



## Tay Ten Risk Assessment – general assessment

*(adopts Scottish Athletics RA base template; see also additional course and catering assessments)*

<b>Event Name</b>	<b>Tay Ten</b>					
Name of organisation	Perth Road Runners					
Event type (delete as appropriate)	Road Race					
General description of the event	Ten-mile road race, almost all (15 of 16 km) being held on cycleway and pedestrian footpath					
Number of attendees	350 runners (max)	Athletes	60 (max)	Staff/Officials/Volunteers	~80	Spectators
Description of the area to be included in the risk assessment	Race course, plus race HQ and ancillary areas (catering, car parks etc), race HQ/ancillaries being located at <b>PKC's George Duncan Athletics Arena</b> and hall/grounds of <b>Perth Grammar School</b> .					
Any other relevant information						
Date of risk assessment	26.02.24	Date of event	28.04.24	Assessment completed by (name/role)	Mark Crawford (Race Director 2024)	

Category	Hazard	Who might be harmed and how?	What controls are already in place?	What further controls/actions are required?	Timescales for further actions	Responsible Person (Role)
This could be categories of types of hazard (eg. all hazards relating to work at height) or categories relating to areas of the event space or people/equipment affected (eg. car park risks or risks to runners on the course)	A hazard is a specific thing that could cause harm. This ranges from vehicle collisions in the car park to collisions between runners to a fire in the registration building. Hazards will have different levels of likelihood and severity.	Consider who could be affected by a hazard and what could happen to them. This could be general (all runners) or specific (the Starter), and consequences could vary from bruises and strains to major injuries or fatality in worst case scenarios.	Are any controls already in place at the event venue? If your event requires a complete build, this column may be fairly empty, but even measures like reduced-speed signage in the local area could be an existing control	What else can you do to reduce risk? 1. Can the hazard be eliminated? Is the piece of equipment, for example, essential? 2. Can you substitute a risky piece of equipment for another with less risk? 3. Can you isolate the risky area (eg. fence off the area to spectators)? 4. Is there any signage in place to warn of the hazard? 5. Can you provide PPE to reduce risk?	When will you put your control measures in place? This could be X weeks or months in advance (eg. delivery of training to volunteers), during event set-up or even ongoing throughout the event (eg. regular checks for good housekeeping)	Many actions will be down to you as the event organiser, but will others in your team be able to help? Use the person's role/title (eg. project manager, health and safety officer, COVID-Coordinator) to allocate duties
<b>Safe movement of people and vehicles</b>	<b>Vehicle collisions and of vehicles with people within the event car parks (2 of these: 1) volunteer/staff car park off Gowan's Terrace 2) main car park off Bute Drive)</b>	Athletes, spectators, event staff, volunteers, officials, members of the public using the car parks  Vehicle collisions can cause injuries, often severe, to people involved, as well as damage to vehicles, property and equipment.	Speed limit signage (15mph in main car park, 5mph in vols/staff parking) is in place	At least 3 event marshals in high-viz vests will be on duty in the car parking area to direct cars on arrival, keeping traffic slow and spaced, and sequentially guided to available parking zones and slots to reduce interaction of incoming cars.	Marshals to be appointed 2 weeks prior and briefed on the day	Volunteer Manager
<b>Fire</b>	<b>Fire in registration building/race HQ of track grandstand</b>	Athletes, spectators, event staff, volunteers, officials, members of the public	Both venues have existing fire escape/evacuation plans.	Officials and volunteers will be briefed in advance by facility managers (via Race Director and Volunteer Manager) at school and track to effect evacuation in line with existing fire plans.	Familiarisation with existing fire measures in fortnight before race	Race Director  and  Volunteer Manager
<b>Specific equipment (catering)</b>	<b>Fire, electrocution, injury, burns, scalding etc at catering facilities (on concrete outside school hall)</b>	Athletes, spectators, event staff, volunteers, officials.	None, as not a usual catering venue	<b>See separate catering risk assessment(s) from catering company – Brew 52.</b> Interaction with catering company on approach to event date – an on	2 weeks ahead and on the event day	Catering Manager

