



## **CHALLENGE HENLEY 2013 – EARLY DRAFT**

### **Operational and Safety Plan for consideration by Joint Agency Meeting and Safety Advisory Group**

#### **Contents**

|   | Page         |
|---|--------------|
| <b>1 Introduction</b>                           | <b>3</b>     |
| <b>2. Event Information</b>                     | <b>4</b>     |
| <b>3. Intention and Method</b>                  | <b>4</b>     |
| <b>4. Senior Staff Roles</b>                    | <b>5</b>     |
| <b>5. Police</b>                                | <b>6</b>     |
| <b>6. Communications</b>                        | <b>6</b>     |
| <b>7. Safety responsibility</b>                 | <b>6</b>     |
| <b>8. Safety Policy and Statement of Intent</b> | <b>7</b>     |
| <b>9. Safety Method</b>                         | <b>8</b>     |
| <b>10 Site, Crowd/Spectator Safety</b>          | <b>8/9</b>   |
| <b>11 Swim and Route Safety</b>                 | <b>10</b>    |
| <b>12. Site and Route Preparation</b>           | <b>10</b>    |
| <b>13. Contractors</b>                          | <b>10</b>    |
| <b>14. Power</b>                                | <b>11</b>    |
| <b>15. Toilets</b>                              | <b>11</b>    |
| <b>16. First Aid and Medical</b>                | <b>11</b>    |
| <b>17. Child Protection</b>                     | <b>11</b>    |
| <b>18. Fire Safety</b>                          | <b>11/12</b> |
| <b>19. Risk Assessment Introduction</b>         | <b>12</b>    |
| <b>20. Contingency Plan Introduction</b>        | <b>12/13</b> |

## ORGANISATIONAL APPENDICES

|    |                                      | Page  |
|----|--------------------------------------|-------|
| A. | Management Structure                 | 15/16 |
| B. | Traffic Management Plan              | 17-20 |
| C. | Sign Schedule                        | 20-27 |
| D. | Marshals Plan                        | 28-34 |
| E. | Route Marshal Briefing               | 35    |
| F. | Steward Briefing                     | 36    |
| G. | CoJust Racingtitor Race Instructions | 37-44 |

## CONTINGENCY PLANS

|    |                                  |    |
|----|----------------------------------|----|
| H. | Event Incident Management        | 45 |
| I  | Non event Incident               | 46 |
| J. | Race Cancellation or curtailment | 47 |
| K  | Evacuation                       | 48 |
| L. | Bomb Threat                      | 49 |

## RISK ASSESSMENT APPENDICES

Attached Separately as Excel and PDF Files

### Management Structure

1. Safety Matrix
2. Site and General Risk Assessment
3. Swim Requirements and Swim Risk Assessment
4. Cycle Risk Assessment
5. Run Risk Assessments
6. Transition Risk Assessment
7. Site Map PDF – Barrier and set up configuration
8. Highway Set up and de-rig script

## **1. Introduction**

**The planning and operation of this event will comply with the HSE Event Safety Guide and the Home Office Guidance for the Safety of Small and Sporting Events 2006.**

1.1 The 2013 Triathlon is fully supported by South Oxfordshire County Council and is being organised by Just Racing Ltd who have overall lead responsibility and co-ordination of the event on the day. The Route Management, Traffic Management, and overall safety will be the responsibility of Trafeco. All the events will be run under the rules and regulations of British Triathlon.

1.2 The Challenge Triathlon is a multi sport event and has the three elements of swim, cycle and run. The event will start with a swim in the Thames, a cycle ride on closed roads and the run will take place through Henley and out across the river into Remenham Lane and back along the Thames Path before returning to the transition. The event will be fully supported by the experienced members of the National Sports Motorcycle Escort Group, experienced professional static marshals for the road stage and volunteers for off road functions, with a full swim safety and medical team.

1.3 The event registration and commercial village is proposed to take place at Phyllis Court just to the north of the Town Centre off the Marlow Road. competitors will be required to register before approaching the transition one which is at the Henley Business School, from where the swim takes place.

1.4 Following the swim, the competitors will transfer to their bikes for the cycle phase, which when completed, riders will go to transition 2 which is at Phyllis Court where they will transfer on to the run course.

## **2. Event Specific Detail**

2.1 The swim will enter the water at The Henley Business School, and the 3.5 km out and back swim will be on the rowing course. This has been approved by British Waterways.

2.2 The Cycle route will operate on routes which will be closed to traffic. Mr Peter Ronald South Oxfordshire Highways, has been involved in the consultation process from the start, and the traffic management measures have been agreed. The Traffic Management Plan has been fully submitted and approved and the road closure order published. Scale plans have also been produced for the traffic management of every junction on the cycle route, and as far as Remenham lane on the run course.

