

Bedford Harriers AC	Risk Assessment
Event	Bedford Harriers Half Marathon
Event date & time	1st December 2019 10:00 – 13:00hours
Event location	Wootton, Cranfield & surrounding area
Type of event	13.1mile road running race (Half Marathon)
Permitting authority	Association of Running Clubs
Permit number	TBA
Race Referee	Nigel Bush
Event Head Quarters	Wootton Upper School & Arts Centre, Hall End Lane, Wootton, Bedford MK43 9HT
Promoting organisation	Bedford Harriers AC
Race Director	Steve Crane
Race Director contact details	38 Armstrong Close Wilstead Bedford MK45 3EJ
Number of participants	Maximum 1500 entrants
Mix	Adults all over 17
Others in attendance & mix	100 volunteers including race officials, 40 spectators, may include some under 16s
First aid provision	As per contracted third parties own risk assessment

Calculation of risk				
(L) Likelihood	(S) Severity	Risk value (L x S)	(RR) Risk rating	(AP) Action priority
1 = Improbable	1 = Minor	21-25	Very high	A
2 = Unlikely	2 = <3 day injury	16-20	High	B
3 = Occasional	3 = >3 day injury	11-15	Medium	C
4 = Frequent	4 = Major injury	6-10	Low	D
5 = Likely	5 = Death	1-5	Very low	E

Off course and pre/post race risks							
Risk	Persons at risk	L	S	RV	AP	Action to reduce risk	Person responsible for implementing action
Injury or death from fire in buildings used at Race HQ	Participants, volunteers, officials, spectators	1	5	5	E	Ensure fire doors are not obstructed and access to fire extinguishers is unimpeded. Catering personnel and baggage handlers to be briefed on emergency exit points and location of fire extinguishers	Race Director
Water contamination at Race HQ	Participants, volunteers, officials, spectators	1	2	2	E	No action, reasonable to assume that Race HQ has potable water supply.	
Electrical shock from appliances at Race HQ	Participants, volunteers, officials, spectators	1	5	5	E	No action, reasonable to assume that Race HQ has appliances checked and certified accordingly.	
Illness from food & beverage preparation & supply	Participants, volunteers, officials, spectators	2	2	4	E	Check to ensure that food handling & preparation staff have suitable qualifications or instruction.	Race Director & Catering manager

Injury from fire and explosion from LPG canisters used for water boiling and cooking	Participants, volunteers, officials, spectators	2	5	10	D	Ensure all connections are sealed paying particular attention to the reverse thread of LPG fittings	Race Director
Injury from water boilers used to prepare hot beverages	Volunteers	2	3	10	D	Check to ensure water boiler/s safely and stably positioned. Users suitably instructed on safe use.	Race Director
Risk from transporting gas bottles for catering	Officials, driver of van	1	5	5	E	Keep to maximum of 2 gas cylinders per vehicle; ensure well stowed, no leakage and no smoking in the vehicle; ensure fire extinguisher (2kg dry powder) on board to put out small fires not involving the cylinders; in the event of a fire ensure emergency services immediately informed of the presence of and number of gas bottles on board	Race Director; van driver(s)
Injury due to collision with vehicles during vehicle parking activities	Participants, volunteers, officials, spectators	2	3	6	D	Parking areas to be supervised by marshals wearing Hi-Vis tabards	Location dependent. Car Park Manager
Water contamination at refreshment points.	Participants	1	2	2	E	Potable water to be supplied to finish water station, any equipment/containers to be sterile, unused disposable cups to be supplied, refreshment station personnel to be provided with & use sterile gloves.	Race Director and Water Station Manager
Injury due to collision with vehicles during course set up/break down	Volunteers	2	5	10	D	Wear Hi Vis tabards. Work in pairs. Vehicles equipped with amber flashing roof warning lights	Race Director
Injury due to collision with vehicles during collection at Woburn Road Industrial Estate bus pick up point	Participants	2	5	10	D	Selection of pick up point in layby on Wolseley Road. Roundabout. Consider making a narrow path with cones or tape to keep people to the side of the roundabout.	Race Director

