

# RISK ASSESSMENT FOR CROSS COUNTRY RACES

Event: Devon Schools' AA Cross Country Championships

Venue: Kingsley School, Bideford, North Devon

England Athletics Licence Number CC2025/1773



Risk Assessment carried out by: Geoffrey Williams

Electronically signed by: *G.L.L. Williams* 12/11/25

Date of (Generic) Risk Assessment: 10/11/25: (and ongoing)

STEP 1 – Identification of potential risks	STEP 2 - Recommendations for minimizing risk	STEP 3 – Action taken and by whom
<p><b>COURSE</b> e.g. tree roots, streams (flooding), natural hazards</p> <p><b>See course map attached</b></p> <p>Course is grassland with woodland paths. Paths contain some exposed tree roots Course contains some steep hills. Likely to be wet in places The course route crosses 2 concrete/tarmac paths (maximum width 2.5 metres)</p> <p>Liaison with other users of the campus</p> <p>Signage warning other users of the event will be posted at entry points to the campus 7 days prior to the event by the organisers.</p> <p>Clerk of Course to inspect the course while positioning marshals</p>	<p><b>RECOMMENDATIONS</b> e.g. taping off area, rerouting course</p> <p>Course map should be available on the event website and posted at Race HQ and at the Start/Finish board. Course must be clearly marked with post and tape and/or low flags with clear signage and switching positions on multi lap courses The runout from the start should be at least 150 metres before any corner or significant narrowing The start line should be at least 9 metres wide. Each area team will be allocated 2 start pens of 1 metre width. A clearly indicated/protected athlete collection area behind the start line (capable of collecting at least 72 athletes)</p> <p>All tree roots to be identified and sprayed with non-toxic fluorescent yellow/white paint. Due consideration must be made of changing weather conditions and a plan for re-routing the course should be agreed before the event. This plan ought to be flexible and on-going.</p> <p>As the venue is shared with other sports users effective measures need to be put in place to warn the public about the event and date with organisers' contact information.</p> <p><b>LOW RISK LEVEL</b></p>	<p><b>ACTION TAKEN</b></p> <p>Map of course posted on Devon Schools' website <a href="http://www.devonschoolsathletics.org">http://www.devonschoolsathletics.org</a> website at least 10 days before the event and copies posted on the event boards at Race HQ and Start /Finish Areas 2 hours before the start of the first race. The course will be set out on the day before the event from 2pm The runout from the start will be 9 metres wide and straight before narrowing after 150m metres to 8 metres. Starter to make this clear to athletes on the start line. <b>The Starter will give runners a 5 minute warning before each race give very and clear route instructions to runners before each race starts</b> The course will be set by experienced Course setters who have a good knowledge of the venue. Clerk of the Course and/or Referee to check the course which will be available for inspection by athletes 90 minutes before the first event. The course will be clearly indicated using posts and red/white plastic tape unless obvious and clear natural physical barriers are in place. The finish area will be set out to ESAA recommendations with two funnels and an area between for officials ONLY. Any exposed tree roots will be sprayed in yellow/white paint Signage warning other users of the event will be posted at entry points to the campus one day prior to the event. Course to be disassembled immediately after the event. <b>LOW RISK LEVEL</b></p>
<p><b>STRUCTURES</b> e.g. damaged barriers, guide ropes tent frayed</p> <p>Changing rooms County Area Team Tents Toilets Race HQ Litter on site Bins and refuse Tents</p>	<p><b>RECOMMENDATIONS</b> e.g. replace or remove</p> <p>Bear in mind weather conditions especially high winds. Availability of covered space, changing rooms and indoor toilets on site. Appropriate number of Portaloos for number of competitors positioned conveniently . Provision of sufficient waste bins on site</p> <p>Team and First Aid tents to be positioned in most sheltered position.</p> <p><b>MEDIUM RISK</b></p>	<p><b>ACTION TAKEN and by whom</b></p> <p>Runners arrive changed Comprehensive instructions sent to team managers in advance of the meeting requesting competitors to arrive changed Five Unisex Portaloos non-serviced toilets positioned on hard standing near start and Finish areas. If windy weather these will be secured with guy ropes and emergency taped by organisers Portaloos (supplied by Brandon Hire) to arrive by 3pm on day before event and collected on the Monday following the event. 3 black litter bags provided by organisers at the finish area Litter clear-up as part of course 'knock down'. Black bag litter to be safely deposited in Community facility by organisers. <b>LOW RISK LEVEL</b> <b>MEDIUM RISK if windy</b></p>