2.3 The run route is also traffic free from Transition 2 around New Street, and Riverside as far as Henley Bridge. At the bridge there is an alternate traffic flow using

manual traffic lights, which will leave half road for the out and back run course. The course turns left on Remenham Lane which is open to traffic, before going off road to return along the Thames path to the Leander club where it returns in the inbound lane across the bridge to the turn point. Runners will complete four laps.

2.4 This event will take place in the open air, and spectators will naturally assemble in the start area and towards the transitions, and along the routes adjacent to the roads in the town. Transfer between the transitions will be by boat. The Start/Finish area will have a separate safety manager, and a contingency plan will exist which will include evacuation procedures.

2.5 Event Start times can only be confirmed when we can accurately estimate the number of entrants in each category.

2.6 The swim start will be at 0630hrs, and the cycle course will be completed by at the latest 1700hrs when the last competitor will commence the run course.

## **2.5 Emergency Access**

2.5.1 In the event of an incident anywhere on the site or route requiring the presence of an emergency vehicle, competitors will be controlled and curtailed to permit unobstructed access to the Fire, Police or Ambulance Service.

## **2.6 Agreed Emergency Access Points**

2.6.1 Access to the Town of Henley will be unobstructed for emergency vehicles, and there is no restriction on the movement of emergency vehicles anywhere on the course as they are exempt under the road closure order..

2.7 All route safety staff will all be briefed to permit the emergency access throughout the route, and provision made to permit entry across the course where it is controlled.

## **3. The Event Intention**

- To create a Flagship Ultra distance Triathlon in the safest possible environment.
- To create an event which exceeds the expectations of the competitors and the public
- To create an event that attracts national attention
- To showcase Henley and South Oxfordshire and its sights and sounds

### **3.1 Method**

- To create courses that offer safe clean water for the swim, and closed safe roads for the cycle course. Whilst the run route is partly open to traffic, there

is a strong marshalling force, and signing to warn motorists of the presence of the event.

- To create an event plan including an event script operated by control to ensure that every preparatory action is completed
- To create as small a footprint as possible to allow the Town, its residents and businesses to operate around the event
- To use Extensive Marketing within the region and nationally to raise the profile of the event
- To work with South Oxfordshire District Council, its officers and health partners to raise the profile of sport and exercise
- To support its media partners in capturing the event for promotional purposes on film and video for future promotion of the Region.

#### **4. Senior Staff roles and responsibilities. See Appendix A**

4.1 The Event Director and Managing Director of Just Racing Ltd is Alan Rose who will have a general oversight of all aspects of the event, and particular responsibility for all non race organisation on the event.

4.2 The Race Director will be ???????? who will have the authority to act for the Race organisation. He will have knowledge of the many organisations involved and the persons at each level of responsibility. In normal operations he will have the oversight and control responsibility of the Race.

4.3 The Route Safety Director will be Andrew Thompsett of Trafeco who will have the responsibility with Andy Medlock of preparing the routes to the risk assessment requirements. He will be responsible for Race Control and Emergency services should make first contact with their representative at the ELT. A list of contact telephones at the venue will be provided before the event.

4.4 The Route Officers role will be to inspect the route against the risk assessment in advance of the event, and to ensure that the route safety requirements are met.

4.5 There will be direct communication between Mr Thompsett, Mr Medlock, Mr Rose, at the venue and throughout the event, and radio communication between all the key safety staff.

4.6 The stewards (Off route) and marshals (On route) will be supervised by very experienced staff, but will still require a detailed briefing on their individual responsibilities. This briefing will be conducted by Mr Bob Bartlett at the Race Control, and will include responsibilities and communications. All the safety marshals will be clearly identifiable by their race clothing.

4.7 Transition, Swim, Cycle and Run will each be controlled by a Course Manager working directly to the Race Director. The transition, Swim and run directors will be individually responsible for the safety plan for their element.

## 5. The Police

- 5.1 It is accepted that this event should whenever possible be capable of being carried through without the need for police assistance.
- 5.2 It would be an advantage to the overall operation of the event if a Police Planning Officer was stationed at the Event ELT

## 6. Communications

6.1 Good communications is essential for the safe execution of the event, and in particular communications to each medical centre and ambulance location is critical to the success of the safety plan. The radio issue and channel shown below will involve all key supervisors and moto marshals.

