

Risk assessment for F24/F24+ events at UK locations 2020



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

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
<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 staff 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 will organise their own transport.</li> </ul>	Low	Vigilance by staff  Vigilance by teams
<b>People movement</b>	Trips, slips and falls	All	4x1=4 Low	<ul style="list-style-type: none"> <li>Health and Safety information to be given at volunteer and team briefing.</li> </ul>	Low	Vigilance by Greenpower staff

				<ul style="list-style-type: none"> <li>• Teacher/Supervisor/Team Leader to accompany group at all times.</li> <li>• Teacher/supervisors, volunteers and Greenpower staff to be vigilant on actions undertaken.</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>		and volunteers
<b>People in pit area</b>	Movement of cars	GP,V,S,T	4x2=8 Medium	<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> <li>• Isolator 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>	Low	Vigilance by Greenpower staff and volunteers
	Incident involving pushing cars in pit lane	GP, S, T	4x2 = 8 Medium	<ul style="list-style-type: none"> <li>• All teams are briefed on proper pit lane procedure before event starts.</li> <li>• All cars must be pushed in the pit lane, no cars may travel under power until they reach pit exit.</li> <li>• Volunteers to closely monitor pitlane.</li> <li>• Penalties for breaking pit lane rules.</li> </ul>	Low	Vigilance by Greenpower staff and volunteers

<b>Practice and racing on track</b>	Injury on track.	GP,S,V	4x2=8 Medium	<ul style="list-style-type: none"> <li>• Health and Safety information to be given at team and volunteer briefings. GP staff to brief team on driving procedures. Teacher/supervisors to reinforce.</li> <li>• All team members to attend a mandatory safety briefing covering driving etiquette and safety.</li> <li>• First aiders to be present at all times on site.</li> <li>• Drivers stopped for dangerous driving and given appropriate penalties.</li> <li>• Safety of car inspected at scrutineering and ensure compliance with regulations at all times.</li> <li>• Drivers always to wear mandatory safety equipment, checked before the start of all races and before they re-enter the track at pit exit.</li> </ul>	Low	Vigilance and quick response from Greenpower staff and volunteers
<b>Moving equipment</b>	Batteries, other heavy equipment	GP,S,T,V	4x2=8 Medium	<ul style="list-style-type: none"> <li>• 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, and trolleys must be used when appropriate by teams.</li> <li>• Teachers/ Supervisors/ team leaders to ensure students are briefed about lifting heavy items and equipment.</li> </ul>	Low	Vigilance from Greenpower staff, teacher/supervisor and volunteers
<b>Race</b>		S, V	4x2=8 Medium	<ul style="list-style-type: none"> <li>• All drivers must have protective equipment required by regulations</li> </ul>	Low	Vigilance from staff and volunteers.

	Loose objects on track, parts falling off of cars.			<p>and checked at each start/driver change by volunteers.</p> <ul style="list-style-type: none"> <li>• Race surface checked regularly for loose objects by marshals and volunteers. These are removed as soon as it is safe to do so.</li> <li>• All cars are black flagged or held in the pits if they have any insecure items on their vehicles.</li> </ul>		
<b>Race</b>	Recovery vehicles on circuit.	GP,S,V	5x2 =10 Medium	<ul style="list-style-type: none"> <li>• Recovery vehicles to circulate at maximum 30mph.</li> <li>• Vehicles to pull off of the circuit when recovering when possible.</li> <li>• Keep track activity to a minimum.</li> <li>• Only recover one car at a time. Driver to be in recovery vehicle, not ride on trailer.</li> <li>• Recovery vehicle to use flashing beacon where possible.</li> <li>• Recovery crew to wear high visibility clothing.</li> </ul>	Low	Responsibility of marshals and volunteers. Briefed by Greenpower Staff
<b>During event</b>	Student taken ill on site.	ST, S, V	3x2=6 Medium	<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, volunteers and teachers / supervisors.
	Student goes missing on site.	ST, SA, S	4x2=8 Medium		Low	Vigilance by Greenpower staff,

