



Cracoe Challenge 2024

25-mile Challenge in Wharfedale

Date of event	26 th October 2024
Local Group Organiser	West Yorkshire LDWA
Event Start	Cracoe Village Hall
Event Finish	Cracoe Village Hall
Risk Assessment Author	Chris Burrell

DESCRIPTION OF EVENT

“A choice of 25 / 12-mile routes that explore the Wharfedale region. There are two inside checkpoints for both routes”

AIM OF RISK ASSESSMENT AND WHO IT COVERS

The primary aim of the Risk Assessment is to understand key risks around the challenge event and for challenge event organisers to demonstrate they have been mitigated to an acceptable level. Some of the key risks challenge event organisers must consider are:

- Health safety and welfare of entrants and volunteers taking part in the challenge event;
- Health safety and welfare of local communities, including residents, landowners and the general public; and
- Reputational risk to the Local Group and LDWA.

METHODOLOGY

An Event Risk Assessment Form is completed for all general risks associated with the event and a Route Risk Assessment completed for the route of the event. Guidance on the completion of the forms is given in Appendix A. Note: Anytime events only require a Route Risk Assessment.

Event Risk Assessment

The Event Risk Assessment form requires systematic completion of the form as follows (see appendix A for further information):

Column A	Identification of all significant hazards and risks associated with the event including financial and reputational risks.
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Column B	An assessment of the level of risk that these hazards/risks can impose on the event into high, medium and low risk BEFORE inserting the control measures (column D). This will also reflect the impact and the likelihood of the event occurring.
Column C	An assessment of the level of risk that the same hazards/risks can impose AFTER inserting the control measures (column D).
Column D	The proposed measures to be undertaken in order to control the risk.
Column E	The timescales and identification of personnel in order to ensure that the measures proposed are actually implemented

Route Risk Assessment

A Route Risk Assessment Form is completed for the entire route and guidance is given in appendix A. It contains 6 columns as follows:

Column A	Paragraph number of the hazard/risk in the route description
Column B	Grid reference of hazard/risk
Column C	Description of hazard/risk
Column D	An assessment of the level of risk that the hazard/risk imposes assessed as high, medium or low BEFORE inserting the control measures. This will also reflect the impact and likelihood of an accident /incident occurring.
Column E	An assessment of the level of risk that the same hazards/risks impose AFTER inserting the control measures.
Column F	Control measures suggested.

EVENT RISK ASSESSMENT

PART 1 ORGANISING THE EVENT

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) WHO IS RESPONSIBLE FOR FURTHER ACTION AND BY WHEN
1.1 That the event organisers do not have the necessary skills and commitment to organise the event adequately.	LOW	LOW	All organisers and CP managers have previous experience of running challenge events.	
1.2 Event organisers are not familiar enough with the most up to date best practice on preventing Covid-19 transmission			N/A	
1.3 Persons attempt the event that are not appropriately qualified or equipped for the event leading to accident, injuries and placing extreme pressure on organisation of event.	LOW	LOW	The event including a full description has been advertised on the West Yorkshire website, in Strider and SI Entries. Potential participants are encouraged to contact event organiser for further details. Final joining instructions cover everything required for the event including Personal Safety.	

			RD, GPX and personal requirements. Sent out 6 weeks before the event.	
1.4 Challenge event organisers are unable to attract sufficient volunteers to act as marshals.	LOW	LOW	Sufficient marshals available and in place	
1.5 That event marshals are not appropriately briefed or supported leading to organisational failures.	LOW	LOW	Fully experienced and sufficient marshals in place and a dialogue established including Final briefing instructions are issued	
1.6 Event cancelled at last minute due to non-availability of key accommodation, major problems en route or prevailing poor weather. Major reputational damage to LDWA if procedures not in hand to deal with this.	LOW	LOW	Event taking place in summer month. All accommodation confirmed and paid for. Route checked and walked - possible alternative routes available for potential problems. Weather will be monitored but currently no problems	
1.7 Budget for event is inadequate leading to cut backs on facilities, essential kit and loss of flexibility to respond to emergencies.	LOW	LOW	Budget more than adequate to cover all emergencies. Event Has filled up and attracted a waiting list. so initial costings boosted by additional funds.WY group has sufficient contingency funds	
1.8 Access approvals could be refused, local residents raise objections to event. Could cause	LOW	LOW	There is always a chance of having to vary the route on any	