						Pick up area to be supervised by marshals wearing Hi-Vis tabards	
Injury due to collision with vehicles between bus drop off at Fields Road, Wootton and the Race HQ	Participants	2	5	10	D	Selection of drop off area at Fields Road, Wootton. Drop off area and road crossings to be supervised by marshals wearing Hi-Vis tabards	Race Director

On course non-point specific

Risk	Persons at risk	L	S	RR	AP	Action to reduce risk	Person responsible for implementing action
Hypothermia due to low temperature and/or wind chill factor and/or rain/sleet/snow	Participants, volunteers, race officials	2	5	10	D	Participants to be advised to wear appropriate clothing via website, and via PA on race day. Volunteers and race officials advised to wear appropriate clothing via volunteers' notes and verbally on race day via volunteers briefing. Course marshals to be equipped with foil blankets for emergency use, collected at volunteers briefing.	Race director Chief marshal
Slip hazard caused by frost/ice/snow	Participants, volunteers, race officials	3	3	9	D	Depending on degree of severity. Extreme – event cancelled. Communication via website, email & text messaging. Moderate – roads gritted, participants, volunteers, race officials advised at briefings. Light - participants, volunteers, race officials advised at briefings.	Race director & Chief Marshal Race director & Chief Marshal Race director & Chief Marshal
Limited vision due to fog/mist leading to injury due to	Participants, volunteers, race officials	3	5	15	D	Depending on degree of severity. Dense and unlikely to lift – event cancelled.	Race director & Chief Marshal

collision with vehicles						Light and vision not significantly impaired – event proceeds with caution.	
Dehydration brought on by higher than expected temperature	Participants	1	3	4	E	Additional water stations	Race director/Water station manager
Injury caused by lightening or airborne debris from strong winds	Participants, volunteers, race officials	2	5	10	D	Event cancelled	Race director & Chief Marshal
Trip hazards –pot holes, & other trip hazards.	Participants	3	2	6	D	Highlight hazard using a combination of Hi Vis spray paint, warning cone/s. Supplement with marshals depending on severity.	Course set up manager/Chief marshal
Injury caused by encounter with equestrians	Participants	2	3	3	E	Advise participants at race briefing that the location is open to the general public and that they need to be aware of the possible presence of equestrians on the course. Course marshals to advise equestrians of the presence of runners.	Race Director Chief run marshal to advise course marshals
Injury due to collision with vehicles	Participants, marshals, race officials	2	5	10	D	Advise participants at race briefing that the roads are open to the general public and that they need to be aware of the presence of vehicular traffic on the course and that participants must keep to the left of the carriage way at all times. Vehicle approaches to run routes, bends & junctions to be signed with ‘Caution’ signs. On runners right bends ‘Runners Keep Left’ to be signed. Marshals to issue appropriate verbal warnings, e.g. ‘Runners keep left’	Race Director Race director/Chief marshal
Hypothermia due to low temperature and/or wind chill	Participants	2	5	10	D	Sweep vehicle to ensure all participants have completed the	Chief marshal

factor and/or rain/sleet/snow and other injury due to exposure after withdrawal on course due to injury or fatigue						course or are otherwise accounted for and to release marshals. Sweep vehicle equipped with amber flashing roof warning light and caution runners signage travelling at 13.5minutes per mile at an appropriate distance behind last runner. Sweep vehicle has radio contact (Raynet) with Race HQ should mobile 'phone communication fail to call for 'withdrawal' vehicle or ambulance to collect participant as appropriate	
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On course point specific

Risk	Persons at risk	L	S	RR	AP	Action to reduce risk	Person responsible for implementing action
NB distances given from start in runners direction MP = Marshal point followed by appropriate position number as per course map.							
Injury due to impact with vehicles disregarding road closure order during walk from start assembly in HQ grounds to start line.	Participants marshals & spectators	2	5	10	D	Participants to be 'walked' en-masse from start assembly area to start line. Marshals in front and behind participants to ensure orderly progress to start line. Road closure order in place.	Start manager HQ vehicle control manager
Injury due to impact with vehicles at pre-race point. Junction of Roseberry Avenue and Hall End Road, as participants walk from Race HQ grounds to start	Participants, marshals and spectators	2	2	4	E	1 x marshal on junction.	Chief marshal
Injury due to impact with vehicles disregarding road closure whilst on start line	Participants and marshals	2	5	10	D	Marshals in front and behind participants Road closure order in place.	Start manager Race director
Injury due to impact with vehicles disregarding road closure immediately after start and for a distance of 0.44miles	Participants	2	5	10	D	1 x marshal at junction of unnamed road on runners left and Hall End Road (MP1)	Chief marshal

