



Cumnor Royal British Legion

Presents

Cumnor Legion 5km

Event Guide

Event Date:
Saturday 18th June 2016

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Contents

Introduction	4
Royal British Legion	4
Cumnor Legion 5km	4
Objective and Purpose of the Event Guide	4
Contact Details	4
Legal Duties	5
Race Responsibilities	5
Communications	5
Race Directors Itinerary.....	6
Route Map.....	8
Risk Assessment	9
Competitor Briefing Notes	13
Road Sign Examples.....	13
Marshal Map	14
Entry Form Example	15

Introduction

Royal British Legion

Founded in 1921, the Legion is not just about those who fought in the two World Wars of the last century, but also about those involved in the many conflicts since 1945 and those still fighting for the freedom we enjoy today.

The Royal British Legion provides support to all members of the British Armed Forces past and present, and their families via with offices throughout England, Wales, Northern Ireland and the Republic of Ireland and in partnership with Poppy Scotland.

Whether it's families coping with the loss of a loved one, help at home to adapt to independent living, recovery centres for injured personnel, money and careers advice or residential care.

Millions of people in the UK and around the world are eligible to access our welfare services and we aim to help the most in need.

As the legacy of Afghanistan and Iraq combine with defence cuts, strains on public sector support and a peak in welfare demand from older veterans; the Service community is facing a perfect storm of health and welfare needs in the coming years. The Royal British Legion is there to support them.

Cumnor Legion 5km

This road race was formulated to raise funds in order for the Cumnor Branch of the RBL to continue to operate and to therefore support the fundraising activities for the Royal British Legion.

Objective and Purpose of the Event Guide

This guide provides information and guidance about the Cumnor Legion 5km road race. It will be used by race officials to ensure a safe and efficient road race is organised and executed.

This document is also to be used to ensure external organisations and stakeholders such as the Local Authority, Safety Advisory Group, UK Athletics and Police are aware of the processes and procedures involved in the administration of this road race; and to ascertain if further requirements are necessary by these organisations in order to continue to have a safe and enjoyable day for all involved.

Contact Details

Daniel Webb - Race Director – daniel.webb@eskimo.org.uk

Rose Webb – RBL Liaison – rose.webb@eskimo.org.uk

John Maisey – Chairman, Cumnor Branch RBL - : johnali.maisey@gmail.com

Legal Duties

Cumnor RBL takes note and will comply with the requirements of:

- The Good Practice Safety Guide – The Home Office
- The Disability Discrimination Act 1995
- UK Athletics Rules & Regulations
- Traffic Signs Regulations and General Directions 2002
- 5 Steps to Risk Assessment - HSE

Race Responsibilities

The ultimate responsibility for the organisation of the road race lays with the committee of Cumnor RBL; within this committee one person volunteers to organise the race on behalf of Cumnor RBL, this person is named as the 'Race Director' with support from others as required.

The current nominated persons for the Road Race are:

- Race Director: Daniel Webb
- Assistants: Rose Webb & Robert Heavens
 - Main Responsibilities
 - Carry out Risk Assessment.
 - Book Cumnor Village Hall.
 - Organise First Aid Requirements.
 - Organise race adjudicator.
 - Submit Event Guide and Race details to the relevant authorities
 - Organise measurement of course (if required).
 - Apply for Race Permit from UKA
 - Ensure Course is marked out
 - Create race entry form.
 - Upload race information to website.
 - Request help from club members for specific roles and responsibilities.

Communications

One of the most important aspects of any road race organisation is the ability to communicate with the competitors and with the race marshals and officials.

Although the road race is held in a reasonably rural area, the mobile phone signals have been checked along the course and at all the specified marshal points with no issues found.

All marshals will have the Race Directors mobile telephone number and that of both assistants and these three persons will have the telephone number of the First Aid providers. This is to ensure that first aid and any other assistance can be delivered quickly and without delay.

