

TRAIL RUN EVENT PLAN

UK Running Events Trail Run

South Downs Trail Run – Saturday 9 November 2024

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1. EVENT DETAILS

Event Name: South Downs Trail Run

Date: Saturday 9 November 2024

Venue: Goodwood Racecourse

Address: Selhurstpark Rd, Chichester PO18 0PS

Medical Providers: Re-Pat Medical Services Ltd (See Section 9 for further details)

Local Hospital details: St Richards Hospital, Spitalfield Ln, Chichester PO19 6SE

Local Police Station details: Sussex Police, Kingsham Rd, Chichester PO19 8AD

Toilet Providers: Venue (See Section 5 for further details)

Waste Providers: Venue (See Section 5 for further details)

Emergency Assembly Point

Primary Emergency Assembly Point: <https://w3w.co/walls.include.showcase>

Park Entrance / Exit Locations

Public vehicle entrance: <https://w3w.co/dwarf.swatting.flows>

Public vehicle exit: <https://w3w.co/dwarf.swatting.flows>

Emergency vehicle entrance & exit: <https://w3w.co/dwarf.swatting.flows>

Estimated Participant Numbers: 500

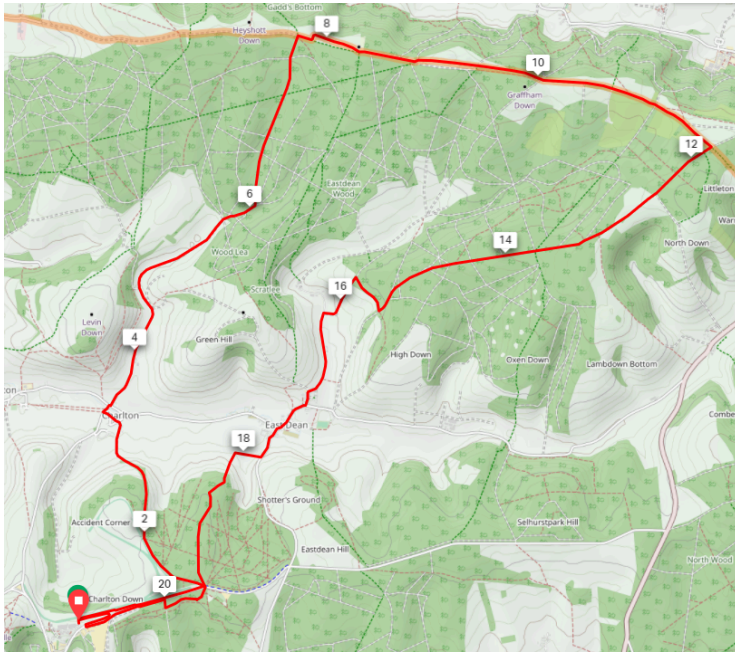
Duration of Event: One day event (8.00am - 2.00pm)

Parking - Approximately 300 cars are anticipated. The venue has adequate spaces to accommodate this.

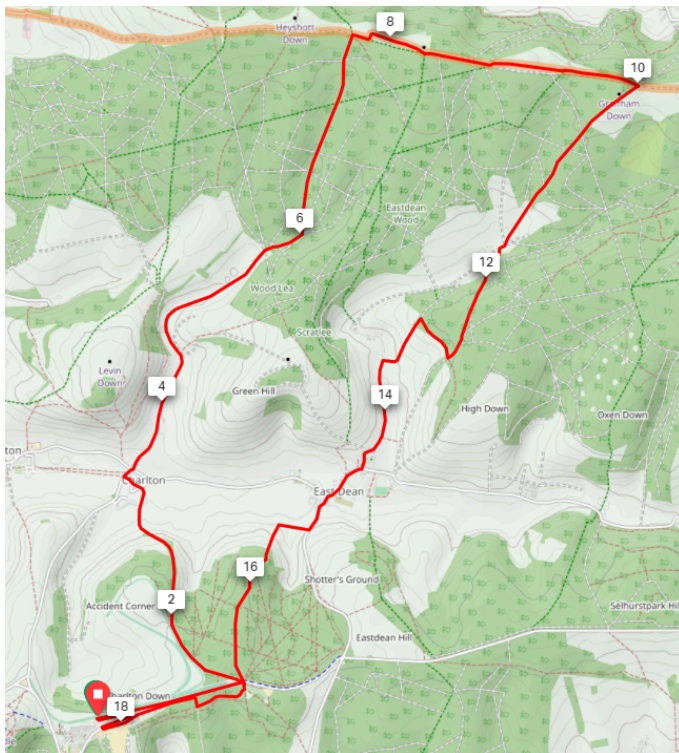
Event Website: www.ukrunningevents.co.uk

