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| Hazard Identified | **Risk** | **Action / Control Measures** | **Notes** |
| **1. Suitability of venue** | Large enough to take the event?Suitable facilities? | Parking at Gateshead College site.* **Toilets available in Stadium**
* No changing available
* No food and drink provided
* Parking is 2 minutes walk from start and finish.
 | * PP to talk to GIS

KF - Kevin FlanneryPP - Paul PontonGIS – Gateshead Int StadiumHB – Helen BuistKW – Ken Wilkinson |
| **2. Clear Race Headquarters/****Coordination point** | People need clearly defined roles.If in doubt whom do students see? | * Race HQ in Start/Finish field
* Team managers collect race info from there.
* Team managers to ensure good behaviour and safety of their team.
* KF in charge on Course
* SJ in charge of Race HQ
* KF in charge of Marshalls
* PP in charge of Start/ Finish area
 | * PP and KF in contact by mobile phone.
* Prepare signs for Race HQ
* Steve John i/c Race HQ
* Helen Buist Race HQ
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| **3. Pupils getting lost on course.** | Straying into dangerous areas or becoming disorientated.  | * PP and KF discuss key points of the course.
* Marshalls and appropriate signage to positioned around course.
* Course to be built with marker posts and high visibility tape.
* Course map on website prior to the event.
* Spare course maps will be provided in school envelopes
* Athletes will have the opportunity to walk the course prior to the race.
* Starter to brief each race and inform Pupils that they will have to cross a tarmac footpath.
 | * All Marshalls will have mobile numbers for PP and KF and be supplied with Radio.
* KF to mark course, check for need to buy tape/spray
* PP to prepare team info
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| **4. Shelter and Course amendment in case of poor weather** | Risk of people becoming very cold/hypothermic. Significant wind chill | * PP and KF to make an assessment on the night before and morning of competition.
* East Stand and team buses are close by if weather is poor.
* Cancel or modify course lengths if appropriate
* Pupils have been instructed to bring warm and waterproof clothing.
 | PP and KF to liaise. |
| **5. Pupils getting injured on course.** | Leg injury, Respiratory distress, Fainting, Exhaustion, hypothermia. | * All courses have been discussed by NSAA County Executive and are in line with ESAA guidelines.
* PP and KF will all be in mobile contact.
* Marshalls will have mobile phones with appropriate numbers or Radios
* KF will check course for any problems.
* Schools will be advised to speak to pupils about appropriate footwear.
* Starter to inform Pupils that they will have to cross a tarmac footpath,
* Individual schools to ensure that pupils have inhalers with them if needed.
 | * First Aid will be available at finish area for any problems.
* Send info to schools in appropriate time.
* Marshalls to be briefed by KF
* Accident Report Form to be available and completed by PP
* Space Blankets for covering injured runners coming off course
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| **6. Pupils inappropriately dressed for conditions** | Risk of people becoming very cold/hypothermic. Significant wind chill | * Comprehensive information on website prior to the event.
* NSAA staff will check pupils.
* Starter will brief runners about conditions and course
 | * Schools will receive info in plenty of time.
* Space Blankets for covering injured runners coming off course
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| **7. Poor weather conditions or conditions underfoot.** | Course being unsuitable to hold event. | * PP and KF to make decision on whether XC will take place
* Event will be cancelled early so schools do not have to travel.
 | * KF to check course and make decision
* PP will have mobile numbers for teachers who provided them
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| **8. Checking that all athletes are accounted for in each race** | Pupils not making the finish due to injury and /or fatigue | * Runners are checked back by own team manager
* Team manager to let KF of any missing pupil
* Marshalls to keep eyes open for any struggling athletes
* GC is close to all parts of the course.
 | * Key marshalls will have radios. In addition PP and KF will have mobiles.
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| **9. First Aid**  | Injury or death due to delay in first aid | * PP identified as first point of contact if First Aid required.
* Marshalls to have First Aid out on course
* Marshalls will have relevant phone numbers
* Marshalls will have Space Blankets for children withdrawing from the race.
 | * PP to check that mobile FA kits are available
* KF to produce telephone cards for Marshall’s
* Ambulance to be phoned if necessary by Event Co-ordinator
* County Team Managers to take pupils to hospital if needed
* Nearest Hospital – South Tyneside General – 5 minutes away 0191 259 6660
* 4x4 available if called on by PP
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| **10. Marshalls** | Injury or death due to poor marshalling.Cold injury | * Marshalls will be briefed about their roles
* Marshalls will have mobile phones or Radio in case of emergency
* Marshalls will be told to bring warm waterproof clothing
 | * KF to brief Marshalls
* KF to provide card with phone numbers of relevant staff.
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