Race Directors Itinerary

- January
 - Review Previous Years Arrangements.
 - Improvements to be made?
 - Review Risk Assessment.
 - Book Village Hall.
 - Organise First Aid Requirements.
 - Organise re-measurement of course (if required).

- February
 - Order supplies (signs, numbers, pins, race mementos etc.).
 - Complete race entry form and other race information.
 - Organise race adjudicator.
 - Apply for Race Permit from UKA.
 - Submit Event Guide and Race details to the relevant authorities (Police, Council etc.).

- March
 - Upload race information to website and e-mail local clubs.
 - Submit Race information to Runners World / Entry Central / British Athletics

- May
 - Walk course to ensure Risk Assessment is still valid.
 - Contact Local Authority to ascertain any planned future roadworks.
 - Request help from members for specific roles and responsibilities.

- 1 week before
 - Post Race Information Leaflets in Cumnor Village.
 - Apply Race Information Signage along course route.

- Day Before
 - Walk course and mark out km / mile locations and start / finish points, also ensure course is clear of obstacles.

- Day of Race
 - Place 'Caution Runners' signs as indicated on risk assessment.
 - Place mile markers at appropriate locations.
 - Place start / finish signs as required.
 - Place water table adjacent to the finish line.

- 12:00 – 14:00 Race Day
 - Organise Village Hall & Car Park inc:
 - Number pick up tables.
 - Refreshments.
 - Results area.
 - Signage for changing rooms and toilets.

- Car Park organiser.

- 16:00 Race Day
 - Carry out Marshal Briefing to ensure responsibilities are understood.
 - Hand out marshal packs, inc. Race Director mobile no. for first aid requirements.
 - Send Marshals to their relevant positions on the course.

- 16:30
 - Ensure time keepers and number recorders are aware of responsibilities.
 - Ensure number runner in place.

- 16:55
 - Carry out competitor briefing, indicating hazards / road closures (if applicable) and any other relevant information.

- 17:00
 - Start Race with lead bicycle leading runners around the course.
 - Sweep up bicycle to follow last competitor.

- 17:20 – 17:45
 - Competitors finish race.

- 17:45 - 18:00
 - Marshal's return to Village Hall only after sweep up bike has passed.

