

General risk assessment for F24/F24+ events at UK locations 2018

Assessed by: Becca Platfoot, Event Administrator, Greenpower Education Trust

Reviewed By: Olivia Procter-Moore, Project Manager, Greenpower Education Trust

Circulation: Volunteers, First Aid Staff, Greenpower Staff

KEY										
Greenpower staff - GP		Students = S		Public = P (anyone in attendance, not participating, volunteering or working.)		Contractors = C	Volunteers = V	T – Teacher/group supervisor		
Severity						Likelihood				
1 = Minor injury treated on site	2 = minor injury treated off site	3 = over 3 day injury	4 = major injury	5 = Fatality		Certain =5	Very Likely = 4	Likely = 3	May Happen =2	Unlikely = 1

Comments: Risk Assessments of the site are the responsibility of the organisers at the venue.

Activity	Hazard	People affected	Risk (severity x likelihood)	Existing control measures	Residual Risk	Additional actions
Travel to and from location	Accident on route	All	4x1=4 low	<ul style="list-style-type: none"> Teams organising own transport and insurance until at the event. Volunteers are responsible for getting to and from events. Greenpower have all relevant insurance and licences to drive vehicles to event. Greenpower will follow the HSE driving at work recommendations to keep risk at a minimum. 	Low	Vigilance by staff
People	Trips, slips and falls	GP,V,S,T	4x1=4 Low	<ul style="list-style-type: none"> Health and Safety information to be 	Low	Vigilance by

movement				<p>given at both team and volunteer briefings.</p> <ul style="list-style-type: none"> Teacher/Supervisor/Team Leader to accompany group at all times Teacher/supervisors, volunteers and Greenpower staff to be vigilant as they normally would First aiders to be present at all times Volunteers, Teachers, Supervisors / Team Leaders to contact Greenpower staff and first aiders in the event of problem. 		Greenpower staff and volunteers
People in pit area	Movement of cars	GP,V,S,T	4x2=8 Medium	<ul style="list-style-type: none"> Health and Safety information to be given at team and volunteer briefings. Teacher/supervisors to brief team on driving and pit procedures. First aiders to be present at all times. Isolating switches to be turned to off at all times when vehicle is stationary. All team members and volunteers briefed on pit procedures prior to events by Greenpower staff. 	Low	Vigilance by Greenpower staff and volunteers
	Pushing cars in pit	GP, S, T	4x2 = 8 Medium	<ul style="list-style-type: none"> All teams are briefed on proper pit lane procedure before event starts. All cars must be pushed in the pit lane, no cars may travel under power until they reach pit exit. Volunteers to closely monitor pitlane. 	Low	Vigilance by Greenpower staff and volunteers
Practice and racing on track	Injury on track.	GP,S,V	4x2=8 Medium	<ul style="list-style-type: none"> Health and Safety information to be given at team and volunteer briefings. Teacher/supervisors to brief team on driving procedures. All team members to attend a mandatory safety briefing, covering driving etiquette and safety. First aiders to be present at all times 	Low	Vigilance and quick response from Greenpower staff and volunteers

				<ul style="list-style-type: none"> • Drivers stopped for dangerous driving • Safety of car inspected at scrutineering and ensure compliance with regulations at all times. • Drivers always to wear mandatory safety equipment, checked before the start of all races and before they re-enter the track at pit exit. 		
Moving equipment	Batteries, other heavy equipment	GP,S,T,V	4x2=8 Medium	<ul style="list-style-type: none"> • Batteries used are of the safest possible construction with no danger of acid leaks. • All batteries inspected for danger of shorting and damage at scrutineering. • All batteries are heavy and must be handled in accordance with lifting guidelines. Batteries must only be lifted singly, not in pairs, and trolleys must be used at all times by teams. • Teachers/ Supervisors/ team leaders to ensure students are briefed about lifting heavy items and equipment. 	Low	Vigilance from Greenpower staff, teacher/supervisor and volunteers
Race	Loose objects on track, parts falling off of cars.	S, V	4x1=1 Low	<ul style="list-style-type: none"> • All drivers must have protective equipment required by regulations and checked at each start/driver change by volunteers. • Race surface checked regularly for loose objects by marshals and volunteers. These are removed immediately. • All cars are black flagged or held in the pits if they have any insecure items on their vehicles. 	Low	Vigilance from staff and volunteers.
Race	Recovery vehicles on circuit.	GP,S,V	4x2 = 8 Medium	<ul style="list-style-type: none"> • Recovery vehicles to circulate at maximum 30mph. 	Low	Responsibility of marshals and

