 am

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# 1. Event Information

## 1.1 Introduction

This document provides a summary of information for all aspects of the event, for the benefit of those involved in its organisation and delivery. The plan includes details of the event itinerary together with event personnel, site plans, route details, planning documents, risk assessments and cover provided by medical services and marshals.

The Lydd Half Marathon & 20 Mile is a race organised and delivered by Nice Work. Nice Work is a specialist race management company, affiliated to UK Athletics and with a portfolio of around 250 races throughout the UK.

The race will be held under UK Athletics rules and the race management standards conform to the standards of race organisation laid down by the Governing Body.

## 1.2 Planning

A number of factors have been taken into consideration before the promotion of the event. The date has been checked so as to not coincide with any other events on the same day. The venue has been assessed to ensure that the same access is available and that the route, which has been used year on year, is still viable. Nice Work has an experienced race team to deliver the event. Due to the time of year that the event takes place, specific attention has been made to potential weather conditions on the day. After all of these aspects have been considered, the event was proven to be acceptable and safe to promote.

The Health and Safety at Work etc Act 1974 applies primarily to firms employing more than five employees but also applies to activities such as the Lydd Half Marathon & 20 Mile which is organised by Nice Work. Whilst not a legal duty the need for a written risk assessment normally is a requirement of parent associations and insurance companies. This Management Plan includes identification and mitigation of the risks associated with this event.

In August 2006, The Home Office published its document "The Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places." The Guide includes specific advice for running events and this has been considered in the preparation of this Management Plan and Risk Assessment.

## 1.3 Event Profile

The event is expected to attract entries from people covering all abilities, aged 18 or over for the 20 mile and 17 or over for the half marathon. A maximum entry limit of 900 runne has been placed on the race by the organisers but around 850 runners are expected to take part in the event. The bulk of entries will be made before the race although, depending on the weather, it is anticipated that a number of runners may also enter the race on the day.

Nice Work took on the organisation of the race in 2007 and in 2016 a 20 mile distance wa included to increase the appeal of the event. Including participants, their families and supporters, we would anticipate an attendance of around 900 people. The site is capable of accommodating this number of people and more. It is anticipated that the event will be finished and all equipment, participants and any litter removed from the site by 15:00.

The race will use an accurately measured half marathon and 20 mile routes. The start is o Dennes Lane and the finish is located on the field next to the Sports Club. The course follows quiet country roads around Lydd, Old Romney and Brookland.

## 1.4 Event Timings

Saturday 3rd April:

| | |
|---|---|
| 13:00 | Course signage to be set out including 'Runners in Road' signage |

Sunday 4th April:

| | |
|---|---|
| 06:30 | Race team arrives to set up race headquarters |
| 07:00 | Final safety inspection of race route and setting up of water stations |
| 08:55 | Implementation of temporary road closure for the start of the race |
| 09:00 | Race starts |
| 10:10 | First Half Marathon finishers expected |
| 10:50 | First 20 Mile finishers expected |
| 12:30 | Final Half Marathon finishers expected |
| 14:00 | Final 20 Mile finishers expected |
| 15:00 | Site cleared |

## 2.1 Start and Finish of the Race

The race headquarters will be at the Banks Sports and Social Club and the adjacent Scout Hut. Portable gazebos will be erected on the cricket ground for registration. This will be used for those people collecting their numbers, on the day registrations and a queuing system will be in place.

The start of the race is along Dennes Lane and the finish of the race is on the cricket ground.

The race HQ will consist of a race registration gazebo and a food and drink vendor. There will be a bag drop area in the Scout Hut and there will be portaloos available.

There will be a gantry and timing equipment around the finish line. Allied, medical provider, will be based at the finish to allow for a quick response to anyone that requires medical assistance.

Music will be played and there will be an MC to make safety announcements and commentate as the participants make their way towards the finish. The Race Director will be monitoring noise at the event, no excessive noise is anticipated.




Green and yellow arrows indicate the direction of runners, the pink arrow indicates the finish line and the blue arrow indicates the start line..

## 2.2 Course Information

Half Marathon



20 Mile



Both the half marathon and 20 mile start on Dennes Lane and head north towards Old Romney. Both distances will inhabit the course together until just after 6 miles. At this point the 20 mile runners will turn right onto Ashentree Lane and will continue on to the turnaround point which is on Hook Wall after running past Brookland. The half marathon runners will continue past the turning with Ashentree Lane and turn right onto Chubb's Lane to their turnaround point. After both distances have turnaround the route is the same back to the finish line on the cricket ground.