### 6.2 Radio Issue TO BE FINALISED

| <b>CHALLENGE TRIATHLON RADIO LIST</b> |            |                |
|---------------------------------------|------------|----------------|
| <b>CHANNEL BREAKDOWN</b>              | <b>No.</b> | <b>CHANNEL</b> |
| Bike Course                           | 13         | C1             |
| Event Control                         | 6          | C2             |
| Transition\Run\Finish                 | 8          | C3             |
| Swim                                  | 13         | C4             |

  

| <b>NAME</b>     | <b>QUANTITY</b> | <b>CHANNEL</b>      |
|-----------------|-----------------|---------------------|
| (Event Control) |                 | Scanner if possible |
| Alan Rose       | 1               | C2                  |
| Event Director  | 1               | C2                  |
| Andy Relf       | 1               | C1                  |
| Doctor          | 1               | C2                  |
| Bob Bartlett    | 1               | C1                  |
| Andy Medlock    | 1               | C1                  |
|                 | 1               | C4                  |
|                 | 1               | C4                  |
|                 | 1               | C4                  |
|                 | 1               | C3                  |
| Andy Thomsett   | 1               | C3                  |
|                 | 1               | C3                  |
| Gary Laybourne  | 1               | C3                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto            | 1               | C1                  |
| Moto 2          | 1               | C1                  |
| Moto 3          | 1               | C1                  |

|                    |           |    |
|--------------------|-----------|----|
| Moto 4             | 1         | C1 |
| Moto 5             | 1         | C1 |
| Moto 6             | 1         | C1 |
| Swim Rescue Boats  | 4         | C4 |
| Canoe Leaders      | 4         | C4 |
| Swim Control       | 1         | C4 |
| Swim Control       | 1         | C2 |
| St John            | 1         | C2 |
| <b>TOTAL UNITS</b> | <b>40</b> |    |
|                    |           |    |
|                    |           |    |

## 7.1 Safety Responsibility

7.1 It is accepted that the safety of the Challenge Triathlon is the responsibility of the organisers, and individual directors of swim, transition, cycle and run will have their responsibility for the safety plan and risk assessment.

7.2 Mr Andrew Thompsett of Trafeco is responsible to Alan Rose of Just Racing Ltd for safety on the Cycle route, and will be assisted by Andy Medlock and his team. Trafeco have an excellent record in the operation and safety of sporting events with our long unblemished safety record and high standards in cycle racing, triathlon and athletic events.

## 8. Safety Policy and Statement of intent

**8.1 This document is not intended to create a legally binding contract between the police, local authorities, highway authorities and the event organiser.**

8.2 Just Racing Ltd will accept and show a **DUTY OF CARE** responsibility for the safety of the event. In particular they will take all necessary precautions to ensure the safety of:-

- All active participants.
- Spectators, and organising officials.
- All non-participants including residents, pedestrians, shoppers, motorists etc.

8.3 Should any incident occur, JUST RACING Ltd will be in a position to demonstrate to others that there was a pre-event plan that took into consideration the safety of all the three classifications of people.

8.4 JUST RACING Ltd will attempt to avoid the risk of damage to property, and to minimise any diverse environmental effects of the event.

8.5 All risk assessments will be written, and will be a careful examination of what could cause harm to the public, competitors, participants, spectators, crowds and officials. Safety measures will be employed and set out on the risk assessments followed by an assessment of whether we have taken enough precautions or should do more to prevent harm.

8.6 JUST RACING Ltd will comply with the risk assessment, and any conditions agreed in advance with the police and the highway authority.

8.7 The Race officials, competitors and participants are to accept that the roads and traffic lanes, whilst not being open to traffic, must comply with traffic law unless directed by a police officer in uniform.

8.8 JUST RACING Ltd will ensure that marshals and stewards will be deployed in sufficient numbers; fit; adequately trained and equipped; properly briefed and readily identifiable. The race will not commence until all the written safety measures are known to be available.

8.9 Medical aspects will be covered by an independent medical risk assessment carried out by the Medical Director, and the nearest accident and emergency department will be notified of the race.

## **9. Safety method statement**

9.1 The organisation will not entertain anything less than a total commitment to safety. All the key race staff have participated in the planning process, and meetings will be held with the Police and the Emergency Services prior to the event. It will be important for the safety plan to be understood and approved by the Merseyside Police, the emergency services and the Safety Staff who will be deployed around the site.

9.2 To achieve a successful event management plan we will seek to: -

- Achieve good co-operation and communication between all the parties involved.
- Ensure that everyone is clear of his/her role and is adequately trained and co-ordinated.
- Seek expert assistance where necessary.
- Identify the hazards and assess the risks involved.
- Decide on the priorities and eliminate or reduce those hazards or risks.
- Plan who will carry out the tasks and how.

9.3 This document confirms the organisation's commitment to event safety, which can be used to fulfill Health and Safety requirements set out in:-



The Health and Safety at Work etc. Act  
The Management of Health and Safety at Work Regulations 1992.  
The HSE Event Safety Guide  
The HSE Charity and Voluntary Workers Guide  
The Home Office Guidance for the Safety of Small and Sporting Events 2006.