major disruption to event and cause reputational damage. There is a history of last-minute major changes to route etc. on this event.			challenge event. The route may be affected by last minute road works in the area but the RD will provides an alternative which is unlikely to come into play. All Private Rights of Way have been approved and entrants advised only to use them only on the day. Final joining instructions advise competitors to be mindful of local residential area, especially at night	
1.9 Transport arrangements are inadequate. Supplies for checkpoints are not delivered in time, baggage is not delivered, entrants are transported without due delay. Drivers may also become unduly tired and might not have adequate local knowledge. Failures in any of these areas can cause major disruption to the event.	LOW	LOW	Rota in place to cover checkpoint staffing and delivery to CPs. Sufficient drivers and marshals available at all times to cover any emergencies. Local shops opening hours circulated.	

PART 2 FACILITIES, ROUTE AND STAFFING

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
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2.1 That the headquarters facilities available for the event are not suitable, sufficient	LOW	LOW	HQ used for previous events and group equipment adequate and available	
2.2 That the checkpoints are not suitable, sufficient	LOW	LOW	All checkpoints checked and sufficient marshals allocated. All used on previous times this event has been run	
2.3 Hygiene measures for food/drink preparation is not suitable, sufficient	LOW	LOW	Training Courses made available and undertaken	
2.4 That the route is not appropriate for an LDWA event. It may be too difficult in terms of the terrain and it may be inadequately described and not signed in key areas. This could lead to accident/injury, people getting lost. Walkers/runners could inadvertently cause disruption to local residents and public causing severe reputational damage to LDWA and Local Group.	LOW	LOW	Route and Route Description have been checked many times. It is of the appropriate length and the terrain is moderate and has been accurately advertised and described. Risks and areas where caution and care is required has been flagged up in the Route Description and the final joining instructions	
2.5 Refreshments are not adequate to meet needs of entrants causing problems with dehydration, loss of energy etc.	LOW	LOW	Adequate refreshments provided throughout the event - 4 checkpoints	

PART 3 MANAGEMENT OF THE EVENT

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
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3.1 That incidents and possible emergencies are not managed on the day leading to escalation of problems.	LOW	LOW	A&E details published. Sufficient marshals in place to rescuer retirees. Emergency contact numbers printed on RD and pointed out in final joining instructions	Airedale General Hospital Skipton Rd, Steeton, Keighley BD20 6TD 01535 652511 or Phone 999
3.2 Entrants become lost and/or are unaccounted for.	LOW	LOW	Full Route Description provided and emergency numbers published. Double accounting at checkpoints and sweepers deployed from Cracoe	
3.3 Entrants (or possibly marshals') require medical treatment beyond the scope of their own medical kit (see guidance and best practice for challenge event organisers).	LOW	LOW	If in doubt and in case of an emergency, always dial 999 Hospital A&E Numbers with every checkpoint manager	
3.4 Disposal of rubbish and recycling is not managed leading to reputational damage to LDWA and Local Group. Additionally, gates are left open on route and items dropped on route	LOW	LOW	All recycling and refuse disposal in hand RD advises closing gates and sweepers and additional marshals will check	
3.5 That supporters crowd a check point and/or park inappropriately. Operation of checkpoint could be affected and local residents affected causing reputational damage.	LOW	LOW	Parking and supporters controlled	

ROUTE RISK ASSESSMENT

A) PARA NO	B) GRID REF	C) HAZARD/RISK	D) INITIAL RISK LEVEL H/M/L	E) REVISED RISK LEVEL H/M/L	F) CONTROL MEASURES
Various	Various	Crossing and Walking on Public Highways	Med	Low	Any highway crossing or walking on will be highlighted on the RD and signage will be in place for both highway users and event participants.
Various	Various	Livestock.	Med	Low	Livestock, needs to be treated with caution, when sharing the same space. The participant must treat the situation with care, calmly and quietly, keeping together, and be prepared to divert around livestock if necessary.
Various	Various	Dogs	N/A	N/A	THERE WILL BE NO DOGS ALLOWED ON THIS EVENT
Various	Various	Weather	Low	Low	The Met Weather forecast / Warnings will be checked before commencing?
Various	Various	Safeguarding Young People Under 18 and vulnerable adults	Low	Low	The LDWA policy for any young person aged under 18 says they can join events if they are accompanied by a parent or legal guardian.