### 2.3 Event Signage

Signage is important to give information to participants and the public and to maintain a safe environment for runners, marshals, spectators and members of the general public. The course will be marked using arrows to show the route of the course. Each mile a sign will be used to mark the distance covered. Signs will also be used to advise the public that an event is in progress. Additional signs will be used to offer information to participants at registration regarding the location of facilities. All course signs will be erected by the course team and overseen by the Course Manager. Most signs will be attached to stakes to place around the route whilst other signage will be attached to event fixtures. All of the signs are made from lightweight correx boards and are attached using cable ties. All signage will be removed shortly after the event, after the last runner has completed the route.

### 2.4 Aid Station

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.

Water stations will be equipped with 5 Litre bottles of water that can be dispensed into plastic cups. A high standard of hygiene needs to be maintained in the distribution of water.

Volunteers or marshals will ensure that drinks are dispensed rapidly when required. Clean disposable cups, or 250ml bottles, or other individual containers, for each runner are essential, and they should not be filled to the brim. Allowing each runner two-thirds of a 6 oz. cup would give five cups to a pint, 40 to a gallon and 200 to five gallons. As some runners will take more than one cup, a considerable volume of drink and a large number of cups will be needed at each station.

All volunteers or marshals will wear gloves and high visibility clothing along with instructions and emergency contact numbers.

Other than water and sugary snacks on the finish line there will be drinks available for purchase in the Sports Club and in the Scouts Hut. Participants are advised to check the allergen information before eating any of the snacks available on the finish line.

### 2.5 Car Parking

Parking is available on The Rype and there is a separate plan dedicated to this.

### 2.6 Toilet Facilities

Portable toilets will be available within the event site and these have been ordered in line with the requirements laid out by UK Athletics. There are no toilet provisions on the course.

### 2.7 Waste

The majority of the plastic waste will be from the water station and the start/finish area. Nice Work will collect all event waste that is left on the route and at the water station and brought back to the race HQ. This will be done in a safe and a diligent manner so as to not leave the site in any other state than how we found it.

### 2.8 Road Closures

We will enact a 15 minute temporary road closure on Dennes Lane to allow the safe start of the race. Temporary signage will be used and removed as soon as the race has started.

## 3. Directory of Roles & Numbers

### 3.1 Race Management Team & Marshal Contacts

The Nice Work race management team is an experienced team of race officials and will cover the following key areas:

| Name | Position | Responsibility | Contact |
|---|---|---|---|
| Nice Work | Race Director | Overall responsibility for the event and coordinating delivery on the day | |
| Nice Work | Course Manager | Responsible for the overall safety on the course | |
| Nice Work | Chief Marshal | Responsible for the safe and secure marshalling of the course | |
| Nice Work | Start & Finish Coordinators | Responsible for the effective processing of runners through the start and finish areas | |
| Nice Work | Race Registration | Ensure master database of all entrants is available | |

A full list of responsibilities for each of these positions is available in appendix A.

### 3.2 Marshals

The main responsibility of the marshals is to act as markers on the course and to provide safety for runners in that particular area. They will also assist the race management team and the emergency services should the need arise. Marshals are also required to report any injuries or runners requiring medical attention.

Whilst on duty, marshals must;

- Ensure the safety of runners, pedestrians & other route users.
- Concentrate only on their duties. Not to use mobile phones unless required to report an emergency or medical assistance to the First Aid Point.
- Be familiar with the course to ensure runners follow the prescribed route.
- Encourage runners but also remain calm and courteous towards the runners and members of the public.
- Respond to any questions asked by the general public.
- Be prepared to assist in other areas of the event if the need arises.
- Wear distinctive high visibility clothing jackets provided by Nice Work.
- Not consume or be under the influence of alcohol or drugs.
- Not leave their place without permission unless told to do so by the Race Director or other authorised member of the race management team.

Marshals will be required to stand at their designated point for quite some time. Nice Work advises that they wear clothing appropriate for the time of year. If a marshal wants to leave their post at any time during the event, they must call in to have a replacement marshal sent to their point. Marshals are not to leave their point unattended under any circumstance. On the day of the event, all marshals will be walked or driven to their position on the route and briefed on their specific role.

