



**Assessed by:** Vanessa Gutowski-Smith

**Circulation:** Greenpower staff, volunteers and anyone by request.

KEY									
GP= Greenpower staff		S= Students (participating)		P= Public (including parents)		T = Teachers/supervisors		V= Volunteers	
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
<b>Travel to and from location</b>	Accident on route	All	4x1= 4 Low	<ul style="list-style-type: none"> <li>Teams organising own transport and insurance until at the event.</li> <li>Volunteers are responsible for getting to and from events.</li> <li>Greenpower have all relevant insurance and licences to drive vehicles to event.</li> <li>Greenpower will follow the HSE driving at work recommendations to keep risk at a minimum.</li> <li>Schools have off site activity policy</li> <li>Teams organising own transport</li> </ul>	Low	Vigilance by staff/supervisor

<p><b>General attendee welfare</b></p>	<p>Covid - 19</p>	<p>All</p>	<p>3 x 2 = 6 Low</p>	<ul style="list-style-type: none"> <li>• Strongly encouraging continuation of regular handwashing and use of hand sanitizer whilst at events.</li> <li>• Continuing to provide hand sanitizer at events.</li> <li>• Strongly recommended not attending events if someone has symptoms or has tested positive for covid.</li> <li>• Continue to follow recommendations from both UK government and our governing body – Motorsports UK.</li> </ul>	<p>Low</p>	<p>Vigilance by all in attendance</p>
<p><b>People movement</b></p>	<p>Risk of trips, slips or falls moving equipment.</p>	<p>All</p>	<p>4x1=4 Low</p>	<ul style="list-style-type: none"> <li>• Health and Safety information to be given at volunteer and team briefing.</li> <li>• Teacher/Supervisor/Team Leader to accompany group at all times.</li> <li>• Teacher/supervisors, volunteers and Greenpower staff to be vigilant as they normally would.</li> <li>• First aiders to be present on site at all times.</li> <li>• Volunteers and teams to contact Greenpower staff and first aiders in the event of an accident.</li> <li>• Staff and volunteers to take care to use correct lifting techniques and use trolley/lifting equipment where available/suitable.</li> </ul>	<p>Low</p>	<p>Vigilance by Greenpower staff and volunteers</p>
	<p>Injury in the paddock/pits.</p>	<p>ALL</p>	<p>4x2=8 Medium</p>	<ul style="list-style-type: none"> <li>• Health and Safety information to be given at team and volunteer briefings</li> <li>• Teacher/supervisors/ GP staff to brief teams on driving and pit procedures</li> <li>• Driving and pit procedures highlighted in regulations and pre-race information.</li> <li>• First aiders to be present at all times</li> </ul>	<p>Low</p>	<p>Vigilance by Greenpower staff and volunteers</p>

				<ul style="list-style-type: none"> <li>Isolating switches to be always turned to off when vehicle is stationary.</li> <li>All team members and volunteers briefed on pit procedures prior to events.</li> <li>No cars to be driven under power in the paddocks / pits.</li> </ul>		
	Injury on track.	S, GP, V	4x2=8 Medium	<ul style="list-style-type: none"> <li>Health and Safety information to be given at both team and volunteer briefings</li> <li>GP staff to brief teams on driving procedures and teachers / supervisors to reinforce.</li> <li>First aiders to be present on site at all times.</li> <li>Greenpower staff to be first aid trained when appropriate.</li> <li>Drivers stopped for dangerous driving and reprimanded.</li> <li>Safety of car inspected at scrutineering to ensure compliance with regulations</li> <li>Drivers always to wear mandatory safety equipment, safety checked at every start/driver change by volunteers / GP staff</li> </ul>	Low	Vigilance and quick response from Greenpower staff and volunteers
	Batteries.	ALL	4x2=8 Medium	<ul style="list-style-type: none"> <li>The batteries used are of the safest possible construction with no danger of acid leaks.</li> <li>All batteries inspected for danger of shorting and damage at scrutineering.</li> <li>All batteries are heavy and must be handled in accordance with lifting guidelines. Batteries must only be lifted singly, not in pairs.</li> </ul>	Low	Vigilance from Greenpower staff, teacher/supervisor and volunteers