2. MAP

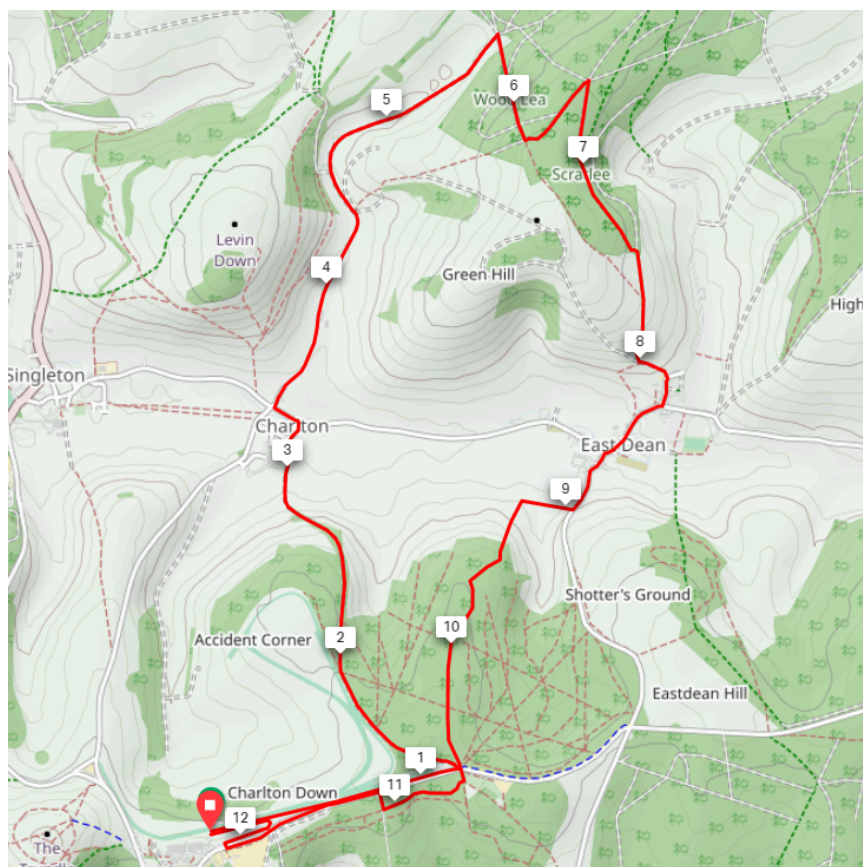
21.2k Route:



18.5k Route:



12.4k Route:



3. INTRODUCTION

UK Running Events Ltd organises amateur, middle distance trail running events at locations in the UK. These events support a wide range of participants, encouraging people of all abilities to enjoy running in a fun, friendly and social environment.

UK Running Events provides a support infrastructure for these events including:

- Organisation
- Safety marshals & support staff
- Security
- Water hydration stations
- Route marking and monitoring
- Medical assistance along the route

The aim of the event is to provide an environment for participants of all abilities to have a safe and enjoyable experience.

4. EVENT MANAGEMENT

Event Management Appointments

APPOINTMENT	NAME	TELEPHONE	EMAIL
Event Manager	Martin Barden	07545 137133	Martin@ukrunningevents.co.uk
Event Assistant Manager	Alex Stangeland	07921 157314	Alex@ukrunningevents.co.uk
Safety Officer	Rob Henderson	07941 012947	Rob@ukrunningevents.co.uk

The Event Manager will be responsible on behalf of UK Running Events Ltd for all aspects of the organisation and smooth running of the event. They will be positioned at the event base

and will have adequate means of communication with all the event staff, food and water stations as well as the mobile support vehicles.

The Event Managers responsibilities include, but are not limited to the following:

- Management of the registration area.
- Management of the onsite Medical team.
- Initial management of any incidents.
- Management of the start and finish lines.
- Monitoring the safety and welfare of all staff.

The Event Assistant Manager will deputise for the Event Manager in their absence.

The Safety Officer is responsible for all aspects of Health & Safety and emergency contingency procedures.

Event Marshalling Staff. UK Running Events uses our experienced and trusted event staff. Our small team is made up of professional event staff and are used for all the events in our trail series. UK Running Events pride ourselves as being industry leaders for trail, obstacle, and sporting events staffing.

All Marshals are issued Hi-Vis Jackets and walkie-talkies. Event Staff are given a verbal operations and safety briefing from the Event Manager upon arrival at the venue on the event day.

Marshal Responsibilities. Marshal responsibilities are as follows:

- **Parking Marshals.** Parking marshals in high visibility vests will be used at the designated parking areas. All parking marshals will be briefed on the car parking plan. All parking marshals will be issued a handheld radio and be in communication with each other and the Event Manager.

- **Route Marshals.** Route marshals including roaming, will also be placed at specific points to warn participants of any potential hazards on the course if required. All marshals are provided with high visibility clothing.
- **Water Station Marshal.** The Water Station Marshal is responsible for managing the on-course water station. One bottle of water is given to each participant per lap.
- **Aid Station Marshals.** Aid Station Marshals will travel directly to their positions and not pass through the event centre. All marshals will be required to check-in with the event coordinator prior to the event start.

5. EVENT INFRASTRUCTURE

Event Communications. The primary means of communication between all Event Staff are Handheld Radios. Mobile phones are to be used only as a secondary form of communication.

All Event Staff including Marshals and Medics are issued a fully charged handheld radio on event day and instructed on its use.

The Event Director, who is based at the event centre, is overall in charge of the event coordination. All radio messages will be directed to the Event Manager so a strict and structured management of the event can take place.

Toilets. Where possible, venue permanent toilets are used. If permanent venue toilets are not available then portaloos are hired in. In most cases 12x portaloos (including 1x disabled toilet) are sufficient for the number of participants at the event at any one time.

Waste. Where possible, existing venue waste infrastructure is agreed within the venue contract. When venue waste removal is not possible, bins will be hired from a local private waste removal firm. All waste is removed from site post event. All UK Running Event Staff and marshals ensure the registration area is a litter free throughout the event.

Catering. Local private catering suppliers support all trail events where venue catering is not available. In most cases these will be a coffee van and hot food van. All catering providers

supply UK Running Events with their mandatory health and safety documentation before the event. Copies of these documents can be requested by interested parties 5 working days before the event.