## **10. Crowd/Spectator Safety**

10.1 The crowd and spectator assessment has considered all the hazards applicable to the crowd, and have used our experience at dealing with events of this nature.

10.2 Triathlons are normally an individual event, attended only by close friends and family members, on about a two to one ratio. This event however is at an attractive venue and it is believed that it will attract a reasonable number of supporters and spectators.

10.3 The crowd are likely to be enthusiasts, and our experience around the country at major triathlons indicates that Crowd problems will not occur.

10.4 There are no means of knowing in advance the numbers attending, and no way of controlling the approach to the area by the use of gates/turnstiles etc. as this is a public place.

10.5 The various event waves on each discipline will take place throughout the morning, with no particular peak, and the crowd relative to that wave finish is expected to disperse quickly.

10.6 Crowd problems are not anticipated, but there are three areas that will be subject of monitoring by the Safety Officer:-

- Transition 2
- The Finish area
- The roadway outside transition
- Along the route adjacent to Marlow Road , New Street and Riverside

10.7 The Finish will be monitored by the Finish Manager, but it is not considered necessary to sectorise the area but the area will be supervised with an adequate team of stewards.

10.8 Experience has shown that spectators will not suffer any undue harm if they are no more than five deep, and this is unlikely for this event.

10.9 Without doubt the most popular area will be in the Phyllis Court area and close to the finish line.

10.10 It will be important to avoid blockages behind the barriers and in the walkways by moving stationary people. If there is a hot spot area it will be close to the finish. It will be important in the event of excess crowd capacity in any area to move crowds to the less congested areas via the crossing points.

10.11 The stewards will be briefed to check for signs of distress within the crowd, which is more likely to occur in the actual finish area. If crowding becomes a problem the public address system will be used to help the dispersal. Should there be great excitement in the crowd, the organisation will enhance security to keep people back and contain any sudden crowd movements. This is unlikely.

10.12 Continuous crowd monitoring will be carried out by the Finish Manager with radio communication to the Race Control.

10.13 No steward will be engaged on safety work on this circuit unless they have been well briefed upon their role and responsibility.

10.14 We will record problems such as injuries to the public, sudden crowd movements, areas of crowd build up and difficulties in communication.

10.15 The steward staffing levels have been established against the size of the crowd anticipated but Triathlon race spectators are in no way difficult or aggressive, and their only fault lies in their enthusiasm to be as close to the competitors as possible.

10.16 There will be no prior training implication for the stewards as they will be supervised by very experienced staff, but it will require a detailed briefing on their individual responsibilities on the Saturday before the event. This briefing will be conducted by the organisers and will include responsibilities and communications.

## **11. Swim and Route Safety.**

11.1 The Organisation will ensure that there will be adequate staff training and specific staff briefing applicable to their location and task.

11.2 Having developed the safety plans, Trafeco Sport will ensure that swim and route staff and other bodies involved are aware of the risk assessment and safety measure requirements, and can implement emergency plans should that be necessary.

11.3 The Swim safety and evacuation system will be practiced before the event.

11.4 All Highway marshalling will be carried out by contracted professional staff and assisted by the national sports motorcycle safety group

## **12. Site Preparation & Route Preparation**

- The Joint Agencies will be provided with draft plans for discussion and final site plans prior to event together with a script indicating when all activity will take place.
- Heras fencing will be erected around the Transition area
- Low level pedestrian barriers to be used to identify and isolate other hazards from the public.
- Road closure infrastructure will be provided by identified contractors by trained staff (see Traffic Management section).
- The site will be prepared with a view to maintaining accessibility so far as is reasonable

## **13. Contractors**

- Safety policies from all contractors on site and on the route will be required by the Site Safety Officer.
- The Site Safety Officer will be responsible for the liaison and co-ordination of health & safety with the Site and Route Director or the nominated deputy.
- Where necessary all staff will need to attend site safety briefings prior to undertaking any work on the site.

## **14. Power**

- Diesel Generators to be sited in a suitable area and to be isolated from the public.
- All electrical equipment will be waterproof, and have RCD or similar protection for the end user.
- Cable ramps will be used where cables cross public areas.

## **15. Toilet Provision**

- There will be toilets available at the College and Phyllis Court including availability of disabled facilities.
- Temporary toilet facilities will be provided at transition and adjacent to the car park.
- All sanitary accommodation shall be sited conveniently with provision for disabled persons.
- Clear notices showing the position of toilets will be provided around the site.