- 18:00 – 18:30
 - Race mementos are distributed
 - Race winners are awarded

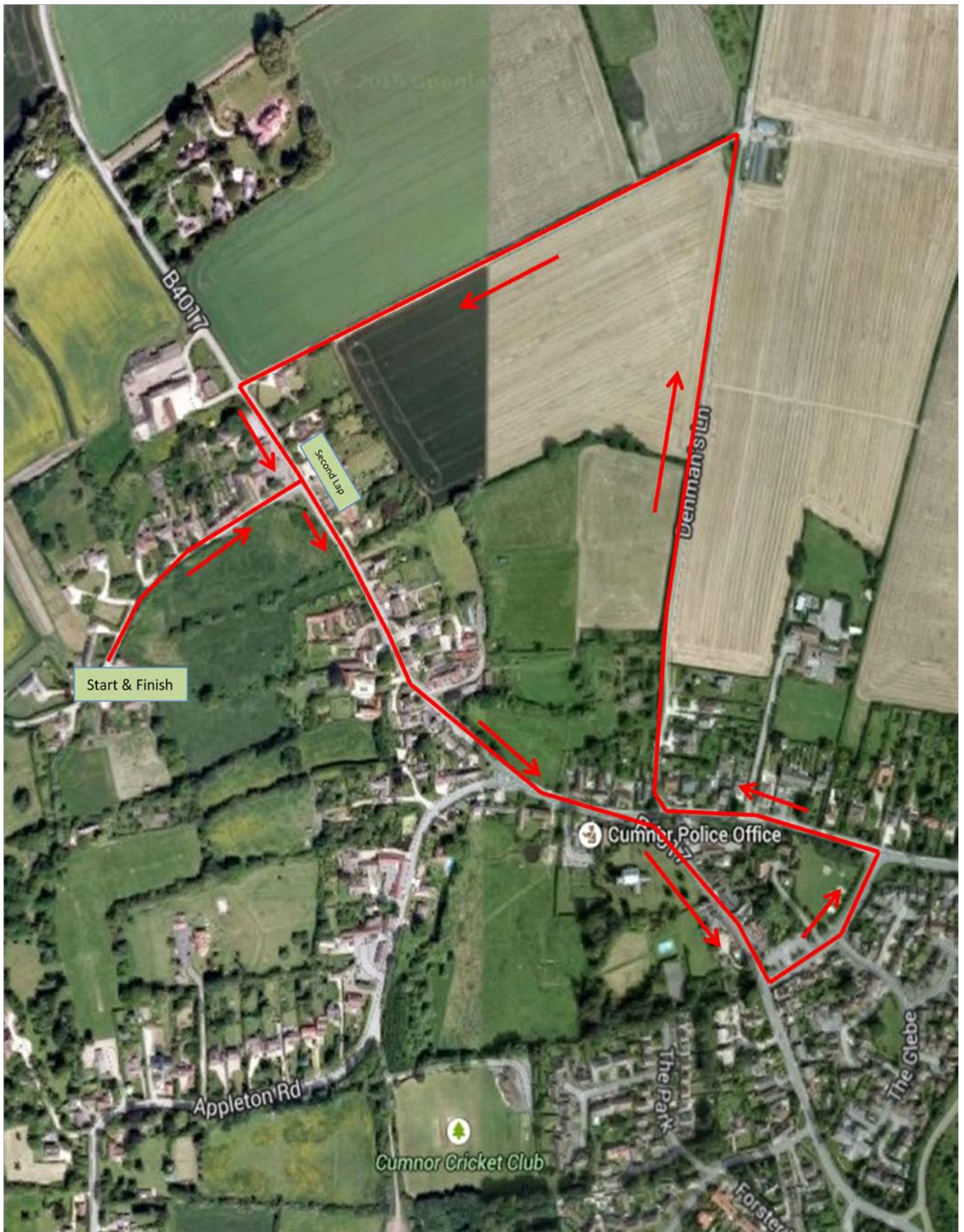
- 19:00
 - Marshal de-brief
 - Village is cleared of all equipment and signage

- 19:30
 - Drive around course to ensure all signage is removed; all equipment has been accounted for. And all litter has been cleared away.

- 21:00
 - Post results on the website.
 - Carry out Race Director Report, and send to relevant body.
 - E-mail marshals to ascertain improvements.

Route Map

This map indicates the road race route, the start and finish and the directions of the run.



Risk Assessment

The Risk Assessment is perhaps the most important aspect and element in the organisation of a road race event. It is a tool for identifying hazards and ensuring control measures are put in place to remove or mitigate the hazard; this risk assessment should not only take account of the race itself, but should also take consideration the other aspects of the day such as organisation of the registration hall and the car parking.

In accordance with the 'Good Practice Safety Guide' and the 'HSE', this risk assessment has been carried out by a competent person by virtue of their experience and training, and follows the HSE approved format as specified in the HSE document 'Five steps to risk assessment - NDG163(rev3)'

Area / Activity: Car Park - Arrival

What are the hazards?	Who might be harmed and how?	What are you already doing?	Current Risk Rating (H/M/L)?	What further action is necessary?	Final Risk Rating (H/M/L)?
Moving Vehicles	Persons struck by a vehicle causing injuries including broken limbs, cuts and abrasions.	<ul style="list-style-type: none"> ■ Car parks are indicated on information sheets displayed on website. ■ Car parks have clearly defined parking bays. ■ All access roads to and from the car parks have appropriate pavements for pedestrians. ■ Speed restrictions of 10MPH are in force. ■ Car park attendants to direct traffic as required. ■ Main registration and runner gathering area is a traffic free zone. 	L	None	L

