

Risk assessment for F24/F24+ CV-19 Secure events 2021

Reviewed By: Olivia Procter-Moore

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

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

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

	Interacting with volunteers, staff, and participants during pit signalling operations	GP, V, S	Low	<ul style="list-style-type: none"> • 1 team member per team will be allowed to enter the pit signalling area. • Pit signalling equipment to be sterilised between each team member change. • Social distancing to be exercised in the pit signalling area. 	Low	<ul style="list-style-type: none"> • Vigilance by Greenpower staff and volunteers
	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"> • Driver changes will not be allowed to take place during a Race session • All driver changes must take place within the team's paddock area • All drivers have their own gloves and overalls. • All drivers are advised to have their own helmets. • Driver controls and seating must be sterilised between each driver change 	Low	<ul style="list-style-type: none"> • Vigilance by Greenpower staff, teacher/supervisor and volunteers
	Social distancing not being maintained in track viewing areas therefore increased risk of transmission.	All	High	<ul style="list-style-type: none"> • All present on site must wear a face covering at all times. • Marshals posted at viewing areas to ensure social distancing. • Any viewing must be standing only. • All viewing areas are outside and well ventilated. 	Low	<ul style="list-style-type: none"> • In the event that team members to do not comply or social distancing cannot be maintained the viewing area will be closed and teams asked to return to paddocks.
	Handling awards and prize giving ceremonies increasing risk of transmission	All	High	<ul style="list-style-type: none"> • No formal ceremony for trophies to be announced. • Trophies to be placed outside paddocks by staff with clean gloves. • Post event announcement of winners for participants. 	Low	<ul style="list-style-type: none"> • Vigilance by Greenpower staff and volunteers

Equipment	Sharing equipment	All	High	<ul style="list-style-type: none"> Each team member must have their own gloves and overalls. Each team has been advised against the sharing of helmets. Tools must be sterilised between each use. 	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"> Transponders will be issued as normal. When collecting transponders will be sanitised before handing over, then a GP staff member will sign them out. Once the event is over transponders will be sanitised by GP staff and returned to storage for the next event. 	Low	<ul style="list-style-type: none"> Hand washing reminders posted throughout events Additional hand sanitiser stations throughout event
On track	Medical assistance required on track, close contact with driver.	GP,S,V	High	<ul style="list-style-type: none"> Medical provision will be required to wear appropriate PPE as stated by government and Motorsport UK guidelines. 	Low	<ul style="list-style-type: none"> Greenpower to discuss all events with medical provider to ensure that safety is maintained at a high standard for those in attendance.
	Marshal assisting with incident causing close contact with competitor	GP, V, S, T	Low	<ul style="list-style-type: none"> Driver and marshal to wear a face covering whilst the track is active. 	Low	<ul style="list-style-type: none"> Vigilance by Greenpower staff and volunteers
	Recovery operations	GP,S,V	High	<ul style="list-style-type: none"> Only applicable when the car cannot be driven under its own power When medical assistance is required the medical team will be sent to the scene in addition to the recovery vehicle. 	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,</p>

				<ul style="list-style-type: none"> To maintain social distancing recovery will consist of one recovery vehicle and one taxi vehicle to transport the driver. Recovery personnel must wear a facemask and gloves during a recovery. Passengers must wear a face covering (facemask or helmet) and gloves. The vehicle must be well ventilated (windows open) Once a passenger is dropped off the vehicle must be sanitised before next pick up. At the end of the day the whole cab must be sanitised before leaving the event. Greenpower cars will be dropped off directly outside of the teams' paddock area. 		maintaining social distancing at all times.
During event	Student taken ill with Covid-19 symptoms on site.	ST, S, V	Low	<ul style="list-style-type: none"> Pupils instructed to inform their teacher/supervisor if they feel ill 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. Teacher/supervisor to follow school procedures re: contacting parents Greenpower to receive an update on the condition of the student in order to inform attendees at the event. 	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	GP, V	Medium	<ul style="list-style-type: none"> Reduce shifts on posts to ensure volunteers and staff wellbeing. Shorter day timetabled. 	Low	All staff must be responsible for their own wellbeing and those around them.

	wearing PPE on event day.					
	Students from different teams interacting in paddock area.	T,S,V,GP	Low	<ul style="list-style-type: none"> Paddock areas will be designated to each team. Social distancing reminders will be announced and reinforced by marshals. 	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"> Isolate immediately Volunteers/staff instructed to inform Greenpower if they feel ill by phone using the number provided in the pre event information. The volunteer/staff along with their whole cohort, must be taken off site Greenpower to receive an update on the condition of the volunteer/staff in order to inform attendees at the event. 	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.
Event set up and breakdown	Race admin Feather flags Signage Cones and track	All	Low	<ul style="list-style-type: none"> Each section/ item has dedicated team for set up and break down. All used equipment is wiped down between events 	Low	Vigilance by staff and on-site checks.
Other Factors	High risk individuals	All	High	<ul style="list-style-type: none"> Current government guidelines categorise pregnant women, over 70's and those with underlying illnesses as high risk and to avoid public areas. Advise not to attend public events in pre-race information No spectators allowed at events, only those directly involved with the team or safeguarding staff. 	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"> • Limit numbers using toilet facilities at one time. • Hand washing reminders posted throughout events • Additional hand sanitiser stations throughout event • Disposable masks and gloves available to all staff and volunteers throughout event. • One-way systems in place where distancing ability is limited • Additional waste disposal areas to ensure rubbish is correctly collected • Maintain social distancing guidelines set by the Government 	Low	Additional signage throughout events highlighting key producers
	Enabling track and trace at event	All	NA	<ul style="list-style-type: none"> • All sign on documents to contain contact details for main school contact and contact on the day. • Team leader to ensure that student contact details are up to date. • Marshal posted on gate to sign in registered attendees 	NA	
Contractors at events	Photographer Caterer	GP, C	Low	<ul style="list-style-type: none"> • Photographer to maintain distance from others at all times. • Catering facilities must adhere to current government guidance 	Low	Vigilance by Greenpower staff