				<ul style="list-style-type: none"> <li>Cars with front isolators and no fuse will have their wiring checked before they have chance to switch the car on.</li> </ul>		
	Loose track object damage.	S, V, GP	4x1=1 Low	<ul style="list-style-type: none"> <li>All drivers must wear protective equipment required by regulations and checked at each start/driver change by volunteers.</li> <li>Race surface checked regularly for loose objects by staff, marshals and volunteers. These will be removed as soon as it is safe to do so.</li> </ul>	Low	Vigilance from marshals and volunteers
	Student taken ill on site.	S, T	4x1=4 Low	<ul style="list-style-type: none"> <li>Pupils instructed to inform their teacher/supervisor if they feel ill</li> <li>Teacher/supervisor to locate race admin or First Aiders. Ring emergency services if necessary.</li> <li>Teacher/supervisor to follow school procedures re: contacting parents</li> <li>Greenpower to be informed of any pre-existing conditions that may have an impact on any participant.</li> </ul>	Low	Vigilance by Greenpower staff and volunteers
	Student goes missing on site.	S, T	4x2=8 Medium	<ul style="list-style-type: none"> <li>Group will be accompanied at all times by teacher/supervisors/team leader</li> <li>If the student is not located once a search has been held the police will be called. Teacher/supervisor to follow school procedures re: contacting parents.</li> </ul>	Low	Vigilance by Greenpower staff and volunteers
	Fire in buildings on site.	ALL	5x1=5 Med	<ul style="list-style-type: none"> <li>In event of a fire, all to assemble in paddock area signified by tannoy announcement. If a pupil is missing,</li> </ul>	Low	Vigilance by Greenpower and site staff,

				<p>the emergency services will be informed upon arrival. Teacher/supervisor to follow school procedures re: contacting parents.</p> <ul style="list-style-type: none"> <li>• In event of an injury, volunteer to locate first aider. Ring emergency services if necessary.</li> <li>• Teacher/supervisor to follow school procedures re: contacting parents.</li> </ul>		volunteers and teacher/supervisor
	Students needing to take medication while on site – incorrect dosage taken; medication missed.	S, ST	4x1=4 Low	<ul style="list-style-type: none"> <li>• Responsible adult with team is responsible for all medication for the students they're responsible for.</li> <li>• Responsible adults should ensure students have emergency medication with them at all times, where relevant (inhalers for asthma sufferers for example.)</li> <li>• First aiders are on site at all times in case of emergency.</li> </ul>	Low	Vigilance of staff/supervisor
	Students left in care of an unsuitable person.	S, T	4x1=4 Low	<ul style="list-style-type: none"> <li>• All Greenpower staff are DBS checked and regular volunteers are encouraged to be checked.</li> <li>• Teacher/supervisor to accompany group at all times.</li> </ul>	Low	Vigilance by staff/supervisor and volunteers
	Cars colliding with spectators or other competing vehicles.	All	4x2 = 8 medium	<ul style="list-style-type: none"> <li>• All event areas are surrounded by sufficient barriers.</li> <li>• Double barriers are placed in all areas where people are able to stand to view the event.</li> <li>• Access is blocked and monitored to the end of event areas, preventing pedestrians entering the active areas.</li> </ul>	Low	Vigilance by staff/supervisor and volunteers.

				<ul style="list-style-type: none"> <li>• All participants and adults are briefed on the dangers of the cars under power; all are instructed that they must not run under power outside of the designated areas.</li> <li>• Ensuring there is a safe number of cars on track during the sprint race.</li> <li>• Competing cars to be off track before the next set start.</li> <li>• All are instructed to switch off vehicles when they complete an event by marshals.</li> <li>• Additional marshals are placed at the beginning of events, preventing cars running before the area is clear.</li> </ul>		
	Cars colliding with volunteers in the event area	V, GP, S	4x2 = 8 Medium	<ul style="list-style-type: none"> <li>• Time keeping volunteers can stand on the outside of the event area.</li> <li>• All volunteers within the event area are briefed on the risks and offered alternative roles.</li> <li>• All volunteers are instructed not to attempt to stop Goblines if they go off course.</li> <li>• All areas are double barriers where people can stand the other side of them.</li> </ul>	Low	Vigilance by staff/supervisor and volunteers  Consistent briefings of volunteers.
	Feather flags on barriers/fencing ect	All	4x2 = 8 medium	<ul style="list-style-type: none"> <li>• Flags must not be used if there is severe wind.</li> <li>• Flags should be placed at low height when near accessible areas.</li> <li>• Flags may only be placed at height when in a restricted area (only accessible by staff).</li> <li>• Clips must be securely fastened on flag poles.</li> </ul>	Low	Vigilance by staff and on-site checks.
	Vehicle movement on site	All	3x2 = 6 Medium	<ul style="list-style-type: none"> <li>• Warning about moving traffic will be given in briefings and when signing on</li> </ul>	Low	Vigilance by staff and on-site checks.

