

Risk assessment for F24/F24+ CV-19 Secure events 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

**Comments:** This risk assessment is solely for the purpose of creating Covid-19 secure events and should be used in conjunction with the event risk assessment for each category.

Activity	Hazard	People affected	Risk (severity x likelihood)	Existing control measures	Residual Risk	Additional actions
<b>Travel to and from location</b>	Vehicle sharing with those not in household (including bubble) can increase risk of infection.	All	High	<ul style="list-style-type: none"> <li>Teams organising own transport ensure that students are within their bubbles or households.</li> <li>Volunteers are responsible for getting to and from events and must not car share with those outside of their bubble or household.</li> <li>Greenpower staff will not be permitted to share vehicles.</li> <li>The Greenpower event vehicle will be sanitised before being used for the event and after each driver change.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>If vehicles are to be shared a face covering must be worn throughout the journey.</li> <li>Where possible open windows for ventilation</li> </ul>
<b>People movement</b>	People not being able to social distance due to space restrictions.  Public spaces: Toilets and	All	High	<ul style="list-style-type: none"> <li>Number limits on team numbers and venue capacity issued before each event.</li> <li>Teams will be assigned to a paddock space which will act as their bubble for the duration of the event. Teams will not be able to enter each other's paddock space.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Where space is limited or close contact is necessary face coverings will be worn by all parties.</li> </ul>

	Catering			<ul style="list-style-type: none"> <li>Onsite numbers are counted on arrival and departure to ensure this number is maintained.</li> <li>Race admin to be located in a well-ventilated area at all events.</li> <li>All cafes and catering facilities must be takeaway only and anyone entering the facility must wear a face covering.</li> <li>Venue CV-19 procedures to be communicated to the participants throughout the day and prior to the event.</li> <li>Toilet facilities to be regularly cleaned as they will be used throughout the day.</li> </ul>		<ul style="list-style-type: none"> <li>Hand washing reminders posted throughout events</li> <li>Additional hand sanitiser stations throughout event</li> <li>Maintain social distancing guidelines set by the Government</li> </ul>
<b>Race administration</b>	Sign on, Declarations and safety briefings  Spare part and shop	All	Medium	<ul style="list-style-type: none"> <li>All events will become paperless. Any sign on forms and declarations will be signed and sent to Greenpower prior to the event.</li> <li>All safety briefings will be sent via video link to participants and volunteers prior to the event and be available to them at the event.</li> <li>All staff to wear face coverings when interacting with public.</li> </ul> <p>Shop</p> <ul style="list-style-type: none"> <li>Only essential spare parts to be made available at events.</li> <li>Customers will not be able to browse for spare parts but must choose them from a book which will be sanitised between uses.</li> <li>The shop will be located in a well-ventilated area.</li> <li>No cash will be accepted onsite, card or account only.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Hand washing reminders posted throughout events</li> <li>Additional hand sanitiser stations throughout event</li> <li>Maintain social distancing guidelines set by the Government</li> </ul>
<b>Off track activity</b>	Interacting with volunteers, staff, and participants	GP, V, S, T	Medium	<ul style="list-style-type: none"> <li>A pre event check list will be sent to teams prior to the event which will be audited visually on the day by GP staff.</li> </ul>	Low	

	during scrutineering			<ul style="list-style-type: none"> <li>• For the break test - team will be instructed under the supervision of the scrutineer to conduct the test on the day.</li> <li>• Scrutineering will only take place if necessary, under the instruction of the Chief scrutineer.</li> <li>• Any cars that have been previously identified as requiring a check prior to going onto track must be done so visually only.</li> <li>• External checks with driver in car. Internal checks with driver out and sufficiently clear of car.</li> <li>• Logbooks will not be handled by any staff or used to deposit for transponders.</li> <li>• Any notes needing to be made will be done so by the team under instruction from the scrutineer. They must have their own pen.</li> <li>• Scrutineering stickers will not be issued at any event, compliant with the current paperless policy.</li> </ul>		
	Safety checks requiring close contact between staff, volunteers and team members.	GP,V,S,T	High	<ul style="list-style-type: none"> <li>• Those conducting safety checks will wear a mask and gloves throughout.</li> <li>• Where possible the driver and pusher will demonstrate the necessary safety checks which will be observed by the checker to limit contact.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Gloves worn must be correctly used (eg no touching bare skin) and changed regularly</li> <li>• Handwashing must be at regular intervals</li> </ul>
	Team members pushing the car to and from track entry/exit and interacting with volunteers and staff.	GP, V, S, T	Medium	<ul style="list-style-type: none"> <li>• All team members must wear a face covering when pushing the car to and from track entry/exit.</li> <li>• All volunteers and staff members interacting with participants must wear a face covering.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Vigilance by Greenpower staff, teacher/supervisor and volunteers</li> </ul>

