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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 Temple Park site.  * **Toilets available in TP centre** * No changing available * No food and drink provided * Parking is 2 minutes walk from start and finish. | * PP to talk to GIS   KF - Kevin Flannery  PP - Paul Ponton  TP – Temple Park  HB – Helen Buist  EB – Edna Beveridge |
| **2. Clear Race Headquarters/**  **Coordination point** | People need clearly defined roles.  If in doubt whom do students see? | * Registration inside Sports Hall from side entrance * Team managers collect race info from there. * Team managers to ensure good behaviour and safety of their team. * KF in charge on Course * PP 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 |
| **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 rope. * 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 |
| **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. * Shelter is available in Sports Hall by side entrance 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 |
| **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 |
| **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 |
| **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 | * Key marshalls will have radios. In addition PP and KF will have mobiles. |
| **9. First Aid** | Injury or death due to delay in first aid | * Schools are responsible for their own First Aid, with PP back-up. * 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 |
| **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. |