whilst runners are using complete width of carriageway. Injury due to impact with vehicles at runners left turn at T junction, at 0.44miles, where passing vehicular traffic has priority						3 x marshal at T junction of Hall End Road and Keeley Lane (MP2) Road closure order in place.	Race director
Injury due to impact with vehicles at runners right turn at T junction at 0.77miles	Participants	2	5	10	D	4 x marshal at T junction of Keeley Lane, Bourne End Road and Wood End Road (MP3)	Chief marshal
Injury due to impact with vehicles at runners left turn at T junction, at 1.16miles, where passing vehicular traffic has priority	Participants	2	5	10	D	1 x marshal at T junction of Wood End Road, Wood End Lane and Tithe Road (MP4)	Chief marshal
Injury due to impact with vehicles at runners right bend at 1.33miles	Participants	2	5	10	D	1 x marshal on runners left at sharp right bend on Tithe Road, Wood End. (MP4A)	Chief marshal
Injury due to impact with vehicles at runners right bend at 2.1miles	Participants	2	5	10	D	1 x marshal on runners left at sharp right bend on Tithe Road. (MP5)	Chief marshal
Injury due to impact with vehicles at runners left turn at T junction, at 2.4miles, where passing vehicular traffic has priority	Participants	2	5	10	D	1 x marshal at T junction of Tithe Road and West End Road (MP6)	Chief marshal
Injury due to impact with vehicles at runners' right bend combined with left junction to dead end road at 2.83miles.	Participants	2	5	10	D	3 x marshal on runners left at junction of West End Road, Meadow Farm Road and Hay Lane. (MP7)	Chief marshal
Injury due to impact with vehicles at 3.25 miles at brow of hill.	Participants	2	5	10	D	1 x marshal on runners left at brow of hill on Hay Lane. (MP8)	Chief marshal
Injury due to impact with vehicles at 3.64 miles as runners turn left on to single track road.	Participants	2	5	10	D	2 x marshals at junction of Hay Lane and unnamed single track road. (MP9)	Chief marshal
Injury due to impact with vehicles at 4.5 miles as runners negotiate sharp right bend on single track	Participants	2	5	10	D	2 x marshals at junction to 'Farm Shop' on unnamed single track road. (MP10)	Chief marshal

road with junction to 'Farm Shop' on runners left.							
Injury due to impact with vehicles at 5.0 miles as runners turn left on to 'A' road where passing vehicular traffic has priority. Runners continue on 'A' road to 5.45 miles	Participants & marshals	2	5	10	D	8 x marshals distributed at junction and at intervals along left side of A422. (MP11) Marshals to be positioned on left grass verge Signs to be put on the A422 in both direction around 0.5-1 mile from MP12 warning drivers of the race	Chief marshal Race Director
Injury due to impact with vehicles at 5.45 miles as runners bear left on to minor road from 'A' road	Participants	2	5	10	D	1 x marshal at junction of A421 and Main Road, Astwood, issuing verbal instruction. (MP12)	Chief marshal
Injury due to impact with vehicles at 5.91 miles as runners turn left on to minor road.	Participants	2	5	10	D	1 x marshal at junction of Main Road and Cranfield Road, Astwood. (MP13)	Chief marshal
Injury due to impact with vehicles at 7.34 miles as runners negotiate sharp right bend.	Participants	2	5	10	D	2 x marshals on Cranfield Road & Astwood Road. (MP14)	Chief marshal
Injury due to impact with vehicles at 8.00 miles as runners negotiate sharp right bend (with 'Dead end' junction to runners left) immediately followed by left turn	Participants	2	5	10	D	2 x marshals on Astwood Road & Bourne End Road, Bourne End. (MP15)	Chief marshal
Injury due to impact with vehicles at 8.86 miles as runners negotiate sharp right bend.	Participants	2	5	10	D	1 x marshal on Bourne End Road, Gossard's Green. (MP16)	Chief marshal
Injury due to impact with vehicles at 9.01 miles as runners turn left at offset cross roads with round-about.	Participants	2	5	10	D	4 x marshals at junction of Crawley Road, Bourne End Road, Crane way & Mill Road. (MP17)	Chief marshal
Injury due to impact with vehicles at runners left turn at T junction, at 9.32 miles, where passing vehicular traffic has priority	Participants	2	5	10	D	1 x marshal at junction of Crane Way & Bedford Road, Cranfield. (MP18)	Chief marshal

