



Assessed by: Olivia Procter-Moore

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
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. Schools have off site activity policy Teams organising own transport 	Low	Vigilance by staff/supervisor

<p>People movement</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"> • Health and Safety information to be given at volunteer and team briefing. • 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 on site at all times. • Volunteers and teams to contact Greenpower staff and first aiders in the event of an accident. • Staff and volunteers to take care to use correct lifting techniques and use trolley/lifting equipment where available/suitable. 	<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"> • Health and Safety information to be given at team and volunteer briefings • Teacher/supervisors/ GP staff to brief teams on driving and pit procedures • Driving and pit procedures highlighted in regulations and pre-race information. • First aiders to be present at all times • Isolating switches to be always turned to off when vehicle is stationary. • All team members and volunteers briefed on pit procedures prior to events. • No cars to be driven under power in the paddocks / pits. 	<p>Low</p>	<p>Vigilance by Greenpower staff and volunteers</p>
	<p>Injury on track.</p>	<p>S, GP, V</p>	<p>4x2=8 Medium</p>	<ul style="list-style-type: none"> • Health and Safety information to be given at both team and volunteer briefings 	<p>Low</p>	<p>Vigilance and quick response from Greenpower staff and volunteers</p>

				<ul style="list-style-type: none"> • GP staff to brief teams on driving procedures and teachers / supervisors to reinforce. • First aiders to be present on site at all times. • Greenpower staff to be first aid trained when appropriate. • Drivers stopped for dangerous driving and reprimanded. • Safety of car inspected at scrutineering to ensure compliance with regulations • Drivers always to wear mandatory safety equipment, safety checked at every start/driver change by volunteers / GP staff 		
	Batteries.	ALL	4x2=8 Medium	<ul style="list-style-type: none"> • The 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. • Cars with front isolators and no fuse will have their wiring checked before they have chance to switch the car on. 	Low	Vigilance from Greenpower staff, teacher/supervisor and volunteers
	Loose track object damage.	S, V, GP	4x1=1 Low	<ul style="list-style-type: none"> • All drivers must wear protective equipment required by regulations and checked at each start/driver change by volunteers. • 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. 	Low	Vigilance from marshals and volunteers

	Student taken ill on site.	S, T	4x1=4 Low	<ul style="list-style-type: none"> • Pupils instructed to inform their teacher/supervisor if they feel ill • Teacher/supervisor to locate race admin or 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.	S, T	4x2=8 Medium	<ul style="list-style-type: none"> • Group will be accompanied at all times by teacher/supervisors/team leader • 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. 	Low	Vigilance by Greenpower staff and volunteers
	Fire in buildings on site.	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. • In event of an injury, volunteer to locate first aider. Ring emergency services if necessary. • Teacher/supervisor to follow school procedures re: contacting parents. 	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"> 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.	S, T	4x1=4 Low	<ul style="list-style-type: none"> All Greenpower staff are DBS checked and regular volunteers are encouraged to be checked. Teacher/supervisor to accompany group at all times. 	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"> All event areas are surrounded by sufficient barriers. Double barriers are placed in all areas where people are able to stand to view the event. Access is blocked and monitored to the end of event areas, preventing pedestrians entering the active areas. 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. Ensuring there is a safe number of cars on track during the sprint race. Competing cars to be off track before the next set start. All are instructed to switch off vehicles when they complete an event by marshals. 	Low	Vigilance by staff/supervisor and volunteers.

				<ul style="list-style-type: none"> Additional marshals are placed at the beginning of events, preventing cars running before the area is clear. 		
	Cars colliding with volunteers in the event area	V, GP, S	4x2 = 8 Medium	<ul style="list-style-type: none"> Time keeping volunteers can stand on the outside of the event area. All volunteers within the event area are briefed on the risks and offered alternative roles. All volunteers are instructed not to attempt to stop Goblins if they go off course. All areas are double barriers where people can stand the other side of them. 	Low	<p>Vigilance by staff/supervisor and volunteers</p> <p>Consistent briefings of volunteers.</p>
	Feather flags on barriers/fencing ect	All	4x2 = 8 medium	<ul style="list-style-type: none"> Flags must not be used if there is severe wind. Flags should be placed at low height when near accessible areas. Flags may only be placed at height when in a restricted area (only accessible by staff). Clips must be securely fastened on flag poles. 	Low	Vigilance by staff and on-site checks.
	Vehicle movement on site	All	3x2 = 6 Medium	<ul style="list-style-type: none"> 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. Viewing areas will be away from the active car park. Suitable barriers will be placed between the active car park and event areas. 	Low	<p>Vigilance by staff and on-site checks.</p> <p>Briefing of volunteers and teams.</p>
Staff and volunteers	<p>Scrutineering:</p> <p>Moving parts</p> <p>Electricity</p> <p>Sharp edges</p>	ALL	3x2 = 6 Medium	<ul style="list-style-type: none"> All volunteers will be fully briefed before undertaking scrutineering – even those with previous experience. All volunteers will be warned of the dangers of moving parts. 	Low	<p>Vigilance by staff and volunteers.</p> <p>Scrutineering sticker to be given</p>