Area / Activity: Village Hall, Changing Rooms & Toilets - Registration

What are the hazards?	Who might be harmed and how?	What are you already doing?	Current Risk Rating (H/M/L)?	What further action is necessary?	Final Risk Rating (H/M/L)?
Slips, Trips & Falls	Persons located within the hall banging legs, arms, heads due to trip hazards	<ul style="list-style-type: none"> ■ Floor space cleared of all relevant obstacles at initial registration. ■ Registration set up with approx 1/4 competitors per registration desk. ■ Clear signage used to inform persons where facilities are. ■ Walkways and corridors to be free of clutter. ■ Trailing leads from electrical appliances to be routed away from competitor areas. 	L	None	L

What are the hazards?	Who might be harmed and how?	What are you already doing?	Current Risk Rating (H/M/L)?	What further action is necessary?	Final Risk Rating (H/M/L)?
Fire	Persons located within the hall caught in fire causing severe burns, smoke inhalation or death.	<ul style="list-style-type: none"> ■ Smoke detectors located in all used areas. ■ Fire alarms tests carried out weekly by staff. ■ Fire exits tested prior to event. ■ Fire extinguishers available within all areas. ■ Race director and all marshals briefed on emergency plan. ■ Loud hailer available to inform competitors of emergency exits. 	L	None	L
Overcrowding	Persons located within the hall crushed due to pushing, shoving, rushing etc.	<ul style="list-style-type: none"> ■ Runner numbers limited to 100 persons. ■ Registration set up with approx 1/4 competitors per registration desk. ■ Male & Female toilets and changing rooms located at different ends of the building ■ Appropriate signage directing runners to facilities in place. 	L	None	L
Electric Shock	Persons using electrical equipment burnt or shocked due to faulty or misused equipment.	<ul style="list-style-type: none"> ■ Electrical equipment used in good working order. ■ No 'home made' extension cables to be used. ■ Equipment Portable Appliance Tested where applicable. ■ Electrical equipment to have restricted access to authorised persons only 	L	None	L

Area / Activity: Race Route – The Race

What are the hazards?	Who might be harmed and how?	What are you already doing?	Current Risk Rating (H/M/L)?	What further action is necessary?	Final Risk Rating (H/M/L)?
Overcrowding	Persons located at race start area crushed due to pushing, shoving, rushing etc.	<ul style="list-style-type: none"> ■ Runner numbers limited to 100 persons. ■ Appropriate signage directing runners to start line. ■ All unwanted obstacles removed ■ Road width adequate for number of competitors (ascertained from empirical data) ■ Faster runners encouraged to move to the front. 	L	None	L

What are the hazards?	Who might be harmed and how?	What are you already doing?	Current Risk Rating (H/M/L)?	What further action is necessary?	Final Risk Rating (H/M/L)?
		<ul style="list-style-type: none"> ■ Slower runners encouraged to move to the rear. 			
<p>Moving Vehicles, inc. pedestrians and cyclists at Start (and finish) area</p>	<p>Persons located at race start area struck by a vehicle causing injuries including broken limbs, cuts and abrasions.</p>	<ul style="list-style-type: none"> ■ ‘Caution Runners’ signage warning other road users of runners in area. ■ Marshals in place to inform other road users of race. ■ Information posters placed around race route prior to event. ■ Road use monitored for usage during race hours with results being 6-10 cars in a ½ hour period (extent of start) ■ Load hailer to be utilised to inform competitors of other road users. ■ Lightly trafficked rural road used for start (and finish) areas ■ Substantial barriers utilised to funnel competitors at finish ■ Spectators encouraged to stay clear of the race route by marshals ■ Signage placed at all road junctions to warn drivers of ‘Runners in Road’ 	<p>M to L</p>	<p>Road Closure could be considered for start of the race.</p>	<p>L</p>
<p>Moving Vehicles, inc. pedestrians and cyclists along race route.</p>	<p>Marshals located along race route struck by a vehicle causing injuries including broken limbs, cuts and abrasions.</p> <p>Competitors located along race route struck by a vehicle causing injuries including broken limbs, cuts and abrasions.</p>	<ul style="list-style-type: none"> ■ All marshals to be wearing high viz waistcoats in accordance with EN471 Class 2 ■ All marshals instructed NOT to stop traffic, however they can explain the reason for the delay (if any) ■ All marshals to warn competitors of impending road crossings ■ Competitors briefed immediately before race about road crossings and or traffic. ■ ‘Caution Runners’ signage to be placed along route (see map) as well as ‘Runners in Road’ signage in accordance with the Traffic Signs Regulations and General Directions 2002. ■ Marshals located along race route (see map) ■ Lead Bike to ensure competitors stay on the course, and other road users are pre-warned between signage. 	<p>L</p>	<p>None</p>	<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Current Risk Rating (H/M/L)?	What further action is necessary?	Final Risk Rating (H/M/L)?
		<ul style="list-style-type: none"> ■ Sweep Bike to follow last competitor to ensure they stay on the course, and other road users are pre-warned between signage. ■ Competitors briefed to abide by the Highway Code at all times. 			
<p>Uneven surfaces and other minor obstacles</p>	<p>Competitors twisting ankles, causing strains, sprains etc.</p> <p>Competitors running into or tripping over other obstacles, causing minor injuries.</p>	<ul style="list-style-type: none"> ■ Road surface to be checked prior to race day and any uneven surfaces to be noted and sprayed with high viz marker paint ■ Competitors brief immediately before race of uneven surfaces. ■ Marshals to be positioned near unmovable obstacles to warn competitors ■ All movable obstacles to be removed for the course. 	L	None	L