				<p>people will be told about the open section of the car park.</p> <ul style="list-style-type: none"> <li>• Viewing areas will be away from the active car park.</li> <li>• Suitable barriers will be placed between the active car park and event areas.</li> </ul>		Briefing of volunteers and teams.
<b>Staff and volunteers</b>	<p>Scrutineering:</p> <p>Moving parts Electricity Sharp edges</p>	ALL	3x2 = 6 Medium	<ul style="list-style-type: none"> <li>• All volunteers will be fully briefed before undertaking scrutineering – even those with previous experience.</li> <li>• All volunteers will be warned of the dangers of moving parts.</li> <li>• All volunteers will be asked to report anything they're unsure of to a member of GP staff or chief Scrutineer.</li> <li>• All volunteers will be asked to ensure the car is switched off before scrutineering.</li> <li>• All teams are aware that all sharp edges should be covered suitably as part of the regulations.</li> <li>• Volunteers are advised to ask if there are any sharp edges before touching the car as part of the briefing.</li> </ul>	Low	<p>Vigilance by staff and volunteers.</p> <p>Scrutineering sticker to be given to those who have passed scrutineering.</p>
	<p>Safety checks:</p> <p>Moving cars Sharp edges Moving parts</p>	V	2x2=4 Low	<ul style="list-style-type: none"> <li>• All volunteers will be given a full briefing.</li> <li>• All teams will be instructed to have their power switched off until on the start line and instructed to power on.</li> <li>• All cars will have passed scrutineering before safety checks take place.</li> <li>• All volunteers will be supplied with a high visibility vest to wear throughout.</li> </ul>	Low	Vigilance by staff and volunteers
	<p>Time Keeping:</p> <p>Moving cars Cars failing to stop</p>	V, GP	3x3 = 9 Medium	<ul style="list-style-type: none"> <li>• All volunteers will be given the choice to stand outside of the event area.</li> </ul>	Low	Vigilance by staff and volunteers

				<ul style="list-style-type: none"> <li>• All volunteers will be instructed to take their safety above timing the cars.</li> <li>• GP staff will ensure the volunteer feels able to move themselves with ease should a car go in the wrong direction if they wish to stand within the event area.</li> <li>• Any volunteer stood within the event area to time keep should not have restricted mobility.</li> <li>• All volunteers will be supplied with a high visibility vest to wear throughout.</li> <li>• All volunteers will be instructed <b>not</b> to attempt to stop cars which have failed to stop.</li> <li>• All events will be surrounded by barriers, preventing cars travelling further to cause any damage.</li> </ul>		
	<p>Flag waving:</p> <p>Cars under power</p> <p>Cars failing to stop</p>	V	3x2= 6 Medium	<ul style="list-style-type: none"> <li>• All cars will be switched off until they are ready on the start line, to prevent any driving of cars before the event.</li> <li>• All volunteers will be positioned in the safest position possible at the beginning and end of events.</li> <li>• All volunteers will be supplied with a high visibility vest to wear throughout.</li> <li>• GP staff will ensure the volunteer feels able to move themselves with ease should a car go in the wrong direction.</li> <li>• The finishing flag position would not be recommended for volunteers who have restricted mobility.</li> </ul>	Low	Vigilance by staff and volunteers
	<p>Marshalling:</p> <p>Cars failing to stop</p> <p>Cars under power</p> <p>Misdirected cars</p>	V, GP	3x2= 6 Medium	<ul style="list-style-type: none"> <li>• All teams will be fully briefed on how to drive the course and how and where to stop.</li> <li>• All volunteers will be supplied with a high visibility vest to wear throughout.</li> </ul>	Low	Vigilance by staff and volunteers.



				<ul style="list-style-type: none"> <li>All volunteers will be positioned in the safest possible place on the track.</li> <li>GP staff will ensure that the volunteer feels able to move themselves with ease should a car go in the wrong direction.</li> <li>This position would not be recommended for any volunteers with restricted mobility.</li> </ul>		
	Parking marshal	V, GP	3x2= 6 Medium	<ul style="list-style-type: none"> <li>All volunteers will be supplied with a high visibility vest to wear throughout.</li> <li>Volunteers will only act as a guide at a safe distance away from moving traffic.</li> <li>Volunteers will be given a full briefing.</li> <li>All vehicles arrive on site will be aware that speeds should be low on site.</li> </ul>	Low	Vigilance by staff and volunteers
	Staff member or volunteers takes ill on site	V,GP	4x1 = 4 Low	<ul style="list-style-type: none"> <li>First aid is available on site if required at all times.</li> <li>More than one member of GP staff will be present at events, if a member of staff falls ill.</li> <li>Volunteers are encouraged to travel together, meaning suitable transport is available if a volunteer should fall ill and need assistance with transport.</li> <li>All staff will have mobiles with signal and credit available if additional medical support or assistance is needed.</li> </ul>	Low	
	Pregnant women	GP, V,	4x2= 8 Medium	<ul style="list-style-type: none"> <li>Prohibited from handling heavy loads.</li> <li>Restricted to working at suitable workstations and in suitable roles EG seated where appropriate and able take breaks when required.</li> <li>Be aware of the working conditions and facilities on site. i.e: Rest rooms.</li> </ul>	Low	Vigilance by Greenpower staff and volunteers

				<p>Weather conditions, workstations, Long hours.</p> <ul style="list-style-type: none"><li>• Make sure a number of staff members are aware.</li><li>• Not to be left to work alone</li></ul>		
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