Injury due to fall whilst running fast down the hill. Traffic risk could then result as road is wide and 2 way but winding without verges in places. 9.75 miles	Participants	3	4	12	C	1 x marshal at Marston Hill, Cranfield for rapid response, at a safe position part way down the hill at Farm Entrance on the opposite side to the runners for maximum visibility both ways (alternative is 50m down the hill on the verge on the running side of the road). (MP18A)	Chief marshal
Injury due to impact with vehicles at 10.3 miles as runners negotiate sharp right bend.	Participants	2	5	10	D	1 x marshal on Marston Hill, Cranfield. (MP19)	Chief marshal
Injury due to impact with vehicles at 10.38 miles as runners continue straight on where there is a junction on runners' right.	Participants	2	5	10	D	1 x marshal at junction of Marston Hill, Bedford Road & Beancroft Road, Cranfield, issuing verbal instructions 'Runners straight on' (MP20)	Chief marshal
Injury due to impact with vehicles at 10.55 miles as runners negotiate sharp right bend.	Participants	2	5	10	D	1 x marshal on Bedford Road, Upper Shelton. (MP21)	Chief marshal
Injury due to impact with vehicles at 10.86 miles as runners negotiate sharp right bend.	Participants	2	5	10	D	1 x marshal on Bedford Road, Upper Shelton. (MP22)	Chief marshal
Injury due to impact with vehicles at 11.20 miles as runners continue straight on where there is a junction on runners' right.	Participants	2	5	10	D	1 x marshal at junction of Upper Shelton Road & Lower Shelton Road, Upper Shelton. (MP23)	Chief marshal
Injury due to impact with vehicles at 11.67 miles as runners continue straight on where there is a junction on runners left (dead end road) and right bend.	Participants	2	5	10	D	1 x marshal at junction of Upper Shelton Road & single track lane to Top Farm & Wood Farm, Wootton Green. (MP24)	Chief marshal
Injury due to impact with vehicles at 11.77 miles as runners continue straight on where	Participants	2	5	10	D	1 x marshal at junction of Cranfield Road & Hoo Lane, Wootton Green. (MP25)	Chief marshal

there is a junction on runners' right.							
Injury due to impact with vehicles at 12.25 miles as runners continue straight on where there is a junction on runners' right.	Participants	2	5	10	D	1 x marshal at junction of Cranfield Road, Wootton & access to new residential development. (MP25A)	Chief marshal
Injury due to impact with vehicles at runners' left turn at round-about junction, at 12.75 miles.	Participants	2	5	10	D	1 x marshal at junction of Cranfield Road, Bedford Road & Church Road, Wootton. (MP26)	Chief marshal
Injury due to impact with vehicles at 12.90 miles as runners continue straight on with junction on runners' left	Participants	2	5	10	D	3 x marshals at junction of Church Lane, Church Row & Jenkyn Road, Wootton. (MP27)	Chief marshal
Injury due to impact with vehicles at 12.96 miles as runners continue straight on with junction on runners' right	Participants	2	5	10	D	1 x marshal at junction of Hall End Road, Church Road, & Cause End Road, Wootton. (MP28)	Chief marshal
Injury due to impact with spectators and vehicles at 13.09 miles as runners turn left off carriage way	Participants, marshals, spectators	2	5	10	D	1 x marshal at junction of Hall End Lane & drive into school grounds, Wootton. (MP29) 3 x Finish spectator marshals	Chief marshal Finish manager
Water stations							
Injury due to impact with vehicles at 3, 5.75, 8 & 11 miles as runners negotiate water stations.	Participants, volunteers	2	5	10	D	Volunteers to wear Hi Vis tabards and to remain off road where possible and out of runners' line. Where youth organisations (ATC & similar) provide volunteers they will also provide supervisory staff	Water station manager

