

# Tracton AC 4 Mile Road Race

Friday 14<sup>th</sup> July 2023



## Safety Statement & Risk Assessment

### 4M Race (Ages 16+)

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- Race Number Collection: 6:30 – 7.30pm
  - Race Start: 8pm
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# EVENT METHOD STATEMENT

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## 1 Introduction

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### 1.1 Details of Event

Tracton AC 4 Mile Road Race will take place around the roads of Minane Bridge Co. Cork, on Friday the 14<sup>th</sup> of July 2023.

It is a race that will attract both Athletic Club runners & leisure runners & joggers.

Based on numbers from last year, it is estimated that approximately 200+ runners will participate in this race, which will commence at 8.00pm.

It is anticipated that all runners would be finished the route by 9.00pm at the latest.

### 1.2 Organisers Details

The event shall be run by Tracton Athletics Club

<b>Race Directors:</b>	Breda Good	Katherine McCarthy
<b>Mobile:</b>	086 3748756	087 6972725
<b>E-mail:</b>	<a href="mailto:b.good@ucc.ie">b.good@ucc.ie</a>	<a href="mailto:katherine.mccarthy@hotmail.com">katherine.mccarthy@hotmail.com</a>

### 1.3 Event Safety Planning

The organisers acknowledge their responsibilities in ensuring the safety of all participants & will take every action necessary as is reasonable and practical to ensure the Safety, Health & Welfare of all participants and those involved in the event including members of the public.

It is paramount that participants need to be conscious of personal safety for themselves and the people around them at all times.

In order to ensure safety of all competitors, a no-headphones policy will apply during the race.

If the organisers feel that any individual or group is not compliant with our health and safety requirements, we reserve the right to dismiss them from the run.

Safety Management during the event will be the responsibility of the Course Director.

Ambulance & 1<sup>st</sup> line Medical Aid cover will be provided by the Order of Malta for the event.

Proposed route and event planning will be done in liaison with An Garda Siochana.

### 1.4 Event Site

The event will on several country roads around Minane Bridge, Co. Cork. The course maps for the are attached (Appendix 1).

Parking for participants' vehicles will be in Tracton Arts & Community Centre, stewards will be present to manage parking and direct traffic. (Appendix 1)

Overflow / back-up parking will be available in Tracton GAA pitch.

Event start / finish is located approx. 500 metres from Tracton Arts & Community Centre.

### 1.5 Insurance

This event has been licensed by Athletics Ireland – license number 23/110, and is covered under our Athletics Ireland insurance.



## **General Information**

### **2.1 Start/Finish Points**

The 4 Mile Road Race will follow a route around several country roads in Minane Bridge.

These roads are all typically open to traffic, however stewards / marshals will be in place on all roads / junctions to ensure traffic does not travel on any roads while participants are still running.

The event will start on time and there will be stewards in place to control the arrival and congregation of participants. There will be stewards in place to direct traffic within the car park(s), to direct people to the start line, and to ensure the start area is safe.

There will be a lead car to guide the first runner throughout the race and a sweeper vehicle (bike / car TBC) behind the last runner throughout the race.

All participants must obey instructions of the stewards and follow signage instructions at all times.

### **2.2 Parking**

Parking will be provided within the grounds of Tracton Arts & Community Centre for all participants and there will be stewards controlling parking on the day.

Overflow / back-up parking will be available in Tracton GAA pitch.

We advise that participants do not leave any personal belongings in their car.

The event organisers do not accept any liability for loss or damage to property or person.

Disabled parking will be available and participants will be asked to give the organisers prior notice of this as a specific area will be designated for this.

### **2.3 Registration/ Number Collection:**

Under new AAI guidelines, all AAI approved races require all participants to be pre-registered using a relevant race specific Eventmaster link.

NO registration will be accepted on the evening of the event.

All participants must be pre-registered for the event.

Number collection will be available in Tracton Arts & Community Centre, from 6:30pm

Registration Officials will be present to issue numbers and manage the flow of people.

All participants must use the event number issued to them.

This number can be traced to the participant's personal details which were provided while registering.

Contact details will be readily available to medical staff should a participant get injured or require medical attention.

Unauthorised transfer of numbers is not permitted by race participants.



## 3 ROUTE INFORMATION

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### 3.1 The Route

Please see Appendix 1 for the maps of the routes.

Route is along various roads in Minane Bridge.

A lead car will escort the runners along the route.

A Sweeper vehicle will monitor runners' pace en-route and offer support if necessary.

Stewards will monitor the course and runners throughout the event.

### 3.2 Traffic Control

This event is on open roads, therefore traffic control will be a priority along the race route.

Stewards will ensure that the race route is clear for runners for the duration of the race.

Stewards will be allocated to manage traffic, ensuring minimal traffic in the lead up to the event, and stopping all traffic in certain locations and times to allow runners to pass.