Category	Hazard	Who might be harmed and how?	What controls are already in place?	What further controls/actions are required?	Timescales for further actions	Responsible Person (Role)
				event day – to ensure all risk measures are in place in actuality		
Medical considerations	Slips, trips or falls on uneven/muddy terrain	Athletes  Slips and trips can be serious, leading to cuts, bruises, sprains and strains or even broken bones	Use of suitably-qualified first aid team. Safety briefing e-mailed to participants in advance reminds of the importance of wearing suitable footwear. Race briefing on day.	Course inspection (by course marking team) on the morning of the event will identify areas of particular concern. Certain points may be flagged up to runners, or cordoned off and the route redirected if severe.	Course walk carried out on the morning of the event.	Leader of course marking team  and  Race Director
Medical considerations	Bumping, jostling or trips whilst overtaking and in racing	Athletes  Trips and falls can be serious, leading to cuts, bruises, sprains and strains or even broken bones	Appointment of a suitably qualified first aid team. Race numbers capped (350) to ensure that the number of participants is suitable for the course.	Briefing on start line to remind athletes to take care whilst overtaking.	Athlete briefing at the start of Tay Ten.	Race Director
Medical considerations	Dehydration	Athletes  Dehydration – although a low risk in a 10M race – has potential (at extreme) to hospitalise runners if conditions are hot (unlikely in late April).	Water station will be in place and will be passed twice by runners – between 4 and 5 miles and between 7 and 8 miles. Water will also be provided at the finish. Appointment of a suitably qualified first aid team in event of difficulties.	Briefing on start line to remind athletes to take water if hot and of location of water station.	Athlete briefing at the start of Tay Ten.	Volunteer Manager

Category	Hazard	Who might be harmed and how?	What controls are already in place?	What further controls/actions are required?	Timescales for further actions	Responsible Person (Role)
Welfare Facilities	Illness due to cleanliness of facilities provided	Athletes, spectators, event staff, volunteers and officials.  Facilities, although temporary, should be of an acceptable standard to prevent the spread of illness.	Toilets to be monitored for cleanliness throughout the event. Marshals, wearing event high viz, will be advised to report any issues communicated to them by event attendees. Issues to be dealt with as they arise.	none	Marshals to be appointed 2 weeks prior and briefed on the day.  As soon as possible after an issue has arisen.	Volunteer Manager
Safe movement of people and vehicles	Collisions between people and motor vehicles on race course.	Almost exclusively athletes, but just possibly spectators, event staff, volunteers, officials.	Owing to revision of course in 2024, vast majority of course (15 of the 16km) are on cycleway and closed to motor traffic. Remaining 1km sees only very light traffic at low speeds.	<b>See separate Course Risk Assessment, which attends to specific risks at key points on race course.</b> Runners to be briefed at race start of risks in that one 1km where traffic may be present. Any roadworks or changes to this 1km to be watched carefully in last few days of race.	Briefing at race start. Route to be looked over in days before race and on day by set-up team.	Race Director  and  Leader of course marking team
Safe movement of people and vehicles	Collisions between people and non-motor vehicle traffic (bikes, pushchairs, prams, etc) and pedestrians/dogs etc on race course.	Almost exclusively athletes, but just possibly spectators, event staff, volunteers, officials.	Much of route is already calmed (signage, cycle barriers gate narrowings etc) for walkers and cyclists, but possibility for collision and interaction remains in some places.	<b>See separate Course Risk Assessment, which attends to specific risks at key points on race course.</b> Additionally, two lead cyclists (one 50m in advance of the true lead cyclist) will be used to pre-warn path users ahead of runners arriving. Runners to be briefed before race to respect other path users and avoid collision. Any pathworks or changes to be watched carefully in last few days of race.	Briefing at race start. Route to be looked over in days before race and on day by set-up team.	Race Director  and  Leader of course marking team