				<ul style="list-style-type: none"> All volunteers will be asked to report anything they're unsure of to a member of GP staff or chief Scrutineer. All volunteers will be asked to ensure the car is switched off before scrutineering. All teams are aware that all sharp edges should be covered suitably as part of the regulations. Volunteers are advised to ask if there are any sharp edges before touching the car as part of the briefing. 		to those who have passed scrutineering.
	<p>Safety checks:</p> <p>Moving cars</p> <p>Sharp edges</p> <p>Moving parts</p>	V	2x2=4 Low	<ul style="list-style-type: none"> All volunteers will be given a full briefing. All teams will be instructed to have their power switched off until on the start line and instructed to power on. All cars will have passed scrutineering before safety checks take place. All volunteers will be supplied with a high visibility vest to wear throughout. 	Low	Vigilance by staff and volunteers
	<p>Time Keeping:</p> <p>Moving cars</p> <p>Cars failing to stop</p>	V, GP	3x3 = 9 Medium	<ul style="list-style-type: none"> All volunteers will be given the choice to stand outside of the event area. All volunteers will be instructed to take their safety above timing the cars. 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. Any volunteer stood within the event area to time keep should not have restricted mobility. All volunteers will be supplied with a high visibility vest to wear throughout. 	Low	Vigilance by staff and volunteers

				<ul style="list-style-type: none"> All volunteers will be instructed not to attempt to stop cars which have failed to stop. All events will be surrounded by barriers, preventing cars travelling further to cause any damage. 		
	<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"> All cars will be switched off until they are ready on the start line, to prevent any driving of cars before the event. All volunteers will be positioned in the safest position possible at the beginning and end of events. All volunteers will be supplied with a high visibility vest to wear throughout. GP staff will ensure the volunteer feels able to move themselves with ease should a car go in the wrong direction. The finishing flag position would not be recommended for volunteers who have restricted mobility. 	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"> All teams will be fully briefed on how to drive the course and how and where to stop. All volunteers will be supplied with a high visibility vest to wear throughout. All volunteers will be positioned in the safest possible place on the track. GP staff will ensure that the volunteer feels able to move themselves with ease should a car go in the wrong direction. This position would not be recommended for any volunteers with restricted mobility. 	Low	Vigilance by staff and volunteers.
	Parking marshal	V, GP	3x2 = 6 Medium	<ul style="list-style-type: none"> All volunteers will be supplied with a high visibility vest to wear throughout. 	Low	Vigilance by staff and volunteers

				<ul style="list-style-type: none"> • Volunteers will only act as a guide at a safe distance away from moving traffic. • Volunteers will be given a full briefing. • All vehicles arrive on site will be aware that speeds should be low on site. 		
	Staff member or volunteers takes ill on site	V,GP	4x1 = 4 Low	<ul style="list-style-type: none"> • First aid is available on site if required at all times. • More than one member of GP staff will be present at events, if a member of staff falls ill. • Volunteers are encouraged to travel together, meaning suitable transport is available if a volunteer should fall ill and need assistance with transport. • All staff will have mobiles with signal and credit available if additional medical support or assistance is needed. 	Low	
	Pregnant women	GP, V,	4x2= 8 Medium	<ul style="list-style-type: none"> • Prohibited from handling heavy loads. • Restricted to working at suitable workstations and in suitable roles EG seated where appropriate and able take breaks when required. • Be aware of the working conditions and facilities on site. i.e: Rest rooms. Weather conditions, workstations, Long hours. • Make sure a number of staff members are aware. • Not to be left to work alone 	Low	Vigilance by Greenpower staff and volunteers