## 16. First Aid and Medical Provision

- The event will supply doctors who will be in constant contact with control
- The medical teams will have their own radio provision with a senior officer in Event Control
- A Log of all casualties to be maintained by medical control

Provision additional to Event Medical Director and Event Doctor

|  |  |  |
|--|--|--|
| First Aiders   |  |  |
| First Aid Unit   |  |  |
| Cycle Response Team  |  |  |
| Ambulances (inc Crew)  |  |  |
| Blankets -50 Space blankets and 2 packs of 25 blankets Additional required blankets will be provided by St John Ambulance, |  |  |
| First Aid Unit   |  |  |

**Staff calling for medical assistance will be required to do so through event control giving name, location and basic injury information.**

## 17. Child Protection

- There will be a staffed welfare point at control with CRB registered persons.
- A register of all lost children, detailing when lost, where, who they were with and who collected them with times will be maintained.
- There will be a lost/found children policy and procedure for all staff to follow.

## 18. Fire Safety

**Access to all parts of the event will be unrestricted for emergency vehicles**

### 18.1 Fire Risk Reduction

- The use of LPG will be enforced under the Petroleum Gas Association rules, [www://lpga.co.uk](http://www://lpga.co.uk).
- We will use the risk assessment procedure to consider the additional risk posed by propane or butane cooking inside structures.
- If there is any doubt about the risk, the Fire Service will be consulted

- If outside caterers or other suppliers are contracted by the event, they will be made aware of their responsibility to ensure compliance with the above guidance.
- The event will be co-ordinated with the emergency services in the ELT.
- Only diesel generators are permitted.

## **19. Risk assessment introduction**

19.1 The Risk Assessments presented in these appendices are based on the experience gained from numerous events where control measures have been considered necessary.

19.2 In undertaking the risk assessment, the following approach has been adopted:

- Gather information/ identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk

19.3 Information has been gathered and hazards identified using the experience gained from similar events. This has also been augmented by careful consideration of the site and the route of the event.

19.4 The risk assessment is not, therefore, necessarily final, but does give an indication of the appropriate measures that should be incorporated into build and de-rig for the event, and the safety management of the event itself.

19.5 The hazards identified were evaluated using the risk assessment matrix and have been assessed both with and without control measures being in place.

## **20. Event Contingency Plan**

**Please see the attached appendices for ELT actions**

20.1 The decision to implement to the full-scale joint agency contingency plan is that of the Event Liaison Team depending on the nature of the emergency, and is covered in the assumption of control section.

20.2 The Event Control will:

- Ensure that all emergency services are aware – they will be present in Control
- Manage the scene until emergency services arrive
- Provide accurate information to Emergency Services
- Liaise with the Emergency Services through the Event Liaison team
- Assist in an emergency evacuation if called to under the direction of the Police.
- Continue to provide stewarding staff after the evacuation under the command of the Police

# **APPENDICES**

## **Organisational Appendices**

- A. Organisational flow chart**
- B. Traffic Management Plan**
- C. Sign Schedule**
- D. Marshals Plan and implementation**
- E. Route Marshal Briefing**
- F. Steward Briefing**
- G. CoJust Racingtitor Information Pack**

## **Contingency Plans**

- H. Event Incident Management**
- I. Non event Incident**
- J. Race Cancellation or curtailment**
- K. Evacuation**
- L. Bomb Threat**

## Appendix A. Roles and Responsibilities

|                                 |              |  |
|---------------------------------|--------------|--|
| Event Director                  | Alan Rose    | <p>Nominated organiser with overall responsibility for the event.</p> <p>Responsible for the overall management and deployment of all staff on site and routes.</p>  |
| Route, Site and Safety Director | Andy Relf    | <p>Responsible to the Event Director for:</p> <ul style="list-style-type: none"> <li>• Any matter affecting public safety, liaising through the management team and ELT.</li> <li>• Nominated Manager in the event of the contingency plan being activated.</li> <li>• Safety of the site and routes.</li> <li>• For liaising with all relevant licensing authorities</li> <li>• To take action necessary to ensure the safety of coJust Racingtitors and the public</li> </ul>  |
| Race Director                   |              | <p>Responsible to the Event Director for:</p> <ul style="list-style-type: none"> <li>• Working with the Event Director in arranging for installation of the on site equipment to schedule.</li> <li>• Working with the Route and Safety Director in co-coordinating appropriate Race technical detail requirements.</li> <li>• Management and co-ordination of all Race Staff.</li> <li>• Maintaining Event schedule.</li> <li>• To deputise the Event Director with special attention to the race and site issues.</li> </ul>   |
| Routes Manager                  | Bob Bartlett | <p>Responsible to Route Director for:</p> <ul style="list-style-type: none"> <li>• Working with the Route Director in arranging for installation of the RouteTraffic Management, and coJust Racingtitor requirements</li> <li>• For provision of a safe working and racing environment.</li> <li>• For liaison with adjacent building owners.</li> <li>• For liaison and co-ordination of Joint Agencies on site.</li> <li>• To deputise the Event Director as directed with special attention to route safety issues.</li> </ul>  |
| Site Safety Manager             | Andy Medlock | <p>Responsible to the Race Director for:</p> <ul style="list-style-type: none"> <li>• Working with the Team leaders in arranging for installation of the equipment on site to schedule.</li> <li>• Working with the Race Director in arranging for installation of the infrastructure on site to schedule.</li> <li>• Ensuring appropriate Health &amp; Safety Policies are provided by contractors.</li> <li>• Management of Concessions on site to contractors code of conduct</li> <li>• Assisting the Site and Route Director Operating the site.</li> <li>• Responsible for co-coordinating local technical and site crew.</li> <li>• Ensuring appropriate power provision for equipment and operations.</li> <li>• Steward Deployments and supervision</li> <li>• Crowd Safety Measures</li> <li>• Evacuation Supervision</li> </ul> |

Swim, Run  
and Cycle  
Course  
Managers

Responsible to the Site, Route and Safety Director for:

- Registration of Stewards.
- Steward Briefing
- Implementation, deployment and care of Stewards.
- Assist Site, Route and Safety Director, Merseyside Police and other members of the joint agencies with the maintenance of the marshalling and stewarding plan.
- Monitor spectator density and crowd situation with a view to public safety.

Route Safety  
Officers      Tom Morton  
                  Trevor Scrase

Responsible to the Routes Manager for:

- Implementation and up keep of all road closures and 'stops' to schedule.
- Maintenance of Road Closures
- Continuous risk assessment of routes
- Clearance of road closures and equipment to schedule.

Event Control  
Manager

- Responsible to Site, Route and Safety Director for:
- Radio Communications during set up, the event and de-rig
- Maintaining the Event Log.
- Issuing and recording return of radio communications equipment.





## **APPENDIX B**

### **Traffic Management for the Challenge Triathlon**

#### **Method statement**

#### **Sign Placement Policy**

#### **Traffic Management System**

#### **Description**

#### **Request for Road Closures and turn orders**

#### **Traffic management method statement**

In planning and operation of the event, Trafeco Sport will:-

- Assess the impact of the event upon traffic flows and the environment.
- Implement measures to reduce impact including advance publicity, advance route signing and diversion routes as necessary.
- Contact the relevant Highway Authority. The authority will be able to provide crucial information on their requirements for the event.
- Accept the responsibility to sign the event safely and follow any guidance issued by the Highway Authority.
- Will comply with The Traffic Signs Manual as to where and how signs have to be placed on a road. The manual provides guidance on the placing of signs, according to the type of road and the speed limit.
- Will only use prescribed signs as agreed with the relevant authority and site them correctly.
- Use the risk assessment plan to take into account the safety implications for road users and set out the road signs required in a traffic management plan.
- Ensure that all officials engaged on an event on a road will be briefed and wear high visibility clothing.
- Ensure that safety measures will be taken so that officials, when placing cones and barriers on a road, are afforded maximum protection. Flashing beacons will be used to warn motorists, together with a substantial vehicle to prevent collision.
- Ensure that signs will be secure so that they cannot be blown over or dislodged by passing traffic. Heavy weights will not be used to secure signs to the ground due to the danger to moving traffic possibly hitting and moving the weights.

- Check the signs regularly in case they are displaced, taken away or removed.
- Consider side road traffic, and event signs used to warn motorists of the event, and to reduce congestion or obstructions.
- Remove all signs and cones at the conclusion of the event, or as soon as possible after the event has passed a particular point.

Clearly we would not rely upon only one sign to protect an affected road over this distance of 10k. In arranging the placing of signs Trafeco Signsafe will consult the relevant authority or authorities if the event crosses local authority boundaries.

### **Sign placement policy**

**No road user should approach in any direction towards the event without understanding exactly what is happening and what is expected of them**

- **We remember that safety is our most important concern**
- Today's roads are full of fast heavy traffic and drivers and other road users need to be aware of any factors that would cause a change in the road conditions.
- Trafeco Signsafe accept that they have an important responsibility to make sure any such factors are brought to their attention. Where necessary we will pay particular attention to the needs of people with disabilities, children, the elderly, and people with prams.
- Trafeco Signsafe insist that everyone on the event has a personal responsibility to behave safely.
- Traffic signs will conform to the Traffic Signs Regulations and General Directions (TSRGD) 2002.
- In judging the suitability of any equipment, Trafeco Signsafe will take account of the need on safety grounds to present consistent visual information to road users.
- Traffic equipment will meet any requirements set out in the legislation as to size or performance.