	Interacting with volunteers, staff, and participants during pit signalling operations	GP, V, S	Low	<ul style="list-style-type: none"> <li>1 team member per team will be allowed to enter the pit signalling area.</li> <li>Pit signalling equipment to be sterilised between each team member change.</li> <li>Social distancing to be exercised in the pit signalling area.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Vigilance by Greenpower staff and volunteers</li> </ul>
	Risk of transmission when interacting with volunteers, staff, and participants during a driver change	S, T, V, GP	High	<ul style="list-style-type: none"> <li>Driver changes will not be allowed to take place during a Race session</li> <li>All driver changes must take place within the team's paddock area</li> <li>All drivers have their own gloves and overalls.</li> <li>All drivers are advised to have their own helmets.</li> <li>Driver controls and seating must be sterilised between each driver change</li> </ul>	Low	<ul style="list-style-type: none"> <li>Vigilance by Greenpower staff, teacher/supervisor and volunteers</li> </ul>
<b>Equipment</b>	Sharing equipment	All	High	<ul style="list-style-type: none"> <li>Each team member must have their own gloves and overalls.</li> <li>Each team has been advised against the sharing of helmets.</li> <li>Tools must be sterilised between each use.</li> </ul>	Low	Vigilance from Greenpower staff, teacher/supervisor and volunteers
	Risk of transmission when interacting with volunteers, staff, and participants when collecting a transponder.	GP, S, T	Medium	<ul style="list-style-type: none"> <li>Transponders will be issued as normal. When collecting transponders will be sanitised before handing over, then a GP staff member will sign them out.</li> <li>Once the event is over transponders will be sanitised by GP staff and returned to storage for the next event.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Hand washing reminders posted throughout events</li> <li>Additional hand sanitiser stations throughout event</li> </ul>
<b>On track</b>		GP,S,V	High		Low	

	Medical assistance required on track, close contact with driver.			<ul style="list-style-type: none"> <li>Medical provision will be required to wear appropriate PPE as stated by government and Motorsport UK guidelines.</li> </ul>		<ul style="list-style-type: none"> <li>Greenpower to discuss all events with medical provider to ensure that safety is maintained at a high standard for those in attendance.</li> </ul>
	Marshal assisting with incident causing close contact with competitor	GP, V, S, T	Low	<ul style="list-style-type: none"> <li>Driver and marshal to wear a face covering whilst the track is active.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Vigilance by Greenpower staff and volunteers</li> </ul>
	Recovery operations	GP,S,V	High	<ul style="list-style-type: none"> <li>Only applicable when the car cannot be driven under its own power</li> <li>When medical assistance is required the medical team will be sent to the scene in addition to the recovery vehicle.</li> <li>To maintain social distancing recovery will consist of one recovery vehicle and one taxi vehicle to transport the driver.</li> <li>Recovery personnel must wear a facemask and gloves during a recovery. Passengers must wear a face covering (facemask or helmet) and gloves.</li> <li>The vehicle must be well ventilated (windows open)</li> <li>Once a passenger is dropped off the vehicle must be sanitised before next pick up.</li> <li>At the end of the day the whole cab must be sanitised before leaving the event.</li> <li>Greenpower cars will be dropped off directly outside of the teams' paddock area.</li> </ul>	Medium	<p>Ensure that recovery procedure for each event is clearly stated within each briefing sent to teams and recovery personnel.</p> <p>On the day briefing for those conducting recovery, maintaining social distancing at all times.</p>

