

Risk Assessment ~ Bromley Primary Schools' Cross-Country Association

Event	Bromley Primary Schools Cross Country
Date of Event	Saturday 9 th March, 2024

Number of persons involved	Approximately 1400 children and accompanying staff and parents.
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Assessed by	Richard Edmonds, BPSCCA
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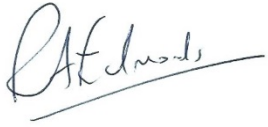
Date of risk assessment	10 th December, 2023 - updated as indicated.
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Hazard Reference	Hazard Details	Level of Risk	Existing Controls as at 10/12/23	Further Action post 10/12/23
1.1	Pupils getting injured as they are running.	Medium	<p>EMFS Medical Services will attend the event from 7.45am with 3 responders, one sited near the race information tent, the others on course, one on a cycle. Marshals, all in high-vis vests are positioned around the course at designated points so they are in visual contact with the next marshal.</p> <p>There is a marshals' briefing at 8.20am where emergency contact numbers are shared.</p> <p>All marshals have mobile phones. If a pupil is injured during a race so they cannot continue, the marshal can ask for immediate attention from EMHS who will go to the pupil on course. EMHS will also contact the pupil's school and inform the race organizer – schools are asked to ensure they have provided emergency contact numbers in advance of the event for a key person from their school who will be present at the event.</p> <p>In the event of a serious injury, EMFS will seek support from ambulance services – the park can be accessed via the Anerley Hill entrance where the gate is manned by a BPSCCA volunteer.</p> <p>If a pupil requires attention at the end of the race they will go directly to the EMFS vehicle or will be dealt with by their school's staff team – schools should all have their own risk assessments.</p> <p>A summary of injuries is provided after the event by EMFS. At the last event on 18/11/23 EMFS reported they had dealt with 3 minor injuries.</p> <p>Public liability insurance is taken out for the event and is confirmed by CPPT as part of the event application process.</p>	
1.2	Pupils with medical conditions having difficulty on the course.	Medium	<p>Schools will be advised at the pre-race meeting to ensure pupils with asthma or other medical conditions have inhalers or other support as medically prescribed. Schools are advised to label asthma pumps with contact details.</p> <p>Marshals are positioned all around the course at designated points and will deal with any injured runners seeking immediate medical support from the on course EMFS operative if required.</p>	

1.3	Pupils with low levels of fitness getting into difficulty on the course.	Medium	<p>Pupils only run a safe distance for their age. If pupils are in extreme discomfort, marshals will look after them and ensure they are returned safely to the finish.</p> <p>Blackheath & Bromley Harriers provide runners during the event to encourage / support children at the rear of the race who may be walking - no pupils are left by themselves. If additional support is required, a marshal will contact the EMFS team.</p> <p>Drinks are provided for the children at the end of each race.</p> <p>Schools are encouraged to give children the opportunity to prepare for the event by taking part in running clubs and ensure children are given some indication about the nature of the course and what the race entails.</p>	
2.1	Surface is too icy or too wet and pupils slip/fall and injure themselves or there is a risk of surrounding objects such as overhanging branches injuring runners.	Medium	<p>BPSCCA team visit the course in advance to check it is safe to use.</p> <p>Schools are routinely advised to encourage pupils to bring appropriate footwear for muddy, slippery conditions.</p> <p>BPSCCA liaise with CPPT leading up to the event to ensure we are aware of any unforeseen changes to the layout of the park.</p> <p>The route will be amended on the day, during the course setup, if necessary, to account for any hazards.</p> <p>If, for any reason, the course is deemed unsafe to use, the event will be cancelled.</p> <p>Safety announcements are made to pupils at the start of each race.</p> <p>Marshals are asked to advise parents to keep back if getting too close to the course/runners.</p>	
2.2	Parents encroaching too close during the race or at the finish.	Low	<p>Tape is placed all around the course to prevent spectators encroaching. At the finish, a large waiting area is demarcated which only pupils, school managers and race marshals can access.</p> <p>Four marshals manage the entrance into the holding area preventing parents from accessing it.</p>	<p>Schools are asked at the meeting to remind parents to collect the children at their school's meeting point after each race and not go into the holding area or encroach on the start/finish areas.</p> <p>Schools are asked to inform parents that parking charges may be in force on the day of the event.</p>
3.1	Pupils going missing during the event.	Low	<p>Schools are responsible for their pupils on site and taking teams to the start of each race and collecting pupils after they have finished. Schools are advised to have at least three volunteers managing their runners.</p> <p>Pupils are told to report to team managers at the end of the race who are in the waiting area and only when all their pupils are accounted for, leave the area to return pupils to their parents/carers.</p> <p>If any child cannot continue their school will be informed and arrangements made for the pupil's safe collection/return to their school.</p> <p>PA system used to inform schools and parents of any missing children who become detached from their school group.</p> <p>Any lost children will be asked to wait near the scorer's tent until collected by their teacher or parent.</p> <p>Police will be contacted if the pupil cannot be accounted for.</p>	