Certain roads will be closed to traffic from approx. 30 mins prior to start, and for periods during the duration of the race to allow safe passage of runners.

The road containing start / finish time will be closed to traffic from approx. 5.30/6.00pm to allow for Chip timing set-up— See Appendix 1.

It is anticipated that all runners would be finished the route by 9.00pm at the latest, with certain roads being free to traffic prior to that time as runners clear that portion of the route.

### 3.3 Stewards

Tracton AC will organise and co-ordinate all stewarding.

Approx 30+ stewards will be in place in various locations (outlined in 6.1 – Planning Document)

On all routes, stewards will man the significant junctions.

They will be clearly identifiable by high visibility vests.

Prior to the event the stewards shall receive a brief outlining their responsibilities in relation to actions to be taken at their station and also what to do in the event of any serious accident or injury on the route.

All stewards will have communication with race directors and the chief steward by telephone for the duration of the route.

It is the responsibility of the participants to ensure that all safety advice/signals/instructions given by the marshals are adhered to.

### 3.4 Signage

The direction of the route will be clearly marked by route markers and stewards' signals. All hazards will be clearly marked with the appropriate signage and it is the responsibility of the participants to ensure that they adhere to all signage for the event.

### 3.5 Support Vehicles

A number of event vehicles will be present during the course of the event & will mainly consist of the following:

- Ambulance – Order of Malta will have an ambulance stationed at Junction 3 (Kielys Cross) prior to race start. Ambulance will follow at back of race for duration.
- Stewards - all stewards will be provided with the Medical Aid contact number and can contact as required.

### 3.6 Route Risk Assessments

A complete risk assessment to be carried out in the week prior to the event on each of the routes, identifying site specific hazards and control measures in Appendix 2.



## **4 EVENT HEADQUARTERS – Tracton Arts & Community Centre**

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### **4.1 Facilities:**

Tracton AC will have use of the centre facilities listed for the evening of Friday 14th July, 2023.

- Number collection will take place in the centre
- Catering will take place in the Buckley room and TACC kitchen facilities
- Toilets available at the centre, with additional portaloos provided near race start.

### **4.2 Waste Management:**

There will be bins around the centre participants will use these.

The event organisers will allocate at least one 'litter marshal' to monitor the litter and ensure that all litter is cleared. We will make maximum use of recycling where feasible.

### **4.3 Risk Assessment:**

A risk assessment has been completed on each of the areas which will be in use on the day. Please see Appendix 2 for these assessments.



## **5 SAFETY & MEDICAL**

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### **5.1 Safety Policy**

While the Tracton AC Road Race organising committee endeavour to make the route as safe as is possible, the individual participant must take primary responsibility for her/his own safety.

This includes ensuring that they are fit and capable of taking part in the event/route on the day and that they take appropriate measures during the event to ensure their own safety.

The organisers will put in place all necessary measures to provide essential safety features, such as adequate numbers of stewards, emergency medical personnel, officials, traffic control measures & route guidelines.

To optimise competitor safety and ensure clear communication between race organisers, stewards and competitors, a no-headphone policy will be in place for all participants.

The organisers also put in place measures to deal with any incident and/or accident along the course.

### **5.2 First Aid/Medical**

The Order of Malta will provide 1<sup>st</sup> line Medical Aid cover on the day of the event.

All medical personnel will be either FAR (First Aid Responder) or EMT (Emergency Medical Technician) trained, and are certified by PHECC (Pre-Hospital Emergency Care Council).

All stewards on route will be provided with the appropriate contact number to be used on the day should anyone require assistance.

Please see appendix 3 for a full medical operational plan.

### **5.3 Actions on Serious Incidents**

Please see appendix 3 for a full medical operational plan.

### **5.4 Stand Down**

Stand down will be given for the event in consultation with the event management team, medical services will remain until the stand down is given.



## 6 STAFF

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### 6.1 Contact Numbers

On the day of the event, it will be managed by members of the committee and others as deemed necessary.

The following is the management team for the weekend:

ROLE	NAME	CONTACT
Race Director	Breda Good	086 3748756
Race Director	Katherine McCarthy	087 6972725
Chief Marshall	Norma Collins	087 1268299
Start/Finish area Manager	Mags Dempsey	086 6098962
Registration/Number Collections	Phoebe Hadden	086 2416531
Medical Number	Provided on the day	
Carpark Supervisor	Pat Maher	
MC	Mags Dempsey	086 6098962
Catering Supervisor	Caroline Walsh	086 8557229
Course Director	Donncha Moynihan	086 8135819





## 6.1 Stewards 4M Planning Document

**Chief Steward Contact Number :** Norma Collins - 087 1268299

**FIRST AID Contact Number:** TBC

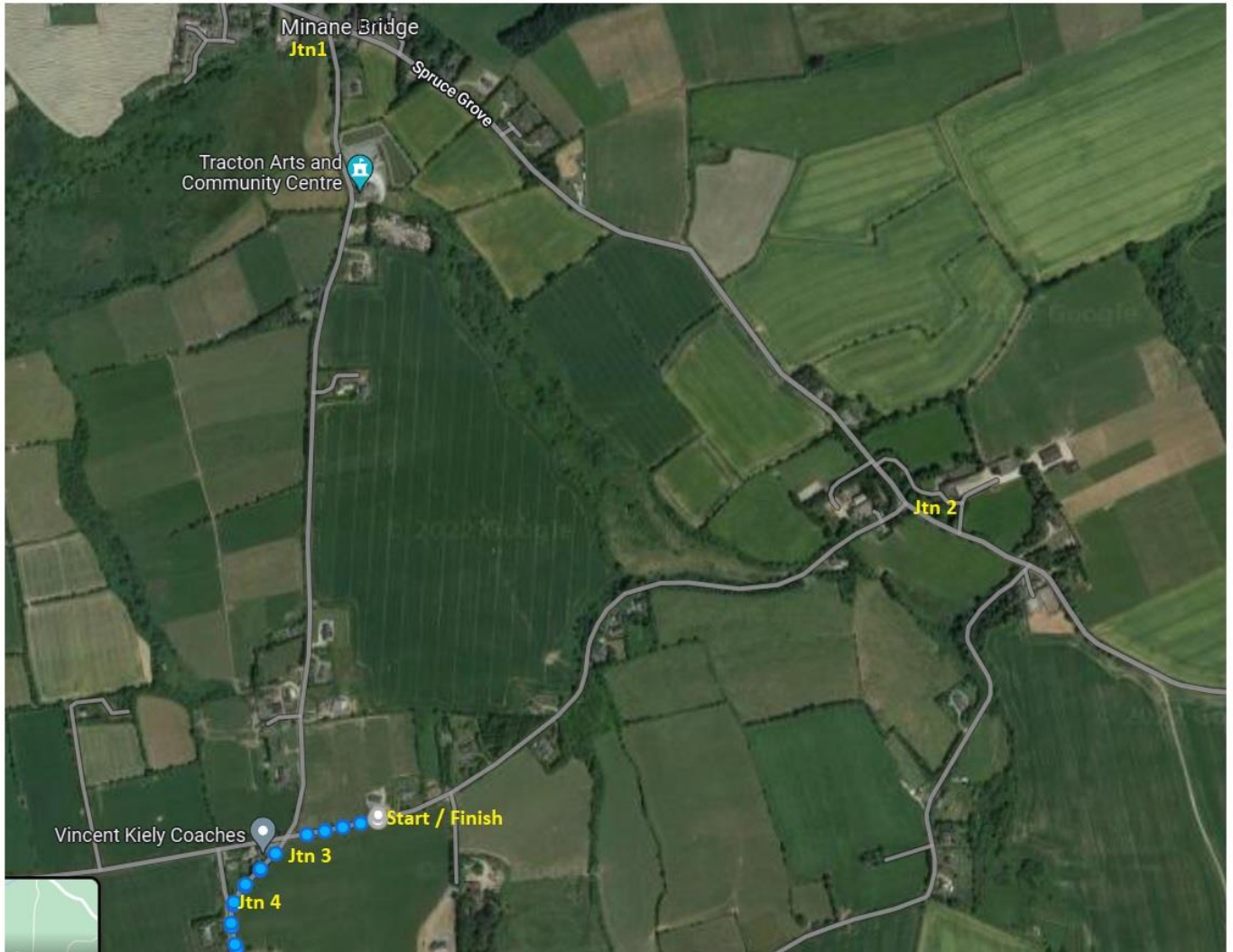
Map Ref	Description	Steward & Contact Numbers
<b>Start / Finish-line</b>	Oversee the start of the race, including runners pre-race gathering, and keep route clear when runners return at the end of race.	<b>4 Stewards + Chief Steward.</b>
J01	Main junction on Minane Bridge road. Cars coming to race will be directed to Tracton Arts & Community Centre for parking.	1 Steward
Tracton A&CC	TACC is main event HQ & Parking. Cars will be directed in for parking and runners directed towards race start.	4 Stewards
J02	Corrigans Stables. Road being used for Start / Finish. No road access once chip-timing gantry erected (approx. 5.30). Steward will direct traffic to different route / stop all traffic as appropriate.	1 Steward
J03	Kielys Cross. Main junction at start / finish of race. Runners will be directed to turn left after starting and directed turn right to finish line. Stewards will stop traffic coming from Ballyfeard direction and / re-route as appropriate.	3 Stewards
J04	Short cut at Kielys Cross. Steward will stop any traffic trying to avoid race.	1 Steward
J05	New Line / Twomeys farm. Runners directed past line on initial pass, and directed to turn right on return back towards finish line.	1 Steward
J06	Jagoes Cross. Runners directed to turn left. Traffic halted / re-directed in advance of runners and until runners have passed.	2 Stewards
J07 & J08	Reagrove Cross. Runners directed left. Traffic halted / re-directed in advance of runners and until runners have passed.	2 Stewards
J09	Steward to stop any traffic until runners have passed.	1 Stewards
Mile Markers	Steward / timer at Mile markers 1, 2 & 3	3 Stewards
Additional	Various stewards along open stretches and corners along the route	5 Stewards
Car Parking	Car Park area: Direct runners / cars in car park.	3 Stewards