Competitor Briefing Notes

This is an important aspect of the race; it highlights the valid issues raised in the risk assessment, and informs the competitors immediately before the race start.

They should contain but not be limited to the following items:

- Faster runners please come to the front, slower runners to the back.
- You are running on public highways, and so traffic may be on the roads.
- Please ensure you pay attention to the marshals.
- DO NOT wear an mp3 player as you will not be able to hear the marshal's instructions.
- Please be aware of minor road defects / potholes (they have been highlighted).
- Ensure you follow the Highway Code when running on roads.
- Make use of pavements wherever possible
- At the finish please keep over to the left hand side of the road
- There will be a lead bike, and sweep bike.

Road Sign Examples



To be used at all road junctions or crossings as well as blind corners or rises i.e. motorway bridges.
(Similar signs to be used for the mile markers, start and finish)



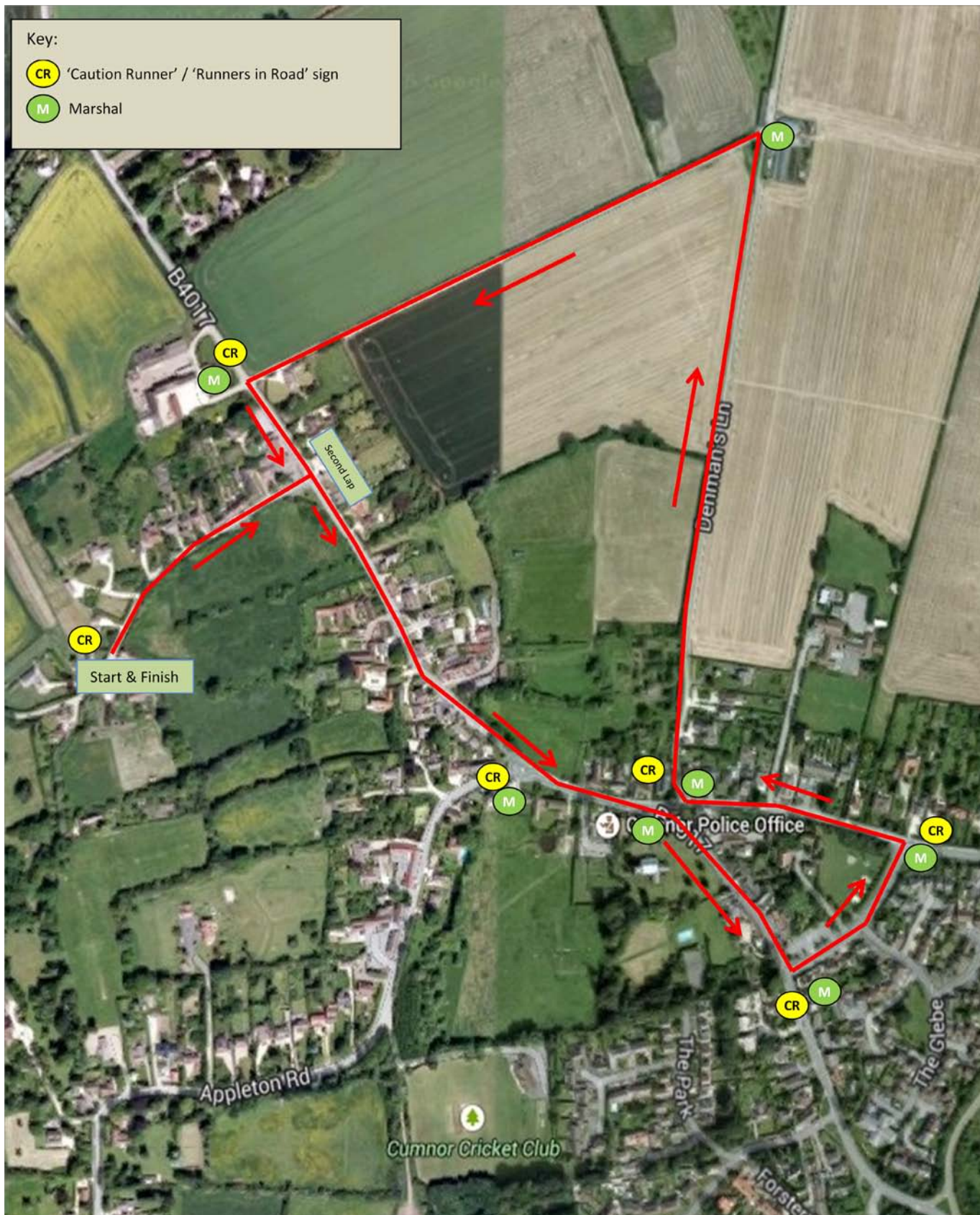
To be used if road closures are required, this sign is in accordance with the Traffic Signs Regulations and General Directions 2002.



To be used at road junctions or crossings, this sign is in accordance with the Traffic Signs Regulations and General Directions 2002.

Marshal Map

This map in relation to the risk assessment shows the location of marshals and 'Caution Runners' signage where appropriate.