<b>During event</b>	Student taken ill with Covid-19 symptoms on site.	ST, S, V	Low	<ul style="list-style-type: none"> <li>Pupils instructed to inform their teacher/supervisor if they feel ill</li> <li>The student along with their whole cohort, must be taken off site and inform Greenpower by phone, using the number provided in the pre event information.</li> <li>Teacher/supervisor to follow school procedures re: contacting parents</li> <li>Greenpower to receive an update on the condition of the student in order to inform attendees at the event.</li> </ul>	Low	All participants are reminded not to attend the event if they are feeling unwell or have been in contact with someone with CV-19 symptoms.
	Fatigue from staff and volunteers wearing PPE on event day.	GP, V	Medium	<ul style="list-style-type: none"> <li>Reduce shifts on posts to ensure volunteers and staff wellbeing.</li> <li>Shorter day timetabled.</li> </ul>	Low	All staff must be responsible for their own wellbeing and those around them.
	Students from different teams interacting in paddock area.	T,S,V,GP	Low	<ul style="list-style-type: none"> <li>Paddock areas will be designated to each team.</li> <li>Social distancing reminders will be announced and reinforced by marshals.</li> </ul>	Low	Team leaders will be reminded to be responsible for their team members.
	Staff member or volunteers takes ill on site	V,GP	Low	<ul style="list-style-type: none"> <li>Isolate immediately</li> <li>Volunteers/staff instructed to inform Greenpower if they feel ill by phone using the number provided in the pre event information.</li> <li>The volunteer/staff along with their whole cohort, must be taken off site</li> <li>Greenpower to receive an update on the condition of the volunteer/staff in order to inform attendees at the event.</li> </ul>	Low	All volunteers/staff are reminded not to attend the event if they are feeling unwell or have been in contact with someone with CV-19 symptoms.
<b>Event set up and breakdown</b>	Race admin Feather flags	All	Low	<ul style="list-style-type: none"> <li>Each section/ item has dedicated team for set up and break down.</li> </ul>	Low	Vigilance by staff and on-site checks.

	Signage Cones and track			<ul style="list-style-type: none"> <li>All used equipment is wiped down between events</li> </ul>		
<b>Other Factors</b>	High risk individuals	All	High	<ul style="list-style-type: none"> <li>Current government guidelines categorise pregnant women, over 70's and those with underlying illnesses as high risk and to avoid public areas.</li> <li>Advise not to attend public events in pre-race information</li> <li>No spectators allowed at events, only those directly involved with the team or safeguarding staff.</li> </ul>	Low	Vigilance by Greenpower staff and volunteers
Limiting spread of the virus	Regular hand washing  Waste disposal  Close contact areas	All	High	<ul style="list-style-type: none"> <li>Limit numbers using toilet facilities at one time.</li> <li>Hand washing reminders posted throughout events</li> <li>Additional hand sanitiser stations throughout event</li> <li>Disposable masks and gloves available to all staff and volunteers throughout event.</li> <li>One-way systems in place where distancing ability is limited</li> <li>Additional waste disposal areas to ensure rubbish is correctly collected</li> <li>Maintain social distancing guidelines set by the Government</li> </ul>	Low	Additional signage throughout events highlighting key producers
	Enabling track and trace at event	All	NA	<ul style="list-style-type: none"> <li>All sign on documents to contain contact details for main school contact and contact on the day.</li> <li>Team leader to ensure that student contact details are up to date.</li> </ul>	NA	

				<ul style="list-style-type: none"> <li>• Marshal posted on gate to sign in registered attendees</li> </ul>		
Contractors at events	Photographer  Caterer	GP, C	Low	<ul style="list-style-type: none"> <li>• Photographer to maintain distance from others at all times.</li> <li>• Catering facilities must adhere to current government guidance</li> </ul>	Low	Vigilance by Greenpower staff