## APPENDIX 1 – ROUTE MAPS PARKING LOCATION MAP

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## APPENDIX 2 ROUTE RISK ASSESSMENT

<b>Date:</b> 14/05/2023	<b>Location:</b> Minane Bridge, Co.Cork	<b>Assessed by:</b> Event Organisers
	<b>Risk Assessment Type:</b> Generic Description & Emergency plans	<b>Communicate to:</b> All Participants

<b>Route Description:</b> Road route with low to moderate degrees of difficulty and undulating terrain.	
Risk: <b>Low</b> <b>Medium</b> <b>High</b>	
<b>Site Specific Hazards:</b>	<b>Controls:</b>
<b>Route Condition</b>	An initial survey of the route has shown no major areas of concern (potholes etc). Another review will take place closer to the event and organisers will liaise with Cork County Council to repair any areas of concern that may have arisen. Stewards will ensure that the route is clear prior to race start to ensure the route is safe for runners. Any concerns to be relayed back to the chief steward prior to the race start and appropriate action to be taken.
<b>Start line:</b>	Runners will congregate at a “false start” line (approx.. Ronan Walsh’s house), and be brought at the start line. Road will be closed to traffic with Steward at Junction 2. Race MC will be in attendance to make safety announcements.
<b>Run Start</b>	Stewards will marshal participants at front, rear and middle throughout the event. Athletes will be encouraged to line up in anticipation of finish times i.e. faster runners at the front. Signs with anticipated finish time may be erected to assist with this.
<b>J03</b>	First junction after the start of the race; Stewards direct runners going left; stewards to be made aware that runners will be returning from the opposite direction at the end of race.
<b>J06</b>	Stewards to monitor traffic coming for two different roads, in addition to directing runners.
<b>J07/08</b>	Stewards to monitor both cars & runners.
<b>J05</b>	Steward to be aware of runners coming through and advise runners of directions and monitor traffic as required.
<b>Finish Line</b>	Stewards to keep finishing route clear as runners’ approach. Stewards will direct all runners to continue running across the line and to keep moving before being directed to refreshments. Runners will be doubling back onto the finishing route once they have completed the race. A funnelling / barrier system will be in place to ensure the finishing area is kept clear to allow all participants to finish the race and to filter race finishers back to race headquarters.



## APPENDIX 3: Medical Plan

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### Medical Plan

#### EVENT: Tracton AC 4 Mile Road Race, Friday the 14th July, 2023.

**Name of Event:** Tracton AC 4 Mile Road Race

**Date of Event:** Friday 14th July, 2023. Time: 6:30pm - 9:30pm

**1<sup>st</sup> line Medical cover will be provided by the Order of Malta.**

Ambulance and crew are qualified to the standard as required for 1<sup>st</sup> line Medical aid.

In the event of further medical treatment / hospitalisation being required, 1<sup>st</sup> line medical cover will contact the relevant emergency service.

**Medical personnel Locations:**

Order of Malta Ambulance & personnel will be stationed at Junction 3 prior to race start and will follow at back of race.

All stewards on route will be provided with the appropriate contact number to be used on the day should anyone require assistance.

The route is a looped route on roads that are easily accessible for the medical team should they be required.

**Defibrillator:** The Order of Malta will have defibrillators on board the ambulance for the event.

**Actions on Serious Incidents:** In the event of a serious incident, the following protocol should be followed.

- Stewards should report the following information to the medical personnel;
  1. How many are involved?
  2. Exact Location. (Use markers/points i.e., 1M, 2M, Reagrove Cross etc)
  3. A rough idea what happened, i.e. runner in difficulty due to fall.
  4. The event numbers of those injured if they can get them.
  5. Any injuries that they might think the casualty has – e.g. Conscious or Unconscious.
- Medical personnel will co-ordinate response and contact relevant emergency service if required.
- Chief Steward should be contacted and informed of the details of the accident.
- Arrangements to be made for the nearest available stewards to direct runners around the incident, or halt the event as appropriate.
- Stand down will be given for the event in consultation with the event management team, medical services will remain until the stand down is given.