Entry Form Example

This shown a typical example of the entry form which shall be used for the race



Cumnor Royal British Legion

Proudly Present

Cumnor Legion 5km

Saturday 27th June 2015 – Race Start 17:00

5 km Road Race - Under UK Athletics Rules



Race Limit: 100

Entry Fee: £7 affiliated / £9 non affiliated

All profits to support the Royal British Legion, Registered Charity No 219279

Enter on-line at <http://www.runbritain.com/races>

Check www.tewkesburyac.com for entry confirmation, results, race updates and other information.

Numbers to be picked up on the day from Cumnor United Reformed Church

Leys Road, Cumnor, Oxfordshire OX2 9QF

Race memento to ALL finishers with Prizes for the First Male & Female finishers

Please send completed entry forms with payment to:

Race Director, 10 Foxglove Walk, Tewkesbury, GL20 7BB

Please make Cheques payable to: **Cumnor Royal British Legion**

Note: in the event of a cancellation of the race due to circumstances beyond our control (flooding etc.), there will be no refunds, with all profits from the race entries donated to the Royal British Legion

Name:

E-mail address:

Tel No.

Sex (M/F):

Date Of Birth:

Age on Race Day:

Affiliated Club:

I hereby agree that the organisers shall not be liable for any accidents, injury, loss or damage as a consequence of my participation in the race and certify that I am fit to compete.

Signed:

Date: