**HEALTH AND SAFETY PLAN**

Road Race Dalry 12k Proposed race date 23/06/2024 “Skirt the Skeith”

Start and Finish - Dalry Public Park

Risk Assessment Date 02/01/2024 Risk Assessment Review Dates 19/02/24, 05/04/24, 05/05/24, 18/05/24, 15/06/24

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazards | Who is at Risk and how | What you are doing to manage Risk | What further action is required to reduce the risks | Who is going to do this | notes | update |
| Parking | Congestion in the town | Runners will be informed of parking areas in Dalry and bus and train routes.  Map will be available on how to walk to park | Map to be made available on social media and on entry central when they sign up |  | 50 spaces in Public park  Smith Street car park  Spaces near Rosearden  street parking  encourage to car share/ use public transport |  |
| First aiders | runners | Coast Guard will be contacted and asked to support the run as they did last year.  Two first aiders were in the safety car and two in Dalry park |  | Valerie |  | Coast guard will provide 4 first aiders as before  Cost £150  Emailed to check all is well for Sunday and they are okay to attend |
| Traffic management | Pedestrians  Runners  Road users | Route will be the same as last year and to be discussed with NAC Events team and Roads department to ensure it remains safe and feasible  Same signage will be used as last year  The route will commence and start within the Dalry Public Park and to avoid a surge of runners heading out at once onto the roads and pavements, the timing company will stagger the run and allow 50 at a time.  Police supported run last year therefore will approach again this year | To provide health and safety plan,  Road Route and  Evidence of Public Liability Insurance to Events team  Yellow spray or signage will be used to highlight risks such as pot holes etc  Route will be risk assessed every month before the race as well as the day before.  A marshall on a cycle will go ahead of the runners on the race day to ensure there are no immediate hazards on the route and that all marshalls are in position  The timing company  “” |  | Contacted Gilbert roads management to ask if they would be interested in sponsoring us by providing traffic management at bottom of courthill street and Blair Road | Gilberts traffic management will provide signage, two men and a vehicle with orange flashing lights at both road junctions. Blair Road and Courthill Street  They offered to do this every year for us  Route ran on the 18/05/24 All okay.  Route being run on 16/06/24 |
| Hazards | Who is at Risk and how | What you are doing to manage Risk | What further action is required to reduce the risks | Who is going to do this | notes | update |
| Water stations | Dehydration runners | The water station will be placed along the route which offers a safe area for runners to come off the route to hydrate at the Blair House South Entrance  Runners will be informed that there is a water station and where it is along the route  To encourage runners to bring their own water if required | To identify those who will man the water station.  -Table required  -Water required  -Compostable cups  -Bags for rubbish  -Walkie talkie  All rubbish must be picked up after the race | Community Garden will man the water station | Blair House are happy for us to use Entrance at South Lodge for water station  Marshalls will be given water bottles to give out to runners if we have a hot day | 2 marshalls /table and bottles of water. Black bags for picking up rubbish |
| Public Liability Insurance | Runners  Public  Road users | Public Liability Insurance will be purchased the month before the race and will use same company as last year  **Protectivity events insurance** | Certificate to be shown to Events team to ensure it is sufficient to cover event |  | Events insurance will be costed for £10million , 200 runners and 20 marshals | Insurance purchased from protectivity and copy sent to NAC |
| Timing company | Runners  public | Timing company have been contacted and waiting to see if they availability for the day  They require to set up a gantry for the start and finish line and will have a van which will have the timing system and large screen which needs to be parked near the finish line  The company have agreed that they can stagger the start to ensure there is a not a surge of runners leaving the park at once | The timing company we used last year " Whats my time " are unable to support us this year therefore have contacted "Perfect timimg" who are available and able to support us on the day. £840 |  | "Whats my time" are supporting the event this year and will provide the bibs which will contain the timing chips and runners will pick these up in the morning prior to the race | Bibs have been printed with logos of DSM, DCDH and DSC. Company will bring on the day |
|  |  |  |  |  |  |  |

Health and safety plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazards | Who is at Risk and how | What you are doing to manage Risk | What further action is required to reduce the risks | Who is going to do this | notes | update |
| Toilets and bag drop | Toilets are available in the Sports Pavillion in the park as well as an area for dropping off bags |  |  |  | 5 toilets and disabled toilet  area available for bag drop | information to go on entry central |
| Advertising race and Admin | Race will be advertised on social media, facebook and within other local running groups two months before the race  Maximum number of runners will be 200  Cost of run will be £14 this year  Applications will be through Entry Central who take 50p per entry |  |  |  | Application for Entry Central to be done before end of March- Completed  Form to be completed with all the details of the race including map, parking etc | to give out flyers at parkrun and local 10ks  To inform locals and farmers on the country road of race via flyers through their doors  To put flyers through houses at Courthill Street |
| Runners warm up | To ask Local Fitness adviser to provide a warm up for all runners prior to the race to reduce risk of cramps and other injuries |  |  |  | no warm up this year.  Runners prefer not to have it. |  |
| Medals or other prizes | To discuss with group whether we go with medals |  |  | Mens shed have agreed to make the medals for us  DSM are main sponsors and will pay for them | ribbons ordered and arrived | Medals have now been finished and delivered. |
| Bag of goodies for runners finishing race | Ask local business if they would be happy to donate to goodie bag for all runners after the event  Balmore antiques will provide bottled water and biscuits | Contact COOP |  |  | COop will provide bags  Local bakery going to provide traybakes |  |
| Prizes for winners | prizes to be given as last year | To contact DSM. COOP, Ryeside garage who kindly gave donations last year and Stalkers Butchers who donated the burgers |  | ryeside will sponsor the first and second prizes.  auchingree will sponsor the veterans cash prize  Reids will provide the burgers and buns this year | 1st and 2nd male  1st and 2nd female  1st and 2nd veteran male and female  £50 for first prize  £30 for second prize | categories  17-24  25- 34  35- 44  45- 54  55- 64  65- 74  75+ |
| Opening the event | Run will commence at 10am |  |  |  |  | No opening required |
| Number of runners etc | maximum runners 200  Runners will be aged 17 and over |  |  |  | declaration of fitness to be confirmed from all participants | on entry central |
| photographs |  |  |  |  | sandra Hunter  Kenny Phillips  Brain Craig |  |
| KA Leisure |  |  |  | Hugh is discussing if other activities can be provided on the day of the race |  |  |
| cyclist to go ahead of runners on route |  |  |  |  | To approach same cyclist as last year | Liz husband will lead the runners in his moped |