Category	Hazard	Who might be harmed and how?	What controls are already in place?	What further controls/actions are required?	Timescales for further actions	Responsible Person (Role)
Incident/adverse weather	Heavy rain on event day	<p>Athletes, spectators, event staff, volunteers, officials, members of the public.</p> <p>Heavy rain can lead to difficult conditions underfoot or, in extreme cases, flooding. Wet conditions increase the risk of slips and trips, especially on athletics track, as well as to lapses of concentration or discomfort due to being outdoors in wet weather, or even the risk of hypothermia.</p>	<p>The race HQ building is large enough to provide some shelter in case of extreme precipitation (eg. hail). Should parts of the course be flooded due to rain in advance of the day, the route may be re-directed and sections of the park cordoned off. If rain is forecast, pre-event information will remind participants to bring suitable footwear and spare clothes.</p>	<p>Any areas of concern shall be highlighted to runners on the start line, including information about any points where the course has been redirected due to flooding. If the race cannot be run safely due to the extent of the rain, the race shall be cancelled. This is a non-trivial possibility with the River Tay in April on the North Inch and on the lower Almond section.</p>	<p>Athlete briefing at the start of each race.</p> <p>Decision to divert or cancel to be made as soon as possible in advance based on forecast or on the day</p>	Race Director
<b>Planned review date/period</b>		To be reviewed during the post-event de-brief process and revised before the next edition of the event. As this is an annual event, the next review date is provisionally set as 12 months from now.				



# Tay Ten (10-mile road race)

## Course risk assessment compiled February 2024



1) This is a course **risk assessment**. It does **not** seek to be a definitive navigation guide to the Tay Ten course, which <https://www.plotaroute.com/route/2424323>

Not every marshal and turn is shown below. Only those points on the course that pose an appreciable risk feature.

2) The majority of the course is **on pedestrian path and cycleway**. For all of this length, risk of collision between athletes and pedestrians, cyclists, dog walkers etc exists. In avoiding roads and cars, this is an inherent, if low, risk of the Tay Ten course.

This wider/general risk of the course - ie one that is not point-specific - is primarily mitigated by a) **the use of lead cyclists to warn path users ahead** b) **briefing athletes to resect and steer around other path users**.

3) some sections of route will be **2-way runner traffic**, especially towards the midpoint of the race. Sections with higher 2-way runner traffic will be signed "RUNNERS KEEP RIGHT" and runners will be briefed at start to **keep right** to avoid oncoming competitors.

4) To identify risk points mentioned, this RA should be used in conjunction with the navigation guide to the course mentioned in 1 above.

point number	location	distance km	Risk level	Persons at risk from hazard	Nature of risk	Measures to reduce risk
			HIGH/MED/LOW			
1	start line	0	LOW	athletes	crowding/pushing, slips on track surface	briefing (athletes to order selves in speed, not push), start line full width of track, marshalled start
2	exit of track to pavement on Malvina Place access road	0.22	LOW	athletes, car traffic, spectators	possible traffic (v unlikely)	marshal, watching for traffic, hold temporarily if necessary
3	4 corners of access road to North Inch	0.25 to 0.52	LOW	athletes, car traffic, spectators	90-degree turns, slips possible, blind for any cars	very low traffic risk - marshal on each sharp corner
4	turn R onto North Inch pathway	0.56	LOW	athletes	sharp turn and steep drop - possible slips if wet	low risk - no measures required if dry - CAUTION sign if wet
5	low point near golf course pond	0.85	LOW	athletes	can be flooded, wet or very muddy, possible slips	low risk - obvious enough to runners - will marshal and CAUTION sign if more hazardous
6	return to point 3	3.67	LOW	athletes	sharp turn and steep ramp - possible slips if wet	low risk - no measures required if dry - CAUTION sign if wet, as point 4
7	floodgate wall, zigzag turns	3.85	LOW	athletes	sharp turn, on thin layer of mud if wet	low risk - obvious enough to runners - marshal in any event and CAUTION sign if more hazardous
8	dips below railway, A9 and old A9 bridges	6.28 to 6.58	LOW	athletes	steep ramps up/down, can be slippery in wet	marshal in any event, CAUTION signs if wet
9	at/after Bertha Park roundabout underpass	8.20 to 8.78	LOW	athletes	2-way runner traffic, poss heavy, collision risk	abundant marshals, abundant RUNNERS KEEP RIGHT signage
10	cycle barrier just before Waterside Cottages	8.75	LOW	athletes	cycle barrier, narrow constriction for runners	cycle barrier will be opened (6mm Allen key required) by marshal at Waterside Cottages
11	sharp R, then L, turns off cycleway onto Bleachers Way	9.50	LOW	athletes	very sharp turns, slip risk	marshals on corners, verbal warnings
12	Bleachers Way to Huntingtower Hotel driveway	9.50-9.97	MEDIUM	athletes, car traffic, spectators	public highway, possibility of collision with vehicles	very low traffic likely; runners briefed to keep to edge of highway/not cross and abundant marshals to guide
13	Huntingtower Hotel driveway	9.92	MEDIUM	athletes	cars turning into hotel crossing line of race/runners	low traffic, marshal to warn vehicles and runners alike and keep apart
14	private access road to E and N of Huntingtower Hotel	9.97 to 10.49	LOW	athletes, car traffic	narrow road, possibility of collision with vehicles	very low traffic; bank of marshals ready to accompany any vehicles accessing or egressing properties to protect runners
<b>RETURN</b>	<b>all points as above on return</b>		<b>as above</b>	<b>as above</b>	<b>as above</b>	<b>as above, same measures and marshals</b>
15	finish line	16	LOW	athletes	funnel, slowing runners, slips on track surface	marshalled finish funnel (athletes moved through to prevent sharp stops), FINISH signs

# Risk Assessment



Organisation name: **Brew 52**

Date of assessment: **11/12/2022**

Assessment carried out by: **Melanie Dunbar**

Next assessment due: **10/12/2023**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
<b>Slips and trips</b>	Staff and visitors may suffer injury if they trip over objects/trailing cables/rubbish or slip on spillages.	<ul style="list-style-type: none"> <li>Wipe up spills immediately. Trained in hazard spotting</li> </ul>	No			
<b>Manual handling</b>	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> <li>Heavy objects not used, but MH training in place</li> </ul>	No			
<b>Working at height</b>	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	•			
<b>Mental health of workers in the office environment</b>	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	•			
<b>Burns</b>	Staff may suffer from burns due to hot liquids, hot machinery. .	<ul style="list-style-type: none"> <li>Cloths in use to handle hot items. Staff trained in handling hot items, Burns kit in first aid kit, and a cold water supply next to coffee machine</li> </ul>	• No			
<b>Fire</b>	If trapped, staff and visitors could suffer fatal injuries from smoke inhalation or burns.	<ul style="list-style-type: none"> <li>Fire extinguisher in the van. Always a charged mobile to call 999. Van in outside so reduces risk of people being injured</li> </ul>	No			
<b>Work equipment</b>	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	<ul style="list-style-type: none"> <li>Annual PAT testing takes place and daily visual checks</li> </ul>	No			
<b>Cleaning</b>	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	<ul style="list-style-type: none"> <li>Non hazardous chemicals used</li> </ul>	No			
<b>Lone working and visiting</b>	Staff could suffer injury or ill health while working alone in the office or while out of the office, eg when visiting clients' offices.	<ul style="list-style-type: none"> <li>N/A</li> </ul>				

# Risk Assessment



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
<b>Covid-19</b>	All office users and visitors can contract the COVID-19 virus through contact with infected people, touching contaminated surfaces or breathing contaminated air.	<ul style="list-style-type: none"><li>▪ Anti bac handwash in van, with hand sanitizer available for customers</li></ul>	<ul style="list-style-type: none"><li>▪ No</li></ul>			