				<ul style="list-style-type: none"> • Pull off of the circuit when recovering wherever possible. • Keep track activity to a minimum. • Only recover one car at a time. Driver to be in recovery vehicle, not ride on trailer. • Recovery vehicle to use flashing beacon where possible. • Recovery crew to wear high visibility clothing. 		volunteers. Briefed by Greenpower Staff
During event	Student taken ill on site.	ST, S, V	4x1=4 Low	<ul style="list-style-type: none"> • Students instructed to inform their teacher/supervisor if they feel ill • Teacher/supervisor to locate First Aiders. Ring emergency services if necessary. • Teacher/supervisor to follow school procedures re: contacting parents • Greenpower to be informed of any pre-existing conditions that may have an impact on any participant. 	Low	Vigilance by Greenpower staff and volunteers
	Student goes missing on site.	ST, SA, S	4x2=8 Medium	<ul style="list-style-type: none"> • Group will be accompanied at all times by teacher/supervisors/team leader • If student not located, phone police. Teacher/supervisor to follow school procedures re: contacting parents 	Low	Vigilance by Greenpower staff and volunteers
	Fire in buildings on site endangering all present.	ALL	5x1=5 Med	<ul style="list-style-type: none"> • In event of a fire, all to assemble in paddock area signified by tannoy announcement. If a pupil is missing, the emergency services will be informed upon arrival. Teacher/supervisor to follow school procedures re: contacting parents. 	Low	Vigilance by Greenpower and site staff, volunteers and teacher/supervisor

				<ul style="list-style-type: none"> In event of an injury, volunteer to locate first aider. Ring emergency services if necessary. Teacher/supervisor to follow school procedures re: contacting parents. 		
	Students needing to take medication while on site – incorrect dosage taken; medication missed.	S, ST	4x1=4 Low	<ul style="list-style-type: none"> Responsible adult with team is responsible for all medication for the students they're responsible for. Responsible adults should ensure students have emergency medication with them at all times, where relevant (inhalers for asthma sufferers for example.) First aiders are on site at all times in case of emergency. 	Low	Vigilance of staff/supervisor
	Students left in care of an unsuitable person.	ST, V	4x1=4 Low	<ul style="list-style-type: none"> All Greenpower staff and relevant volunteers CRB checked. Teacher/supervisor to accompany group at all times. 	Low	Vigilance by staff/supervisor and volunteers
	Marshals stopping cars	V, ST,S	2x4= 8 Medium	<ul style="list-style-type: none"> Volunteers will be instructed not to physically stop cars and informed of the potential dangers of doing this. All volunteers in positions where cars need to be asked to stop and slow-down will be given additional health and safety briefings once at their post. Volunteers in higher risk positions will be suitably selected and able and where possible will have relevant experience. 	Low	Vigilance by GP staff and volunteers
	Cars failing to brake at pit entry	V, ST, S, P	2x4 = medium	<ul style="list-style-type: none"> All drivers will be asked to do a brake test before they enter the track for practice. Any drivers who seem unsure of 	Low	Vigilance by staff and volunteers.

				<p>braking will be retested at any time staff think appropriate.</p> <ul style="list-style-type: none"> • Random brake tests can be carried out at any time. 		
	Overheating vehicles (fire risk)	GP, V, S, T,	2x4=8 medium	<ul style="list-style-type: none"> • All cars must comply to strict safety regulations regarding the wiring of their cars. • All cars are monitored for signs of overheating during pit stops. • Fire extinguishers are available and a fire warden is on site throughout. 	Low	Vigilance by staff and volunteers.