

GO SAFETY CHECKLIST FOR ORGANISERS (or their Safety Officer)

Basics:

- Is the event large enough, or otherwise safety-critical enough, to warrant the appointment of an event Safety Officer (to take the role from the Organiser)?
- Document a risk analysis jointly with the Planner and Controller
- Agree all points of safety with the Controller (and Organiser, if a separate Safety Officer has been appointed to do event safety)

Before the event:

- Are there safety matters that need to be notified to competitors in advance (eg compulsory whistles)? Make these evident in pre-event fliers, website and other pre-race details
- Liaise with the Planner to ensure that course safety issues are fully considered eg dangerous features, road crossings
- Ensure that all helpers who go out on the terrain before, during and after the event are known about and checked safely back – use “phone buddy system” at least (ie if you don’t ring by 10pm I’ll take emergency action)

At the event:

- Decide how mobile phones will be used – if they work, which numbers where, make sure they will be switched on and listened for, make a directory
- Decide how any available radios will be used – who will have them
- Access to the car park – are there any traffic turning/junction risks? Should the local police be notified?
- Safety in the car park, assembly area, route to Start(s) and from Finish(es) – are there any dangerous features to be taped off (eg lakes, cliffs, animals) or monitored (eg road crossings)?
- What are appropriate First Aid arrangements? Where should the facilities be sited and how should they be publicised?
- Are whistles and/or cagoules going to be compulsory (or subject to weather conditions)?
- What system will be used to ensure that every starter is checked back? What are the decision criteria for a competitor to be considered missing? How will the decision that a competitor is missing be triggered without undue delay (eg don’t wait till courses close for an early starter on a short course)?
- What action will be taken when a competitor is decided to be missing? Ensure that all preparatory actions have been made (eg search team on standby, spare maps of courses, torches if it might be dark, mobile phones or radios)
- If any safety system requires power (eg computer to read an SI box) make sure that there are contingency arrangements in case of primary power failure
- Consider all battery-powered equipment – fully charged, spare batteries
- Ensure there is an appropriate system for checking helpers out of the forest after clearing up after the event