## 4. Insurance

### 4.1 UK Athletics Affiliation & Race Licence

Nice Work is registered and affiliated to UK Athletics as an organisation.
Affiliation Number: 2662507

The event will hold a licence, for each distance, under UK Athletics Rules and is available to view in the race file. The event is insured under this licence of which will also be on display within the race HQ on the day.

## 5. Risk Assessment

Risk assessments form an essential part of our race planning process and we prepare them in line with UK Athletics guidelines to ensure they meet race licensing standards laid down by the sport's governing body.

The risk assessments for the event have been developed to cover the various phases of the event including;

- Event
- Course
- Fire
- Water / fluid Stations
- Start area
- Finish area
- Marshals
- Timing

This section includes information about the medical provision at the event, along with a medical risk assessment and counter terrorism risk assessment.

| | |
|---|---|
| **Risk Assessments carried out by:** | **Tim Mann** |
| **Date of Assessment:** | **01/03/2026** |

The risk assessments are dynamic and subject to change in line with changes in weather and course conditions. A final course inspection will be carried out immediately prior to the race.

### 5.1 Risk Level Matrix

| | | SEVERITY | | |
|---|---|---|---|---|
| | | **Slight (L)** | **Medium (M)** | **Major (H)** |
| **LIKELIHOOD** | **Seldom (L)** | L | L | M |
| | **Occasionally (M)** | L | M | H |
| | **Frequently (H)** | M | H | H |

Risk Level Matrix: (L) Low; (M) Medium; (H) High

## 5.2 Event 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. | Ground conditions on site | Runners<br>Spectators<br>Event staff | L | Ground conditions to be checked on arrival. Event staff are fully briefed prior to the event. Any hazards are to be highlighted and marshalled | L | Race Director | On the Day |
| 2. | Vehicles entering the site for loading and unloading | Event staff<br>Runners<br>Pedestrians | H | Traffic movements to be coordinated by event staff. Staff given specific roles to manage traffic movements. | L | Race Director | On the Day |
| 3. | Setting up of gazebos | Event staff | M | Experienced team setting up gazebos.<br>Event staff fully briefed. | L | Race Director | On the Day |
| 4. | Runners in collision with event staff on site | Runners<br>Event staff | L | Breakdown of equipment at start & finish only takes place once the last runner has finished. Finish area is managed by an experienced race team. | L | Race Director<br>Course Manager | On the Day |
| 5. | Cabling associated with timing equipment is a trip hazard | Runners<br>Event staff<br>Pedestrians<br>Spectators | M | Cables are placed under mats at the start & finish and tapped off from runners and other users. Finish area managed by experienced race team. | L | Race Director<br>Timing Manager | Pre-race & on the day |
| 6. | Weather causes flying debris or collapse of equipment | Runners<br>Spectators<br>Event Staff | M | Race Director to monitor weather conditions and advise accordingly.<br>Gazebos will not be used if high winds | L | Race Director | Pre-race & on the day |
| 7. | Clearing the site post event | Event staff | L | Experienced team working on the site. Event team fully briefed prior to the event. | L | Race Director<br>Course Manager | Pre-race & on the day |
| 8. | Clearance of litter and waste post event | Event staff | L | Experienced team working on the event. All waste associated with the run will be removed from the site. | L | Race Director<br>Course Manager | On the Day |

## 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<br>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.<br>Runners are instructed to be vigilant along the route.<br>Runners instructed to keep left and in single file. | L | Race Director<br>Course Manager<br>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<br>Course Manager<br>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.<br><br>Course map emailed to entrants prior to race. Marshals are situated in agreed positions. | L | Race Director<br>Course Manager<br>Marshals | Pre event and on the day |
| 4. | Weather conditions - runners becoming dehydrated or affected by cold/heat | Runners<br>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.<br><br>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.<br>Marshals to be located at every junction of the course.<br>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.<br>Signage on the route to warn other users.<br>Runners instructed to keep left and in single file.<br>Marshals in position at road junctions | L | Race Director<br>Course Manager<br>Marshal | Pre event and on the day |
| 8. | Course - Brooklands turnaround | Runners | M | Half Marathon runners turnaround point - Runners in collision with returning runners<br>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.<br>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.<br>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 | Barriered off the finish area.<br>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.<br><br>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.<br>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.<br>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 re:use 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: Allied Healthcare Consultancy**
**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 | 01/03/2026 |
| 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 mir 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 severe which means that an attack is highly 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.<br>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<br>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.<br>Securing race licence.<br>Confirming course and measurement.<br>Creating event plan and ensuring it is circulated to all relevant parties<br>Overall race safety responsibility - overseeing risk assessments and volunteer instructions<br>Responsibility for emergency procedures and contingency plans.<br>Liaison with First Aid Providers and all necessary third parties.<br>Notifying residents and local businesses that may be affected<br>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<br>Laying out the course ensuring correct measurement and signage<br>Ensuring water stations are placed correctly in line with the course details<br>Responsibility for alerting Race Director of any potential incidents or accidents during the race<br>Liaison with Chief Marshal to ensure that the race is adequately and safely marshalled. (in conjunction with the Race Director)<br>Ensuring written instructions are issued to marshals<br>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.<br>Responsible for safety and wellbeing of volunteer marshals.<br>Liaison with the Course Manager to ensure that the race is adequately and safely marshalled.<br>Identifying number of marshals required in each section and their positions<br>Ensuring Hi-vis are issued to all marshals<br>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.<br>Responsibility for alerting the Race Director of any potential incidents or accidents during the race.<br>Liaison with the Chief Marshal to ensure that their sector is adequately and safely marshalled.<br>Manage volunteer marshals within their area |
| Start & Finish Coordinators | Ensuring start and finish lines are identified correctly<br>Ensuring signage to start line is in place or that start line is obvious to runners<br>Ensuring finish gantry/flags are in place and secure<br>Managing race start/finish procedures - starting hor & finish line tape.<br>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<br>Responsibility for alerting the First Aid/Race Director of any potential incidents or accidents at the start or finish<br>Responsibility for alerting the First Aid/Race Director of any medical incidents at the start or finish. |
| Race Registration | Ensure master database of all entrants is available<br>Ensure there is a system in place for re-issued numbers<br>Identify those runners that have an existing medical condition or on medication<br>To work with the timing team to update of any changes<br>Ensure route map, event licence, course measurement certificate, insurance documents and course records are available<br>Manage system for collecting and distributing baggage |

## B. Unattended Items

Use the HOT (Hidden, Obvious, Typical) protocol to inform your judgement:

Is it HIDDEN?
- Has the item been deliberately concealed or is it obviously hidden from view?

Is it OBVIOUSLY suspicious?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?Do you think the item poses an immediate threat to life?

Is it TYPICAL?
- Is the item typical of what you would expect to find in this location?

What to do
- Do not touch it.
- Make immediate enquiries to trace the owner.
- Did anyone see who left it?
- Can CCTV be checked?
- Does it have a label identifying the owner?

Remember - If you think it's suspicious, REPORT IT - to Security, Management or the Police.

Now apply the 4Cs (Confirm, Clear, Communicate, Control) protocol: - Consider contingency arrangements for ballot box security under evacuation protocols

CONFIRM the item is suspicious:
- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.
- However, if HOT leads you to believe the item is suspicious, apply the 4Cs.

CLEAR the immediate area:
- Do not touch it.
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase, move at least 100m away from the item.
- Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it.
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights.
- Cordon off the area.

COMMUNICATE – Call 999
- Do not use mobile phones or radios within 15 metres of the item.

CONTROL access to the cordoned area
- Staff and members of the public should not be able to approach the area until it is deemed safe.
- Try and keep eyewitnesses on hand so they can tell police what they saw.

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## CIVIC AND SOCIAL ENGAGEMENTS 2026-2027

**The Worshipful The Town Mayor**
**Cllr Bob Jones**

**July 2026**

| | | |
|---|---|---|
| 5th | New Romney – Civic Service | |
| 10th | Walmer Castle – Lord Wardens Reception | |
| 25th | New Romney – Country Fayre | |
| 31st | Lydd – Pilgrims Hospice fund raise (Mayors Charity) | |

**August 2026**

| | | |
|---|---|---|
| 3rd | Lydd Army Camp – Cadets | |
| 15th | Tenterden – Grand opening of the Town Hall | |
| 19th | Hythe – Venetian fete | TS |

Civic and Social Engagements July - August 2026