				<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.</li> <li>• Teacher/supervisor to follow school procedures re: contacting parents.</li> </ul>		volunteers and teachers / supervisors.
	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 / megaphone announcement. If a pupil is missing, the emergency services will be informed upon arrival. Teacher/supervisor to follow school procedures re: contacting parents.</li> <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>	Low	Vigilance by Greenpower and site staff, 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.	ST, V	4x1=4 Low	<ul style="list-style-type: none"> <li>All Greenpower staff and relevant volunteers CRB 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 viewing areas are surrounding by sufficient barriers or are kept an adequate distance from the track.</li> <li>Access is blocked and monitored in appropriate event areas, preventing pedestrians from entering the active areas.</li> <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 for safe driving.</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>	Low	Vigilance by staff/supervisor and volunteers.
	Marshals stopping cars	V, ST,S	2x4= 8 Medium	<ul style="list-style-type: none"> <li>Volunteers will be instructed not to physically stop cars and informed of the potential dangers of doing this.</li> <li>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.</li> <li>Volunteers in higher risk positions will be suitably selected and able and where possible will have relevant experience.</li> </ul>	Low	Vigilance by GP staff and volunteers
	Cars failing to brake at pit entry	V, ST, S, P	2x3 = 5 Medium	<ul style="list-style-type: none"> <li>All drivers will be asked to do a brake test before they enter the track for practice.</li> </ul>	Low	Vigilance by staff and volunteers.

				<ul style="list-style-type: none"> <li>Any drivers who seem unsure of braking will be retested at any time staff think appropriate.</li> <li>Random brake tests can be carried out at any time.</li> </ul>		
	Overheating vehicles (fire risk)	GP, V, S, T,	4x2= 8 medium	<ul style="list-style-type: none"> <li>All cars must comply to strict safety regulations regarding the wiring of their cars.</li> <li>All cars are monitored for signs of overheating during pit stops.</li> <li>Fire extinguishers are available and a fire warden is on site throughout.</li> </ul>	Low	Vigilance by staff and 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 people will be told about the open section of the car park.</li> <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>	Low	Vigilance by staff and on-site checks.  Briefing of volunteers and teams.
<b>Staff and volunteers</b>	Scrutineering:  Moving parts Electricity Sharp edges	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</li> </ul>	Low	Vigilance by staff and volunteers.  Scrutineering sticker to be given to those who have passed

				<p>member of GP staff or chief Scrutineer.</p> <ul style="list-style-type: none"> <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 teams if there are any sharp edges before touching the car as part of the briefing.</li> </ul>		scrutineering that season (MOT sticker)
	<p>Safety checks: 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>Flag waving: Cars under power 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
	Marshalling:	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> </ul>	Low	Vigilance by staff and volunteers.



	Cars failing to stop Cars under power Misdirected cars			<ul style="list-style-type: none"> <li>All volunteers will be supplied with a high visibility vest to wear throughout.</li> <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>		Vigilance by staff and volunteers.
	Pregnant women	GP, V,	4x2= 8 Medium	<ul style="list-style-type: none"> <li>Restricted not to be Manual handling of heavy loads.</li> <li>Restricted to work at suitable workstations. Ideally not to work that may expose the woman to stressful or potentially violent situations.</li> <li>Be aware of the working conditions and facilities on site. i.e: Rest rooms. Weather conditions, work stations, Long hours</li> <li>Make sure a number of staff members are aware.</li> <li>Ideally not to be left to work alone</li> </ul>	Low	Vigilance by Greenpower 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> </ul>	Low	

				<ul style="list-style-type: none"> <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>		
Photographer at event	Vehicle colliding with photographer	GP	2x4= medium	<ul style="list-style-type: none"> <li>• Photographer to wear high visibility vests/jackets</li> <li>• Photographer to only cross track when safe to do so.</li> <li>• Photographer briefed on safety outline.</li> </ul>	Low	Vigilance by Greenpower staff
	Bad weather/tripping	GP	2x4= medium	<ul style="list-style-type: none"> <li>• Suitable footwear to prevent slipping whilst photographing.</li> <li>• Make sure camera surface is not wet, could increase safety wearing gloves.</li> </ul>	Low	Vigilance taken by Greenpower staff
	Dropping equipment	GP	2x4= medium	<ul style="list-style-type: none"> <li>• Use a camera neck band when appropriate to do so.</li> <li>• Photographer briefed on safety outline before the event day.</li> </ul>	Low	