3.2	Pupils accidentally bumping into each other during the race, especially at the start, finish and at other bottlenecks.	Medium	Marshals will intervene if required to facilitate the movement of groups of children. At the start of the race pupils are organized into school start pens. The finish is managed by a large team of volunteers with pupils waiting in lines and walking through to the waiting area once they have crossed the line.	
4.1	Intruder encroachment	Low	Marshals are positioned at numbered points around the course to prevent parents/members of public from encroaching. Additional marshals will be located at key points such as path crossings. Julie Lockton and Barry Korro are out on course throughout the event checking the marshals and responding to any additional needs if required.	
4.2	Risk of injury to persons from the catering vans.	Low	The area around the back of the catering vans is cordoned off. Catering firms comply with local authority standards and provide documentation including up to date public liability insurance checked by CPPT.	
4.2	Threat of attack	Low	Metropolitan Police Force informed of the event. All marshals to be briefed at the pre-race meeting on the day at 8.20am about counter terrorism advice provided by the Met Police and what to do if they are concerned about anything suspicious. A met police officer who volunteers on the day with another member of the race committee supervises the marshals on the course throughout the event until the last race has been completed. Cobra Defence advisory support has also been provided to BPSCCA. 'Run, Hide & Tell' guidance has been promoted via PSHE Association and schools undertake as part of own safeguarding procedures. Link; http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx BPSCCA will respond to any local updates or concerns received from the MET Police.	
5.1	Fire risk	Low	Where a fire is identified and it is reported to a race marshal/organiser, the emergency co-ordinator will make the decision to implement the following: Emergency services would be called for serious fires and the Trust's park management informed. Any persons near the incident will be moved away immediately from the area at risk by marshals and the following put into place: Before and after a race: Pupils, parents and staff will be informed on the event public address to return to their school's meeting point, where the school will account for all their children registered and any who have just arrived. All meeting points will be in place by 7.45am.	

			<p>Where a race is in progress</p> <p>The race will be stopped, marshals will be informed by the course co-ordinators. Marshals will hold runners at their point and return with the children when it is safe to do so to the school meeting points where the school's register will be checked off.</p> <p>Any other volunteers not acting as marshals will be asked to meet at the public address and wait until informed what to do next by the emergency co-ordinator.</p> <p>Pupils, parents and staff will be asked to wait at the meeting points for further instructions.</p> <p>A fire extinguisher is kept near the PA system should there be any fire which it is safe to deal with.</p> <p>For any serious incidents an emergency evacuation would be undertaken following the emergency plan and taking account of any obstructions / additional risk due to fire.</p>	
5.2	Accidents to pedestrians walking to the event through car parks.	Low	<p>All schools are briefed at the pre-race meeting about parking, Wise Security are employed to manage safe parking on site, No cars except for the race organizers are parked near the race HQ and start/finish areas/meeting points..</p> <p>The gate to the upper part of the park and the event is manned throughout the event by a BPSCCA volunteer to control access.</p>	<p>Parking limited because of a boot fair on same morning of the event – more congestion is expected.</p> <p>Schools asked to inform parents about the very limited parking and consider use of public transport and side roads if travelling by car as well as asking parents to give themselves plenty of time travelling to the event.</p>
5.3	Covid-19 / Other significant viral outbreaks	Low	<p>We work in partnership with schools and Bromley and follow government guidance.</p> <p>The following will be put into place on the day:</p> <ul style="list-style-type: none"> >Maintain good hygiene practices >No equipment is shared >Marshals around the course will ensure children keep moving and do not crowd at any point – a marshal's briefing will be held at 8.20am for all marshals. <p>The event is held wholly outside except for the toilets.</p> <p>Schools may make their own decision not to attend based on their own circumstances.</p>	

A handwritten signature in black ink, appearing to read 'Richard Edmonds', written in a cursive style with a horizontal line underneath.

Richard Edmonds - BPSCCA