Signage. Signage is used in the registration area for the following:

- Carpark entrance, route and exit.
- Pedestrian route from carpark to registration area.
- Registration area.
- Route to start.
- Warning signs where necessary.

Examples of Route Signage



6. EVENT DAY

Timings. The following timings are followed on event day:

7.00am:	Staff arrive at the venue.
7.30am:	Event Manager briefs all staff and marshals.
9.00am:	Long course start.
9.15am:	Medium or Short course start (when applicable).
9.30am:	Long course start (when applicable).
2.00pm	Event pack down commences.
3.00pm	Depart event area.

Event Staff Briefing. The Event Manager briefs all UK Running Events staff and marshals on their responsibilities, format of the event, venue specific safety information and all contingency plans.

Event Day Administration. Event registration desk serves as a help desk. All participants are required to have pre-registered and entered online prior to this event. No entries will be accepted on the day.

Start Procedure. Start times are staggered according to the route distance. The final wave of runners starts at 9.30am. Runners are notified prior to the event day of their start time. The slowest participants will complete the course within four hours.

Cancellation procedure. If for any reason the Event Manager deems it necessary to cancel or postpone the event, for example severe weather conditions, notice will be given to all participants via email and text as soon as is operationally possible. Notification will also be posted on UKRE social media channels.

7. WEATHER CONDITIONS

Pre Event Weather Checks. Weather checks including extreme weather checks will be conducted using the Met office in the week leading up to the event. The event will be cancelled if the predicted weather conditions are too severe to conduct the event.

Event Day Weather Monitoring. Weather will be monitored throughout event day.

8. EVENT HEALTH AND SAFETY

Terms and Conditions. UK Running Events provides a safe environment for amateur participants to enjoy the event, the participants will all be required to sign and agree with the UK Running Events terms and conditions (**Annex B**). UK Running Events Terms and Conditions are provided on the day and on the website:

<https://www.ukrunningevents.co.uk/terms-conditions>

Pre Event Information. Pre-event information packs will be sent to all participants via email & within their entry packs and will cover any specific safety information relating to the event.

Participant Briefing. Participants are briefed on the following points:

- Their personal responsibility to ensure their own health & safety on the day.
- To take enough hydration and food for the duration of the event.
- Locations of water stations are positioned along the course.
- Description of the route and the event emergency contact numbers.
- Any additional safety measures and procedures in place.

The event organisation will provide water stations at points on the course to supplement the participant's own provisions, ensure on-route support and guidance, as well as monitor the progress of the event.

Risk Assessments: The Event Risk Assessment can be found at **Annex A**.

9. MEDICAL

Medical Provision. All UK Running Events are supported by professional Event Medical Providers. UK Running Events uses the following Medical Providers:

COMPANY NAME	COMPANY NO.	WEBSITE
Re-Pat Medical Services Ltd	13918654	https://re-pat.co.uk/
Mersey medical	10072525	https://www.merseymedical.co.uk/
Role One Medical	11967547	Role1medical.co.uk/
Bristol Ambulance EMS	07407241	https://bristolambulance.co.uk/
Acute Ambulance	06100214	https://www.aams-amb.co.uk/
Advanced Medical Transport services	10170524	https://advancemedicaltransportservices.co.uk/
ABC Medical Services Ltd	05722019	abcparamedicservices.co.uk
EAS Medical Group	15049974	easmedicalgroup.co.uk

Event First Aid Base. A First Aid base shall be established at the venue next to the registration area.

Medical Staff Composition. A minimum of the following will support each event:

- 2 qualified Paramedics

Medical staff composition will be increased if participant numbers increase.

All medical staff are issued event walkie talkies.

In the event of a serious incident, a location for dealing with multiple casualties will be identified by the medical team at the time, depending on which area of the venue is affected and the prevailing circumstances.

Once a suitable location has been identified, the Medical Team Leader and Event Manager will arrange for the area to be cleared and supervised so that the medical staff can treat injured persons.

In an Emergency that cannot be dealt with by the onsite medical team, medical emergency services will be requested via 999

Event Staff will guide emergency services to the nominated treatment area if attending.

10. INSURANCE

UK Running Events is covered to the sum of £5m Public Liability Insurance with an additional £5m Products Liability Insurance (**Annex D**). Insurance is renewed annually in April.

11. EMERGENCY CONTINGENCY PROCEDURES

Emergency Contingency Procedures. UK Running Events shall request the venue's fire / emergency evacuation plan specific to that site. UK Running Events will follow the guidance set out in the venue plan in the first instance. Should a venue plan not be in existence or not made available, UK Running Events shall put its own procedures into action.

The following Contingency Plans have been prepared by UK Running Events to be used in the absence of the provision of a plan being submitted by the venue that the event is taking place at and to provide a measured response to any incident likely to affect public safety.

The objectives of the Emergency Contingency Plans are as follows:

- To ensure the safety of the public, organisers and staff.
- To maintain public order and control in an evacuation.
- To assist and work with the Emergency Services in their response to an incident.
- To prevent the damage to the buildings and fabric of the venue.
- To provide an immediate response to any potential danger likely to affect the safety of the public and any subsequent actions.

Although not exclusive, the incidents referred to in this plan have been prioritised using previous event experience. The Plans cannot however cover every possible eventuality and flexibility in the implementation of the plans will be essential to achieve a satisfactory result.

In responding to an incident, an awareness of the responsibility of all agencies is essential to achieve the main objective of participant and spectator safety.

It must be made clear to all personnel that their most important duty of care is to themselves and they have a duty not to put themselves at risk.

It is the duty of management to ensure the safety of all their staff and any other person on their premises. This includes customers, contractors, concession holders, media, technicians and performers. A duty of care is extended to temporary visitors to the premises and even trespassers. It is therefore vital that during operations, the Event Manager, On-Course Managers and Event Staff ensure that the safety of such persons is taken into consideration at all times.

After making sure that they have protected themselves from harm, it is the duty of all staff to ensure the safety of all members of the general public and other members of staff. Preventing loss or damage to belongings, equipment or even money must NEVER be placed before the safety of people.

Prior to the event commencing, all event staff are issued PPE, briefed on the timetable of events, site specific emergency procedures and actions to be taken if an incident occurs.

Emergency Assembly Points. A primary and secondary Emergency Assembly Point to be used in the event of an emergency will be nominated at each venue. These can be found in Section 1 of this document.

In the unlikely event that both the Primary and Secondary Emergency Assembly Points are unsafe either the Registration and / or Course Areas are to be used.

Emergency vehicle entrance and exit. An alternative emergency vehicle entrance and exit, separate to the participant vehicle entrance and exit, will be nominated at each venue. This can be found in Section 1 of this document.

Fire. Upon discovering a fire the first action must be raising the alarm and to inform the fire brigade via 999.

If using a building on site, breaking of a glass at a call point to sound an alarm should be immediately actioned. If no alarm is present, all staff must be informed of the situation via radio.

Upon hearing the alarm ALL Marshalls should assist to evacuate participants and any spectators to the nominated emergency assembly area.

The responsibility for calling the Fire Service is that of the Event Manager, however all staff are briefed on the fire procedure and will have the ability to call 999 if a fire is discovered.

Police. Police will be responsible for their core duties of:

- Preventing and detecting crime.
- Preventing or stopping a Breach of the Peace.
- Traffic regulation (only under statutory powers relating to events).
- Activating contingency plans when there is an immediate threat to life.
- Coordinating emergency response activities associated with a major incident taking place at the event.

Emergency number: 999

Non emergency line 101

Local Police details can be found in Section 1 of this plan.

Bomb Threat/Suspect Packages

Any member of staff receiving a report that a bomb has been left at the venue will immediately inform the UKRE management staff who will inform the office at the venue. See **Annex I** for actions to be taken on receipt of a bomb threat.

If a suspicious package is found the following actions must be taken:

CONFIRM – Confirmation of a device

CLEAR – Clear the area (by safest route to minimum cordon distances). Event participants and spectators, under direction of event staff, should be immediately evacuated via a safe route to the appropriate emergency assembly area.

CORDON – Cordon area (out of line of sight, behind hardcover away from secondary hazards such as glass/fuel. Check for secondary devices)

CONTROL – Control the cordon, control access areas

CHECK – Check all other tasks have been completed and remain in place

Cordon distances:

- Up to briefcase size 100 metres minimum
- Suitcase or small vehicle 200 metres minimum
- Large Vehicle 400 metres minimum

If necessary the event will be abandoned.

The suspicious package / bomb should not be touched or interfered with.

Radio transmissions and mobile telephone calls within 30 metres of the package are strictly prohibited.

If Emergency Services take charge of the incident then UK Running Events staff will give assistance as requested.

Child/Guardian Separation Procedure

Lost Child Reported

In the event of staff being informed that there is a missing child the following actions will be taken:

- All staff are to be informed via radio.
- All movement on site to be frozen.
- Entry and exit onto the site will be frozen.

- A detailed description of the missing child will be given to all staff.
- The location the child was last seen will be given to all staff.
- A team of event staff nominated by the Event Manager will commence a search.
- The search will be coordinated by the Event Manager.
- External emergency services assistance will be sought by the Event Manager as required.

Lost Child Found Procedure

In the event of staff encountering a lost child the following actions will be taken:

- The child will be escorted by two members of staff to the registration tent.
- Details of the child will be passed via radio to all event staff.
- Ownership will be carefully ascertained and monitored.
- External emergency services assistance will be sought by the Event Manager as required.

NB: NO CHILDREN will be allowed to leave the site, including children accompanied by adults, until the child and guardian are reunited.

Crowd Surges/ Crushes

The event start area, finish area and course area including obstacles are managed by ON Course managers and event staff. Any information about overcrowding, crowd distress, crushing or crowd surging will be immediately reported to the event director. On receiving such a report, the event director will:

- Liaise with the Marshals in the area concerned.
- Ascertain the number of people in the area.
- Inform the UK Running Events on course supervisors.
- Take immediate steps to resolve any problems quickly by using the Safety Marshals and any other UK events staff as deemed necessary.

Emergency Evacuation Procedures

The control of all emergency evacuation procedures will be undertaken by the Event Manager and the UK Running Event staff unless Police are present and the Senior Police Officer advises that he/she will take control of the situation.

For the duration of the evacuation, and if safe, the Control Point will be in the registration tent.

The Event Manager will coordinate the evacuation. The route all participants will need to take to evacuate the event area will depend on the reason for evacuation.

If safe to do so participants will be returned to their cars prior to exiting the venue.

NOTE: *It is impossible to make hard and fast rules in emergency situations and each problem must be dealt with according to the conditions that exist at the time. Accurate assessment of the situation together with good communications and a good working knowledge of Emergency Procedures are necessary.*

If the Police are not present then they will be informed immediately that a full evacuation is, or about to take place, and the reason for the decision.

In the event of a full evacuation, all staff, once they have confirmed all participants have been safely evacuated, will assemble outside the main venue Car Park and report to the Event Director.

Terrorism

UKRE is required by law to protect employees, customers, volunteers, and other people visiting our events, from harm.

UKRE events have been assessed as an unlikely target for terrorist attacks. Whilst UKRE events see high participant numbers, the outdoor setting and spread-out nature of UKRE events reduces the likelihood of terrorist attack.

Types of Terrorist Attack

- Marauding attacker (carrying a firearm, blade or other weapon)
- Vehicle as a weapon (primarily road vehicles but could be aircraft such as drones)
- Improvised Explosive Devices (which can be carried, placed, posted, vehicle borne)

Each event location is different and has varying levels of physical protection against certain types of attack although it is important to note that it is impossible to fully eliminate the possibility of any type of attack.

In the first instance ACT and Run-Tell-Hide procedures should be applied:

<https://www.counterterrorism.police.uk/actelearning/>

Controls in Place

- The Event Organiser is responsible for informing emergency services at the earliest opportunity.
- All Marshals briefed on possible different types of attacks and responses to each.
- Site specific in-vacuation and evacuation plan.
- Venue alarm system (dependent on venue).
- Radio communications between all event staff to relay information.

- Event medical team briefed for possible situations.
- Medical equipment available to all Marshals.
- Random bag searches of participants entering the event area.
- Random check of bag contents at Bag Drop.
- Marshal management of traffic on site.
- Marshals briefed on Emergency Contingency Plans for the following:
 - Fire
 - Bomb threat / suspect packages
 - Child / guardian separation
 - Crowd surges / crushes
 - Evacuation procedures

ANNEX A.

EVENT RISK ASSESSMENT

Activity	HAZARD	PERSONS AT RISK	INITIAL RISK LIKELIHOOD (L) / SEVERITY (S) / OVERALL RISK (R)			EXISTING RISK CONTROLS	FURTHER RISK CONTROLS TO BE IMPLEMENTED	RESIDUAL RISK LIKELIHOOD (L) / SEVERITY (S) / OVERALL RISK (R)		
			L	S	R			L	S	R
Venue setup	Slips, trips and falls	Staff, contractors	2	3	6	<ol style="list-style-type: none"> Appropriate footwear to be worn by all staff assisting with the setup. Ensure tents/marquees are positioned in the best location in relation to other structures/toilets/catering facilities. Electrical cables/extension leads/plugs that are unavoidably in areas such as walkways and start/finish area covered by appropriate protective cable covers, matting and ramps to avoid tripping. Hazard tape and cones used to demarcate any areas with restricted access/extension cables/timing equipment. Signage put in place to direct participants on site. Loose cables secured with cable ties. Site tidied of any rubbish/boxes/unused equipment before leaving at the end of day. 	<ol style="list-style-type: none"> Ensure contractors submit appropriate risk assessments prior to event. Schedule contractor's arrival/unloading times to avoid crowding of site during setup. 	1	2	2

	Manual handling	Staff, contractors	2	3	6	<ol style="list-style-type: none"> Use of sack barrows where possible to get heavy items to the desired location. Workman's gloves provided to protect hands. More than one person to load/unload vans to help with lifting of heavy items. Setting up of tents to be done by more than one person. 	<ol style="list-style-type: none"> Clear instructions given by senior staff in charge to limit unnecessary lifting/movement of heavy items/boxes/equipment. Ensure contractors submit appropriate risk assessments prior to event. 	2	2	4
	Electricity	Staff, contractors	2	5	10	<ol style="list-style-type: none"> Portable Appliance Tests (PAT testing) on all extension cables and portable electrical devices. Supply cables appropriate for outdoor use. Cables from an approved supplier in safe condition. Race timing equipment setup by appropriately qualified member of staff. 	<ol style="list-style-type: none"> Visual check of all cables before use to ensure safe to use. Any cables found to be faulty removed from site, clearly marked, and not used for event. Ensure contractors submit appropriate risk assessments and safety certificates prior to event. 	1	5	5
	Fuel spillage	Staff, contractors	2	4	8	<ol style="list-style-type: none"> Fuel for portable generators stored in appropriate container. Fuel containers checked for good seal. Fuel containers not moved unnecessarily. 	<ol style="list-style-type: none"> Sand used on any spillage. Ensure contractors submit appropriate risk assessments prior to event. 	1	3	3
	Vehicle movements	Staff, contractors	2	5	10	<ol style="list-style-type: none"> Limit number of vehicles on-site. Designated access/exit point for vehicles on site. Ingress/egress point to be <u>kept clear of obstructions at all times</u>. Speed limit on site 8mph. 	<ol style="list-style-type: none"> Ensure grounds at the site are suitable for the vehicles. Ensure an area of exclusivity for event centre. Hazard lights to be used for any vehicle moving around the site. 	1	4	4
	Welfare	Staff	2	1	2	<ol style="list-style-type: none"> Drinking water available to staff. 	<ol style="list-style-type: none"> Staff/contractors to take lateral flow test before 	1	1	1

						<ul style="list-style-type: none"> 2. Staff advised before attending venue setup of need to bring food/drink. 3. Portable toilet facilities available on site. 	arrival on site, and not to attend if positive.			
	Adverse weather	Staff, contractors	3	2	3	<ul style="list-style-type: none"> 1. Check weather forecast before arriving on site. 2. Schedule venue setup for time of day with best forecast weather. 3. All staff advised to wear appropriate clothing for forecast weather conditions waterproofs/hat/suncream/boots. 	<ul style="list-style-type: none"> 1. Tents not erected if conditions are too windy. 2. Tents secured correctly with grounds pegs and/or ratchet straps. 3. Crowd control barriers secured to ground. 4. Workman's gloves provided. 	3	1	3
Car parking	Vehicle movements	Staff, volunteers, participants	2	4	8	<ul style="list-style-type: none"> 1. Adequate car parking facilities for number of participants. 2. All parking marshals to wear high visibility vest/jacket. 3. Signage in place to direct vehicles to the designated parking areas. 4. Cones and/or hazard tape used to funnel vehicles where necessary. 5. Marshals to direct vehicles into parking spaces, drivers not allowed to freely drive around car park. 6. Marshals in communication with each other and event manager via handheld radio and mobile phone. 	<ul style="list-style-type: none"> 1. Torches and glow sticks to be used in low light conditions. 2. Marshal in position at site entrance to monitor vehicle flow onto the site. 3. Exit signs in place to direct vehicles off site at end of the day. 	2	2	4
	Adverse weather	Staff, volunteers, participants	3	2	6	<ul style="list-style-type: none"> 1. Parking on suitable surface for weather conditions. Track matting in place if wet. 2. All parking marshals to wear high visibility vest/jacket and appropriate clothing and shoes for the conditions. 	<ul style="list-style-type: none"> 1. Winter high visibility jackets available for marshals to wear. 	2	2	4

						<ul style="list-style-type: none"> 3. Large vehicles directed to park close to egress point if conditions are wet. 				
	Venue ingress/egress	Staff, volunteers, participants	2	3	6	<ul style="list-style-type: none"> 1. Signage in place to direct vehicles on to the site through designated ingress point. 2. Exit signs in place to direct vehicles off site at end of the day. 	<ul style="list-style-type: none"> 1. Marshal in position at site entrance to monitor vehicle flow onto the site. 	2	2	4
	Welfare	Staff, volunteers	1	2	2	<ul style="list-style-type: none"> 1. Parking marshals advised to wear appropriate clothing for conditions on the day. 2. Toilet facilities available on site. Marshals to be relieved for toilet breaks. 	<ul style="list-style-type: none"> 1. Winter high visibility jackets available for marshals to wear if cold/wet conditions. 	1	1	1
Venue pack down	Slips, trips, and falls	Staff, volunteers, participants, contractors	2	3	6	<ul style="list-style-type: none"> 2. Appropriate clothing and footwear to be worn by all staff assisting with the pack down. 3. Ensure tents/marquees are packed away by more than one person. 4. Electrical cables/extension leads/plugs are packed away safely in designated boxes. 5. Rubbish is disposed of in appropriate waste containers. 	<ul style="list-style-type: none"> 1. Signage in place to direct participants off site. 2. 	1	2	2
	Manual handling	Staff, volunteers,	2	3	6	<ul style="list-style-type: none"> 2. Ensure tents/marquees are packed away by more than one person. 3. Use of sack barrows where possible to get heavy items to the desired location. 4. More than one person to load vans to help with lifting of heavy items. 5. Workman's gloves provided to protect hands. 	<ul style="list-style-type: none"> 6. Event Manager to direct staff and volunteers where equipment is to be packed. 	2	2	4

	Electricity	Staff, volunteers	2	5	10	<ol style="list-style-type: none"> 1. Portable Appliance Tests (PAT testing) on all extension cables and portable electrical devices. 2. Supply cables appropriate for outdoor use. 3. Ensure generators are switched off correctly. 	<ol style="list-style-type: none"> 1. Race timing equipment switched off correctly and packed away by Timing Manager. 	1	5	5
	Fire	Staff, volunteers, participants, contractors	2	5	10	<ol style="list-style-type: none"> 1. Fuel stored in airtight container and clearly marked, stored in well ventilated area. 2. Generators switched off at least 30 minutes prior to loading on van to allow time to cool down. 	<ol style="list-style-type: none"> 1. Fire extinguisher positioned <u>in close proximity to generator.</u> 2. Outdoor venue with excellent ventilation. 	2	3	6
	Fuel spillage	Staff	2	4	8	<ol style="list-style-type: none"> 2. Fuel for portable generators stored in appropriate airtight container. 3. Fuel containers not moved unnecessarily. 	<ol style="list-style-type: none"> 1. Any fuel spillage immediately covered with sand. 	1	3	3
	Vehicle movements	Staff, volunteers, participants, contractors	2	5	10	<ol style="list-style-type: none"> 1. Designated access/exit point for vehicles on site. 2. Ingress/egress point to be <u>kept clear of obstructions at all times.</u> 3. Limit event vehicle movements until all participants are off site. 4. Speed limit on site 8mph. 	<ol style="list-style-type: none"> 1. Ensure grounds at the site are suitable for the vehicles. 2. Hazard lights to be used for any vehicle moving around the site. 	1	4	4
	Adverse weather	Staff, volunteers, contractors	3	2	6	<ol style="list-style-type: none"> 1. All staff advised to wear appropriate clothing for forecast weather conditions waterproofs/hat/suncream/boots. 	<ol style="list-style-type: none"> 2. Tents packed down by more than one person. 3. Workman's gloves provided. 	2	2	4
	Welfare	Staff, volunteers, contractors	2	2	4	<ol style="list-style-type: none"> 1. Toilet facilities available on site. 2. Drinking water available to staff and volunteers. 3. Rest breaks as needed. 		1	1	1

RISK RATING = SEVERITY x LIKELIHOOD							
LIKELIHOOD	SEVERITY						
1. Extremely unlikely to occur	1. Minor injury or disease	5	5	10	15	20	25
2. Unlikely to occur	2. Minor injury or disease causing limited disability	4	4	8	12	16	20
3. Reasonably likely to occur	3. Injury or illness causing short-term disability	3	3	6	9	12	15
4. Very likely to occur	3. Major injury or illness causing long-term disability	2	2	4	6	8	10
4. Certain to occur	5. Fatality	1	1	2	3	4	5
		1	2	3	4	5	
		Likelihood					
RI		Low	Medium	High			
SK		1-8	9-12	15-25			

ANNEX B.

UK RUNNING EVENTS TERMS AND CONDITIONS

Terms & Conditions

The Terms and Conditions detailed below apply to all entrants participating in all UK Running Events Ltd events. Completion of an entry form or purchase of an entry by every participant acknowledges acceptance of these Terms and Conditions by the participant.

1. By entering the event the participant automatically accepts our terms and conditions.
2. Participating in a UK Running Events Ltd event is a hazardous activity. Each participant acknowledges that there is an inherent risk of physical injury that cannot be eliminated completely, including but not limited to an above-average risk of death and/or serious injury. Knowing this, each participant voluntarily assumes all the risks of participating in the event and takes full responsibility for any and all damages, liabilities, losses, or expenses incurred as a result of their participation.
3. You cannot participate if you are pregnant.
4. The participant accepts that the event they are entering is not a race in any format.
5. The participant is fully responsible for their actions whilst attending the event. This includes the event centre and during the event itself. UK Running Events Ltd does not accept responsibility for the actions of the participant nor the consequences of such actions.
6. The events involve a level of sustained physical activity. Each participant, upon signing the registration form or purchasing a ticket, agrees that they are physically and mentally capable of completing the event.
7. Participants make the decision to take part and must be satisfied that this activity is suitable for them as individuals. UK Running Events Ltd can not be held accountable for aggravation to illness or injury / illness sustained due to participation in this activity. Participants are recommended to seek advice from their medical practitioner prior to taking part in this event, and make provisions to ensure their safe participation.

8. Each participant agrees to abide by the events rules including: no urination or defecation is permitted outside of designated areas; no wheeled conveyances or pets are allowed on the course at any time; and no clothing, props or equipment that pose an unnecessary risk to participants, spectators or personnel are permitted.
Participant also specifically agrees to obey all civil and criminal laws, including traffic laws and regulations.
9. Each participant agrees to exhibit appropriate behaviour at all times; demonstrate respect for all people, equipment and facilities; and participate with a cooperative and positive attitude.
10. The Event Registration Form or purchase of a ticket must be completed by a person aged 18 years or over. Evidence of age may be requested. Unless otherwise stated, participants under the age of 18 years will be allowed to participate in the event if they are 5 years old or over and have the consent of their parent or legal guardian who must sign the Event Registration Form or purchase a ticket on behalf of the underage participant. Signing or purchasing a ticket is also an acceptance for the actions and consequences of the underage runner. Under 16's need to be accompanied at all times by an adult who is responsible for them.
11. Group Bookings:
The Lead Party agrees that by completing the Online Registration Form and submitting an order that
 - (a) They have read these Terms and Conditions and have the authority to be bound by them on his/her own behalf and on behalf of the individuals named in the Group Booking.
 - (b) They consent to our use of the information they provide in accordance with our Terms and Conditions.By completing the Online Registration or a telephone Group Booking, the Lead Party warrants that they have the authority to accept and be bound by the Terms and Conditions on their own behalf and on behalf of the Group. The Lead Party shall indemnify and keep us indemnified against all and any liability, losses claims which we may suffer or incur as a result of a breach of this warranty.
12. Registering for an event indicates your consent for UK Running Events Ltd to contact you with pre-event information and about relevant products, events, services and

research via email, post, phone & SMS. You can opt-out at any time via the unsubscribe links within the emails sent.

13. Any marked route is shown for guidance only and UK Running Events Ltd do not insist that you use the route shown. Therefore, if a participant chooses to tackle a section, it is entirely his or her own choice. If they choose a different route to avoid obstacles or sections they decide are beyond their capabilities, they do so entirely at their own risk.
14. UK Running Events Ltd reserves the right to shorten or alter the published route at any time. Participants do not have the right to claim a refund if the route is shortened.
15. UK Running Events reserves the right to alter a participant's start time prior to an event.
16. UK Running Events Ltd reserves the right to change any finish line gift.
17. Each participant will be fully responsible for any fees or costs incurred or arising from an accident either involving or caused by them. This includes, but is not exclusive to, fees from Police, Air Ambulance, Fire and Rescue and Ambulance service in and outside the United Kingdom. If the situation arises that you are not capable of making the decision to call the emergency services, the Participant agrees that a member of UK Running Events Ltd or a member of the public may call for them. In this situation, the runner still accepts the costs and consequences of such actions.
18. Each participant agrees to assign and grant the right and permission for UK Running Events Ltd to use and publish any photographs/film/video/electronic representations and/or sound recordings of the participant on any UK Running Events Ltd activity. The participant hereby releases UK Running Events Ltd from any and all liability from such use and promotion. The participant hereby authorises the reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of said photographs/film/video tapes/electronic representations and/or sound recordings without limitation at the discretion of UK Running Events Ltd. The participant specifically waives any right to any compensation they may have for appearing in any of the photographs/film/video/electronic representations and/or sound recordings of the participant at a UK Running Event.
19. Amendments to a booking are permitted for a £5 per participant fee.