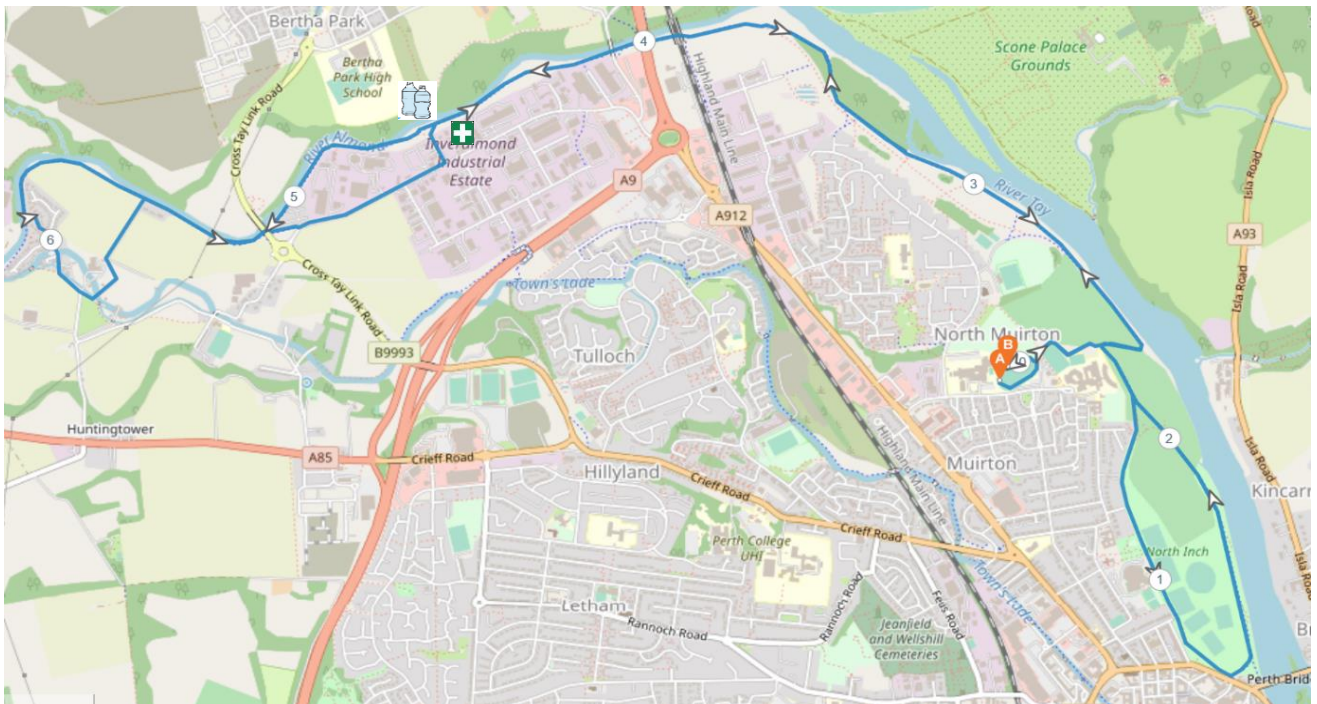
It is important to discuss the risk assessment and proposed actions with staff or their representatives. Once completed, the risk assessment must be communicated to all workers and visitors.

The risk assessment should be reviewed at appropriate intervals and when there are reasons to believe it is no longer sufficient, e.g. following an accident in the workplace, or if there are any significant changes to the hazards present, such as new equipment or activities.