Other considerations

Marshals and volunteers	Briefed by Chief marshal on action to take in emergency, mobile telephone numbers of Race Director and Chief marshal provided in volunteers briefing notes. Marshals and volunteers should know their precise location as given in	Chief marshal
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	<p>written briefing notes. Marshals and volunteers to be advised to call 999 in any emergency being prepared to give their precise location and the nature of the emergency.</p> <p>In an emergency situation where signal strength is insufficient marshal to request competitor to take message to next marshal.</p> <p>Wear Hi Vis tabards.</p>	
Communication	<p>Mobile telephone; in an emergency situation where signal strength is insufficient competitor will be requested to take message to next marshal. Additional communications provided by Raynet (radio) emergency communication personnel in Chief Marshal vehicle, sweep vehicle, at each water station and at Race HQ</p>	Chief marshal
First aid and emergency services	<p>Advise of course route and access to course.</p> <p>First aid mobile vehicle to be placed at 9mile point on standby. 2nd mobile vehicle on standby at Race HQ.</p> <p>Additional first aid personnel on standby at Race HQ in finish area.</p> <p>First aid providers have own control unit at Race HQ</p>	Race Director
Race Cancellation	<p>The decision to cancel for any of the above reasons is to be taken as early as possible e.g. day before or first thing on the day based upon police advice or weather forecast. Due consideration is to be made of those travelling a distance and good feeling for those disappointed e.g. hand out of race mementos though entry fee is non-refundable</p>	Race Director
Race termination after start	<p>It is highly unlikely there would be change of circumstance during the race making it unsafe to continue. The act of terminating the race introduces numerous new hazards so this would have to be on advice from and controlled by, the emergency services. Possible causes include fire, terrorism or other police incident. The Race Director must ensure the police are fully aware of the extent of the running event taking place</p>	Race Director (HSE Advisor + Chief Marshal)
Competitor identity and safety	<p>All participants will be wearing race numbers. Race number will uniquely identify individuals. Participants instructed to complete personal details on rear of race number/s. Instruction via website and runners notes.</p>	Race Director
'Volunteers'	<p>Includes race officials, marshals, sweep personnel, water station</p>	

	personnel, on & off course set up personnel.	
Review	This document is continuously reviewed.	
Date of latest review	16 th June 2015 4 th December 2015 12 th August 2016 29 th November 2016 27 th June 2017 2 nd December 2017 12 th September 2018 28 th October 2018 14 th June 2019 14 th July 2019	
Appendix 1 29 th November 2016 Change of road layout with the addition of a mini roundabout at junction of Cranfield Road, Bedford Road & Church Road, Wootton. (MP26)	Risk reviewed and decision made that there is no change to the risk. No further action required.	
Appendix 2 27 th June 2017	New access road to housing development immediately opposite race HQ entrance/exit. Risks to be identified and measures to reduce risks to acceptable level to be undertaken.	
Appendix 3 27 th June 2017	Anti-terrorism and security issues to be addressed and incorporated into this risk assessment. Currently under review.	
Appendix 4 2 nd December 2017 See appendix 2	New access road to housing development immediately opposite race HQ entrance/exit. Roseberry Avenue. All constructed/occupied houses received an advisory letter in August 2017 and again week commencing 27 th November 2017.	
Appendix 5 12 th September 2018 See Appendix 3	Anti-terrorism and other extreme events provision has been included - see 'Race Cancellation' and 'Race termination after start' sections above. Due to non-availability of the Asda Depot Car Park a new carpark and bus pick up option at Woburn Road Industrial Estate has been assessed and deemed sufficiently low risk. Decision to keep the bus drop off point as Fields Road, Wootton is risk based as it creates the least disruption to traffic. The option of drop off in the school bus zone is too high risk as the number of runners builds after about 9am.	
Appendix 6 14 th July 2019	Included amendments resulting from learning from Dec 2018 and Oakley 20: <ul style="list-style-type: none"> • Safe transportation of Gas Bottles • Additional signage action on A422 (MP11) • Confirmation of MP18a Note maintenance action on the finish gantry following Oakley 20 2019 has been completed - no risk updated required	