20. Event entry fees/deposits cannot be refunded or transferred under any circumstances.
21. Non-event Attendance:

Participants that fail to attend their booked event agree to automatically forfeit any deposit/entrance fees. This includes but is not limited to the following circumstances: illness, injury and a date conflict.
22. UK Running Events Ltd reserves the right to cancel and or postpone any event, due to extreme weather conditions and or Force Majeure. In such an event, each participant's entry will be automatically moved to the rescheduled event. If a Participant can't make this event, they can carry their entry to another UK Running Events event of an equal or lower ticket value within the following calendar year. No refunds will be issued.
23. UK Running Events Ltd reserves the right to change the location of an event. No refunds will be issued.
24. Participation in the event is at your own risk. Insurance cover is provided for all participants against a third-party claim arising as a result of accidental damage to a third-party property whilst participating in an event. This insurance cover is adjudged void if it is deemed the participant has acted negligently. No further insurance cover is provided by UK Running Events Ltd for participants in the event, but UK Running Events Ltd strongly recommend each participant organises their own personal insurance cover.
25. Alcohol is not permitted at the event. UK Running Events Ltd reserves the right to remove anyone who is under the influence of alcohol, whether consumed prior to commencement or during the event.
26. UK Running Events Ltd reserves the right to ask any person taking photographs to refrain from doing so.
27. UK Running Events Ltd reserves the right to update its terms and conditions at any time prior to the event. An up to date copy of the terms and conditions will be displayed at the event for participants to view. Participants should read this prior to taking part in the event.

28. UK Running Events Ltd may immediately dismiss anyone who disobeys any rules, directions, instructions, decisions, or laws, or whose behaviour endangers safety or negatively affects a person, facility, or property of any type or kind.

By entering this event, participants and Parent or Guardian of a participant, if under the age of 18, affirm they have read the above terms and conditions and understand its content and voluntarily sign this agreement.

ANNEX C

BOMB THREAT FORM



Protective Marking: Official Sensitive when Completed

Form 5474

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- 1 Remain calm and talk to the caller
- 2 Note the caller's number if displayed on your phone
- 3 If the threat has been sent via email or social media see appropriate section below
- 4 If you are able to, record the call
- 5 Write down the exact wording of the threat:

When Where What How Who Why Time

ASK THESE QUESTIONS & RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?
 2. When is it going to explode?
 3. What does it look like?
 4. What does the bomb contain?
 5. How will it be detonated?
 6. Did you place the bomb? If not you, who did?
 7. What is your name?
 8. What is your address?
 9. What is your telephone number?
 10. Do you represent a group or are you acting alone?
 11. Why have you placed the bomb?
- Record time call completed:

INFORM BUILDING SECURITY/ COORDINATING MANAGER

Name and telephone number of person informed: _____

DIAL 999 AND INFORM POLICE

Time informed: _____

This part should be completed once the caller has hung up and police/ building security/ coordinating manager have all been informed

Date and time of call: _____

Duration of call: _____

The telephone number that received the call: _____

ABOUT THE CALLER:

Male	Female	Nationality?		Age?
<input type="checkbox"/>	<input type="checkbox"/>	_____		<input type="text"/>

THREAT LANGUAGE:

Well-spoken	Irrational	Taped	Foul	Incoherent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CALLER'S VOICE:

Slurred	Excited
<input type="checkbox"/>	<input type="checkbox"/>
Rapid	Deep
<input type="checkbox"/>	<input type="checkbox"/>

Calm	Crying	Clearing throat	Angry	Nasal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stutter	Disguised	slow	Clap	*Accent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar	Laughter	Hoarse	Other (please specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

*What accent? _____

If the voice sounded familiar, who did it sound like? _____

BACKGROUND SOUNDS:

Clear	Voice
<input type="checkbox"/>	<input type="checkbox"/>
Factory machinery	
<input type="checkbox"/>	

Street noises	House noises	Animal noises	Crockery	Motor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
static	PA system	Booth	Music	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Office machinery	Other (please specify)			
<input type="checkbox"/>	<input type="text"/>			

Products Liability

Insurer:	Accelerant Insurance Europe SA placed via Eaton Gate MGU Ltd
Policy Number:	B22R2N9M
Cover Basis:	Insurers will indemnify the above client in respect of their legal liability to pay compensation and claimants' costs and expenses in respect of death, injury, illness or disease and third party property damage arising out of their business for products sold or supplied.
Cover Period:	1 st April 2022 to 31 st March 2023
Indemnity Limit:	€5,000,000 in the aggregate
Excess:	€250

All cover is subject to Insurers policy terms and conditions.

We trust that you will find the above details to be acceptable. Please contact us in writing should you require any further information on this insurance cover, as we shall be pleased to assist if we can.

This letter is given without any liability to the writer or the company.

Yours faithfully



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This document is for information only.

This document does not make you a party to the contract of insurance, nor does it alter the policy in any way. Any alteration can only be made by specific endorsement.

**TO BE UPDATED UPON REWNEWAL
OF 2024 – 2025 PUBLIC LIABILITY
INSURANCE**