**Road Risk Assessment Race starts at 10 am and last runner should be back before 11.30**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Road/ Area** | **risk** | **marshalls** | **signage** | **Other** | **Notes** |  |
| Pavillion in the Park | 200 runners in one area requiring to be given race numbers/timing chips and safety brief    runners to be lined up at the start of the race fastest first using estimated times | 2 marshalls for the race numbers and checking emergency contacts  Race director will give safety brief and set the race off 50 at a time  3 marshalls and deputy race director required to organise the runners into groups of the estimated times | start and finish signs |  |  |  |
| Greenbank | turn L onto quiet residential road  Ask runners to keep on L | 1 Marshall to remain until all runners and sweeper has left the park and to go back 30 minutes later to greet first runners back into the park |  |  |  |  |
| Tofts | Safety car will stop the traffic on L side and Marshall to stop traffic on R to enable the runners to cross the road  Traffic both ways | 1 marshall to remain until sweeper has passed and to ensure they are back 30 minutes later to greet first runners back | Gilberts traffic management will manage this junction |  |  |  |
| Blair Road | Runners require to cross the old 737 onto Blair Road remaining on the L side as Bike and safety car will be on road with runners in between | 1 Marshalls wearing high viz will slow/ stop the traffic on both sides until the sweeper has gone through and will remain there until the runners come back | Gilberts traffic management will manage this junction |  |  |  |
| Top of Blair Road Head to Kilwinning | Runners require to turn R , cross the road and remain on the L side of the country road. | 1 Marshall will slow/ stop the traffic as the runners come through and ensure they cross over the road safely |  |  |  |  |
| Bathbank Cottage | sharp corner | 1 marshall will be visible and ensure traffic is slow at that area |  |  |  |  |
| Junction | Runners turn L at this junction onto a quieter country road staying on L | 2 marshalls required  one to direct runners into country road  one marshall to let cars know to slow from other side |  |  |  |  |
| Bend on the Road with a farm lane |  |  | Sign required to ensure runners keep on main road |  |  |  |
| Cleeves |  |  | Keep Left |  |  |  |
| 'Unsuitable for long vehicles' sign |  | 1 Marshall  to ensure they remain on main road and as an alert to traffic |  |  |  |  |
| Blair Mill |  |  | Sign to ensure they keep L on the road |  |  |  |
| After Blair Mill | Runners turn R and remain on L side of the road | 1 Marshall to slow/stop any traffic to allow runners to turn into farm road |  |  |  |  |
| After Auchinskeith | Runners remain on L side of road until they come back to main route at the junction and turn R | 1 marshalls to slow/ stop any traffic both ways to enable runner to cross over and stay L  there will also be a Marshall a few metres ahead to alert traffic to runners on road |  |  |  |  |
| Blair House South Lodge |  | There will be a water station on the L side of the road as they turn into Blair House.  This is off the main road and will enable runners to take a breather, take food or fluids |  |  |  |  |
| Bathbank cottage | Blind Corner | 1 marshall same as before will slow traffic down |  |  |  |  |
| Blair Road | Runners will turn L and remain on the L side of the road which is the only side with full pavement | 1 marshall as before will direct runners to keep L |  | runners will have thinned out by then |  |  |
| Bottom of Blair Road | Runners will cross the road and keep to the L side on the pavement | 2 marshalls as before will stop traffic on both sides to enable runners to cross |  | Runners will have thinned out by then |  |  |
| Tofts - greenbank | Runners to turn L and keep L | 1 Marshall as before to direct runners to turn L and continue all the way up the hill until they see the next Marshall |  | Runners will have thinned out |  |  |
| Side entry to Park | Runners to turn R into the park and follow path back to the finish line | Marshall as before to direct runners to turn R into the park |  | Runners will have thinned out |  |  |
|  |  |  |  |  |  |  |

**Other safety measures**

Cyclist will lead the runners through the route

A sweeper will run at the back to ensure all runners are back at the park

A 'safety car' will be behind the runners with flashing back lights and sign to say runners on the road

There will be signage throughout the route to inform road users of race, time of race and that there are runners on the road.

RUNNERS ON ROAD SUNDAY 23rd 10-12 signs will be placed

1. From bypass coming into Dalry on Beith Road before the rail bridge

2 at Dalry Cross coming down hill towards Blair Road

3. from new Bypass coming onto back road towards Blair Road

4. Back road from Kilwinning before the railway bridge at Dalgarven turn off

5. After Blair Mill

Signs will go out a few days before race and be checked on Saturday and Sunday morning

leaflets will be put through local houses, farms of which participants are running by in the country road

12 marshalls on road

race director and deputy race director to remain in park with 2 volunteers

Purchases

Medals

lanyards

irvine coast watch

Perfect timing

Insurance