<p><b>COMMUNICATIONS</b> e.g. lack of signal for mobile phones Mobile Phone Contact Two Way Radios</p>	<p><b>RECOMMENDATIONS</b> e.g. use of two way radios Appropriate actions to be agreed for covering all potential safety issues. Radios to be issued to lead officials / organisers key lead officials, First Aid team and designated course marshals use Radios which must be on a dedicated single 'medical priority' channel</p>	<p><b><u>ACTION TAKEN</u></b> 14x2-way Radios to use Channel 1 at all times. Issued at pre-race briefing and tested. Mobile telephones are for emergency use ONLY All marshals to have a dedicated medical grid map to enable easy and rapid location if any emergency. <b>LOW RISK</b></p>
<p><b>RACE ADMINISTRATION</b> – <i>issue of numbers</i> Guidance for collection of numbers, issue of course maps, handling questions Safe, accessible and sheltered area for Race HQ  Result Publication</p>	<p><b>RECOMMENDATIONS</b> e.g. <i>signage and advice</i>  All participants need to have clear instructions and a supportive approach by organisers is vital as many children will be racing for the first time.  Results posted on Information Board at Finish areas approximately 20 minutes after race finishes Raw hard copy results showing provisional race number finishing order made available as soon as race finishes</p>	<p><b><u>ACTION TAKEN</u></b> Race Registration in Preparatory School Hall under the direction of Gary Brock (DSAA Chair) and at least 2 Team Managers from each Devon Area who will be either current teachers or designated volunteers with a current DBS certificate. Athletes informed of selection via letter from Area Team Managers Info on website about suitable attire and running shoes plus information about facilities available at the venue. Maps &amp; information have be displayed on the DSAA website and sent out to Area secretaries. Full information to also be posted at Race Registration Hall Clear instructions on how the event operates to be on the Devon Schools' AA website by 4pm on Wednesday 21<sup>st</sup> January to include the following:- Start lists showing each runners allocated number Course maps which can be electronically downloaded Full instructions on how runners collect their number and pins from their Area Registration desk in the Preparatory School Hall Event Risk Assessment. Event noticeboard to show, athletes numbers, course maps and event Risk Assessment Raw hard copy results showing <i>provisional race finishing order</i> made available as soon as race finishes on the event noticeboard in the finish area. <b>LOW RISK</b></p>
<p><b>UKA QUALIFIED OFFICIALS &amp; VOLUNTEERS</b> e.g. <b>adequate numbers, knowledge of course i.e. location of first aid</b> Sufficient number of officials required to ensure a safely run meeting. Key officials to be UKA qualified. All officials need to be familiar with the course and have full knowledge of their individual and collective role.</p>	<p><b>RECOMMENDATIONS</b> e.g. <b>briefing, signage, course map</b> Officials supplied by Devon County AA, organised by Keith Reed (Devon County Officials' Secretary) Marshalls (supplied by DAA, Area school staff/parents) at every junction, the start and finish and along the loops. PRIOR briefing with written instructions / maps distributed via email or downloadable from DSAA website.  Marshalls to be issued with High Visibility vests and radios Printed programmes/Start Lists produced for officials</p>	<p><b><u>ACTION TAKEN</u></b> At 11:55am Officials and marshals will attend a pre-event meeting with Race Referee Keith Reed/Clerk of the Course Geoff Williams to action recommendations already listed. Event referee/Clerk of the Course to ensure marshals are on site and in position. Minimum officials appointed as follows: Referee Level 2+; Chief Recorder + Caller Chief Timekeeper + Caller; Chief Judge 2x Clerks of Course; Funnel judge controller Starter + Assistant <b>LOW RISK</b></p>