## Tay Ten – marshalling guide (compiled Jan 2024)

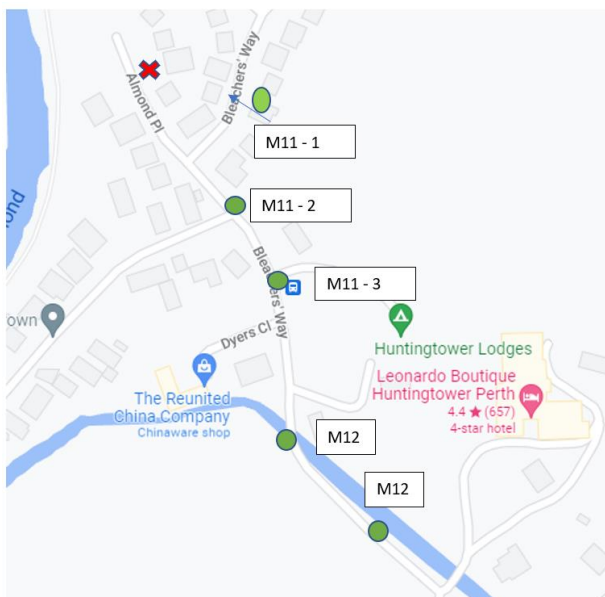


- The race starts from the George Duncan Arena, and heads out the top gate, around the football pitches at the community campus, passing cottages on the way to the North Inch.
- Marshals will be located on each turn, being mindful of traffic that may want to enter/leave the cottages (all residents are given a flyer in good time prior to the race).
- The runners will be directed by marshals anti-clockwise around the North Inch, with marshals located at Bells Sports Centre and the floodgates beside the monument at the entrance to the park. Marshals will be advised to hold any pedestrians or warn cyclists that the race is in progress. A secondary cyclist is deployed around the park only, ahead of the lead cyclist, to warn the public to the approaching race.
- The Marshal then sends the runners up towards the floodgate at the opening to the Tay cycle path where they are met by a further marshal.
- The next marshal will direct runners right at a fork junction, once more being mindful of other path users meeting the race.
- Marshals are next deployed at either side of the rail bridge and underneath the A9, as the entry/exit of the underpasses are blind spots.
- As runners approach the drinks station at 4.5 miles they will see keep right signs, this is the first of the two way traffic sections on the race, as the runners will also return to the cycle path at this point on the way back to the stadium.
- First aid are also positioned at this location, but we will have several first aid qualified members of the club who will be marshals around the route.
- The second two way traffic for the race is between the bridge under the Tay Link Road and a left turn at around 5.5 miles, where the race re-joins the cycle path, returning back towards the North Inch. Both signage and marshals will advise the runners to keep right in the two way section which is around 350m.
- **Marshals are located at every clear turn on the route, and also where there is any risk to the general public meeting the race.**
- Approaching 6 miles the race leaves the cycle path on Bleachers way. Once navigated through the housing they will meet the minor road on the opposite side. As this with any road, runners will be encouraged to stay on the pavement as much as possible by the marshal, also giving visibility to the road users (along with 'race in progress' signage).

This is the left turn off the cycle path, onto Bleachers way (marshalled).



- Marshals guide the race through the housing and passed the opening to Huntingtower Boutique Hotel.



Rather than take the road sweeping right, the runners head straight on passed the Hotel entrance to another track.





The path then takes a right turn alongside some farmland (see below) and residential housing that exists between here and the return onto the cycle path. We propose to have marshals at either end of this stretch,

and a further 2-3 floating marshals to support safe passage for cars in/out, where gaps in the race field permit. Fliers with race details have been distributed to each of these properties to allow time to raise any questions/concerns that the owners may have.

This section is new to the course this year, and is much preferred to the previous route that met back with the minor road heading up to bertha park roundabout via the chicane road after Ruthvenfield primary.



As the runners are turned right back along the cycle path towards the Cross Tay Link Bridge, marshals/signage will be used to urge runners to keep right whilst there is two-way traffic.

On the return the runners are diverted right onto Ruthvenfield Road, after crossing under the bridge, and then brought back onto the cycle path further down at the water station.

The runners follow the same route back along the tay, and out at the floodgate, continuing straight across to the North Inch Community Campus, where they follow the marshals signals back into the Stadium. All of the marshals on the out leg, will continue in place for the return of the race.