### **Traffic Management System**

- A written traffic management document will be provided by Road Traffic Solutions Ltd for agreement by the Highway Authority and the Police
- A sign schedule will be created
- Maps will be created showing traffic routes
- Traffic Management time script to be written for Trafeco TM supervisor on the day
- Media warnings and advanced signing to be agreed with Liverpool Highways

- Advanced warning signs will be erected two weeks before the event

**Road closure request**

We formally request the following restrictions to traffic under Sec 16A, of the Road Traffic Regulation Act for the duration of the event.

**Access only orders:-**

**Road closures:-**

**Parking restrictions:-**

No Parking with a tow away provision on Sunday 21 June 2009 from 0001hrs to 2359hrs in Great Howard Street west side between Dublin Street and Walter Street and east side from Blackstone Road to Sherwood Road.

**The following traffic movements will be unaffected:-**

**Diversion routes to be signed around the event and will use:-**

**APPENDIX C CHALLENGE TRIATHLON  
SIGN SCHEDULE**

## APPENDIX D    ROUTE MARSHALS PLAN

### Run Marshals

|              |                          | Static Marshals | Deployment Time | Prof/ Volunteer |
|--------------|--------------------------|-----------------|-----------------|-----------------|
| <b>Km's</b>  |                          |                 |                 |                 |
| <b>from</b>  | <b>Detail of Hazard.</b> |                 |                 |                 |
| <b>start</b> |                          |                 |                 |                 |

**CYCLE COURSE MARSHALS**

| <b>Miles</b> | <b>Km's</b> | <b>LOCATION</b> | <b>NO.</b> | <b>Road Name</b> | <b>DEPLOYMENT<br/>TIME</b> | <b>Prof/<br/>Volunteer</b> |
|--------------|-------------|-----------------|------------|------------------|----------------------------|----------------------------|
|--------------|-------------|-----------------|------------|------------------|----------------------------|----------------------------|

## APPENDIX E ROUTE MARSHALS BRIEFING DOCUMENT



THE TRIATHLON WISH THE EVENT TO BE CONDUCTED IN A CONSTRUCTIVE AND NON-BLAMEWORTHY CULTURE.

PLEASE SPEAK UP IF YOU DO NOT UNDERSTAND ANYTHING AT THE BRIEFING.

**YOU ARE NOT PERMITTED TO WORK ON THIS RACE UNLESS YOU HAVE BEEN BRIEFED ON YOUR FUNCTION.**

**Your primary task is to minimise the risk of injury to the public, competitors and personnel, to assist traffic and spectators and to indicate the route of the race.**

**Remember - there is no task worth putting yourself and others at risk for**

You will act to the instructions of the Organisers and Safety Officer but specifically:-

- You must be familiar with the elements of the event.
- You must place the signs and cones if required.
- You are issued with a whistle: use it to warn spectators of the approach of the race, and to warn coJust Racingtitors of danger.
- You must give clear and unambiguous signals to competiitors.
- If necessary you should explain to the public in a pleasant manner the reason why they are being held up, and the diversion routes available.
- You must ensure that no race sign is moved until after the race.
- You should assist with the flow of the race if necessary

**You will be issued with a site location briefing sheet that you must pass on to any relief marshal**

**WEAR YOUR REFLECTIVE GARMENT AT ALL TIMES**

**DO NOT ATTEMPT TO STOP MOVING TRAFFIC**

## APPENDIX F STEWARDS BRIEFING DOCUMENT



### STEWARD BRIEFING INSTRUCTIONS

**THE TRIATHLON WISH THE EVENT TO BE CONDUCTED IN A CONSTRUCTIVE AND NON-BLAMEWORTHY CULTURE.**

**PLEASE SPEAK UP IF YOU DO NOT UNDERSTAND ANYTHING AT THE BRIEFING.**

Your primary task is to minimise the risk of injury to the public, competitors and personnel, to control the crossing points for pedestrians, and monitor crowd safety.

Remember - there is no task worth putting yourself and others at risk for

- You will act on the instructions of the Safety Officer and Race Director.
- You must be familiar with the elements of the event, and the site risk assessments.
- You must provide information to the public as to site layout and facilities
- You must provide information to the public as to the running order/timings of activities
- You must identify specific risks to the public, coJust Racingtitors and personnel, and take action to reduce the risk of injury.
- You are issued with a whistle: use it to warn spectators of the approach of the coJust Racingtitors, and to warn coJust Racingtitors of danger if necessary.
- You must ensure that no race barrier, sign or equipment is moved
- You will concentrate on crowd 'hot spots' that are likely to be the finish area, adjacent to the transition and along the routes.
- You will understand the evacuation procedure system for the Piazza
- You will supervise any lost children and ensure that your supervisor is aware
- You will ensure that all high spots such as walls/trees are not used as vantage points to see the event
- You will assist the emergency services as directed