<p><b>FIRST AID</b> e.g. <i>adequate numbers, access onto and off course</i></p> <p>It is important to provide sufficient qualified First Aiders for the number of runners involved in the event.</p> <p>Availability of First responders/local ambulance/ hospital service.</p> <p>Knowledge of Primary Medical contacts</p> <p>First Aid team need to be aware of UKA / EA procedure to inform UKA/EA of any reportable incidents.</p>	<p><b>RECOMMENDATIONS</b> e.g. <i>increase numbers, signage</i></p> <p><b>First Aid provided by Dartmoor Ambulance Services of Newton Abbott.</b></p> <p>Company has experience of working with both cross country and other sports events and are familiar with the course.</p> <p>Need to set up base near the Start/Finish in the most elevated position possible.</p> <p>First Aid signage to be erected by organisers.</p> <p>Course map to show First Aid location(s).</p> <p>First Aiders and marshals to use Medical Grid provided by Meeting organisers for the purpose of accurately locating any emergencies.</p>	<p><b>ACTION TAKEN</b></p> <p>First Aid Company will be issued in advance with full instructions regarding their responsibilities at the event.</p> <p>4 First Aiders on site from 10:30am to end of event. Ambulance base will be provided as will access to a private dedicated First Aid room.</p> <p>All first aiders will attend Referee/Clerk of Course briefing 25 minutes before first event.</p> <p>Nearest hospital – North Devon District Hospital in Barnstaple – First Aid team aware that they need to call Medical Services in the event of a reportable incident. <b>LOW RISK</b></p>
<p><b>CAR PARKING</b> e.g. <i>safe access, crossing course</i></p> <p>Sufficient car parking required for up to 500 visitors' vehicles</p> <p>Instructions for safe pedestrian transit/access from car parks</p> <p><b>LOW RISK</b></p>	<p><b>RECOMMENDATIONS</b> e.g. <i>rerouting access, provide signage, fluorescent vests</i></p> <p>Identified Car parking for minimum of 870 vehicles in Bideford Town (5-10 minutes walk) and on the Kingsley School &amp; Bideford College sites (less than 5 minutes walk)</p> <p>Maps to be provided</p> <p><b>LOW RISK</b></p>	<p><b>ACTION TAKEN</b></p> <p>Location and availability of car parks (including any charges) to be posted on the Devon Schools' AA website in advance of the event.</p> <p>Designated Signage to be in place by 9am on race day.</p> <p>Clear indication of transit times to be provided on-line.</p> <p>School to provide car parking stewards under the control of a member of staff all of whom who wear hi-viz league bibs or Kingsley staff clothing.</p> <p><b>LOW/MEDIUM RISK LEVELS but manageable</b></p>
<p><b>Duty of care to runners. Election to compete.</b></p> <p>All Cross Country events have an element of risk to/for competitors, officials and spectators. Each of these groups of persons is advised that they have a duty of care to themselves and those in their immediate care.</p> <p><b>MEDIUM RISK</b></p> <p>The organisers of The Devon Schools Athletic Association adopt the UK Athletics Guidance relating to athlete welfare.</p>	<p><b>SAFETY RECOMMENDATIONS</b></p> <p>It is recommended that all competitors wear <i>appropriate clothing and footwear</i> according to the weather/underfoot conditions.</p> <p>All <i>Minors must be accompanied by teacher/parent/guardian.</i></p> <p>All <i>runners are advised to walk the course</i> before their race.</p> <p>They should report any hazards to the meeting referee should they believe the risk assessment has not already covered them.</p> <p><b>LOW RISK</b></p>	<p><b>ACTION TAKEN</b></p> <p>When entering the event it is <b>assumed all competitors (or their adult carers in the case of minors) acknowledge their agreement to abide by the event's safety and risk requirements and understand the risks of cross country running</b></p> <p><b>LOW RISK</b></p>

GLIW 24/9/25 Updated 18/11/25 and ongoing.

#### UKA DOPING STATEMENT:

All participants (including athletes and athlete support personnel) in any licensed event are bound to UK Athletics' anti-doping rules and must make themselves familiar with these rules. Organisers of licensed events are expected to cooperate with UK Anti-Doping with regards to any code-compliant anti-doping investigations and proceedings linked to their event or participants in their event, and to include the following statement regarding anti-doping compliance, provided by UKAD, within their event registration process:

"An entrant shall be deemed to have made himself/herself/themself, familiar with, and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. The UKA Anti-Doping Rules apply to entrants participating in the sport of Athletics, for 12 months from the date of entering the event, whether or not the participant is a citizen of, or resident in, the UK."