**WEAR YOUR REFLECTIVE GARMENT AT ALL TIMES**



**APPENDIX 'G'    Extract of Competitor Race Instructions**

## **APPENDIX H          EVENT INCIDENT MANAGEMENT**

**The Event Crisis team will be:-**

**Alan Rose  
Andy Relf  
Race Director**

**In the event of a problem during the race weekend, the following process is to be carried out:-**

1. Supervisor hears of problem and radios control giving accurate information of incident
2. Log Entry commenced
3. Race control contacts Andy Relf to assess need for Crisis team
4. Team to meet in race control if necessary to guide response
5. Team to gather information on incident
6. Press office issue statement

**Control First steps for dealing with problems if it is about:-**

### **The Swim**

- Casualty will be taken to Swim Evacuation point where the medical team will be situated
- Paramedic ambulance will be positioned adjacent to swim start/finish for immediate evacuation
- Swim Director to oversee incident
- ELT Medical Co-ordinator to oversee ambulance response and record casualty details

### **The Bike**

Paramedics will be stationed at Transition, Swim out and the finish where they will have easy access to the cycle course.

There will be a further ambulance at Marlow Road with access in both directions. A Paramedic motorcyclist will patrol the route for initial deployment.

### **The Run**

Ambulance will have access to the run route from the Start/finish, and Transition

## I. NON EVENT INCIDENT

A non event incident is likely if any of the following occur: -

1. Structural collapse
2. Fire
3. Bomb threat
4. Overcrowding

In the event of a serious incident Control will require the public address system to announce

The standby code is:-

**“Will Miss Scarlet and her party come to Control immediately”  
delivered over both PA and radio**

On hearing this all staff stewards & working personnel will

- Stand by to evacuate the site,
- Standby to stop the event on instruction from Control
- Move barriers as necessary –**NO VEHICLES MAY BE MOVED ON OR OFF SITE**
- All radios to be switched to channel one and radio silence maintained
- Listen to announcements and wait for further instruction

Stand down message to be delivered over radio and PA

**“The previous request for Miss Scarlet is cancelled**

## J. RACE CANCELLATION OR CURTAILMENT

The nature of an incident may require the race to be stopped or curtailed in order to allow for action by the Emergency Services/ Stewarding/Medical Teams /others.

Race Instructions can only be requested by any agency or individual but may only be called by:-

1. The Event Director via
2. Event Control

## K. EVACUATION

On instruction from the Police Bronze Commander or above the order to evacuate the identified area will be given.

**“ Ladies and Gentlemen owing to an incident (give brief details) it has become necessary to evacuate this area.**

**Please leave following the directions of stewards and Police. Please move as quickly and as quietly as possible away from the Piazza. “**

- All access to the site will be staffed to monitor flow and to support the Police in preventing access back to the site.
- The race staff will evacuate and seal off the Piazza area.
- Staff situated in the viewing area should sweep spectators in the general egress directions.
- Public information announcements encouraging the patrons to leave the site in an orderly manner will be delivered through the PA system, with Megaphones as a back up.
- Each area is to have sufficient low level crowd barrier to put in place an effective safe barrier
- When all areas have confirmed clearance then the staff should make their way to the perimeter of the site and support the emergency services in maintaining its integrity.

Once the incident has been reviewed by the ELT and the situation assessed **unless** an evacuation is required the event control resumes control and all radios to return to their designated channel.

Stand down message to be delivered over radio and PA

## L. Bomb Threat

Whilst specific threats and risk will be identified in each event plan, if an increased level of awareness is necessary, this should be confirmed by the police:-

The Event Contingency Plan to be discussed with Merseyside Police.

- Announcements to public not to leave belongings unattended.
- All staff but especially security and stewards should be aware of what is going on around them:
  - Should the item be there?
  - Can it be accounted for?
  - Is it out of place?
- Site security to be on site during construction to identify all vehicles before access to site.

All staff will receive specific briefings on the 5 Cs and 5 Ws security system:-.

- |                      |  |
|----------------------|--|
| • <b>Confirm</b>     | How long has item been there/has anyone been seen with it/has it been moved? |
| • <b>Clear</b>       | Clear the area immediately.  |
| • <b>Cordon</b>      | Cordon off the area.   |
| • <b>Control</b>     | Control the cordon effectively.  |
| • <b>Check</b>       | For secondary hazards or devices.  |
|                      |  |
| • <b>What is it</b>  | Describe the item/size etc   |
| • <b>Where is it</b> | Exact location of item and any access route?                                 |
| • <b>When</b>        | When was it found/has it been moved?   |
| • <b>Why</b>         | Why is the item suspicious?  |
| • <b>Who</b>         | Who found it/Who are the targets/who are the witnesses?                      |

### Minimum Cordons

- Letter size/small parcel Minimum 100 metres;
- Suitcase/Holdall Minimum 200metres;
- Vehicle Minimum 400 metres.