1.0 ASSESSING RISK - GENERAL

1.1 The purpose of risk assessment is to minimise the likelihood of injuries and accidents occurring, and to reduce the possible severity of injury, as far as is reasonably practicable. You cannot eliminate risk entirely, but if you ensure that you do all you can to prevent it happening in the first place, and to ensure that the likely result is minor rather than major injury, you will probably have kept the risk to an acceptable level.

1.2 Risk assessment is a noun, whereas assessing risk is a verb. The actual process is the important part – the written document then forms a record of the action. Think about assessing, not assessment - always consider risk assessment as an activity, not a piece of paper. It remains live and can be altered at any time – for instance a change in weather could dramatically change the risk profile of parts of the event and increase a previously acceptable risk to unacceptable.

1.3 To assess risks, consider the most likely scenario, not just the worst case. There is a risk of fatal consequences with almost everything – but a simple fall on the same level would normally result in bruising and/or cuts, rather than major fractures or death! Work on reducing the risk of the fall itself, and that will automatically reduce the risk of severe injury as well in the majority of cases.

1.4 For example:

Road crossings on an event always cause concern to organisers. There is a fear that an entrant maybe distracted by reading his/her route description or being keen not to lose time he/she could take a greater than normal risk in crossing a road. There may also be other reasons, say poor sight lines, that make a road difficult to cross. Take for example a case when a footpath drops quickly on to a road with little warning and poor visibility for both the entrant and an oncoming vehicle. Assume the road is reasonably well used. A likely scenario could be that an entrant moving quickly down a slope could emerge without warning on to the road in front of a car. With any road, being hit by a vehicle can be fatal, but certainly a major injury is likely. So, the risk is certainly within the yellow (medium) level, at least. Now consider the actual area of the crossing. In this example, it is clearly a distinct possibility that an entrant could stray or stumble on to the road inadvertently – especially if they are tired. This makes the risk unacceptable, so action must be taken. Now you must consider what controls you can put in place to reduce the risk. Ideally, you would eliminate it entirely – perhaps you could amend the route so it crosses by a bridge instead? This would be the best solution, however, normally risks cannot be eliminated, so think about other effective controls.

List them, fill in the details in the action required section, and allocate somebody to take each action, with a deadline target date. In this instance it might be possible to vary the route, this would be the best solution. If not, you will need to consider how best walkers can be prevented from walking or running directly into the road. A note in the route description or a large sign at the bottom of the path might help. It may even be necessary to use a marshal to warn entrants of the coming danger. Other factors will also need to be considered. What time of day will the walkers reach it, will the section be slippery if there is rain etc? Your aim must be to reduce the risk rating to an acceptable level/low risk.

1.5 Risk assessment form(s) should be used to record all significant hazards, the nature and extent of the risk and the actions required to control them. Follow up the actions to make sure they are completed on time and record this on the assessment form.

1.6 If the risks change, they will need to be reviewed before the event.

2.0 HOW TO COMPLETE THE FORMS

2.1 THE EVENT RISKS FORM

You can use the generic risk assessment form to help you complete your own risk assessment by adapting it. Remember that the generic risk assessment shows how it has been possible, by working out a programme for coping with the risks, to bring the risks for the event (shown in the 2nd column) to an acceptable level (in the 3rd column).

2.2 The Generic Event Risk Assessment form contains 5 columns. You first need to look at **column A**. Column A lists all risks and hazards associated with the event. You need to go through the suggested risks and confirm that they apply to your event (they probably will) and think carefully if there are other risks particularly pertinent to your event, but not already listed. For example, if due to the nature of the terrain, or the proximity of a river, flooding could occur. This could cause considerable disruption to an event and a contingency plan may need to be put in place. You need to put it down as a risk.

You then need to look at **column B** to assign a risk rating to your risk/hazard. You have three options:

High Risk (Red)	This is an unacceptable risk. It cannot be accepted and must be reduced; if it is not possible to reduce then event cannot proceed.
Medium Risk (Yellow)	A significant risk exists. Action must be taken to reduce the risk, as far as reasonably practicable.
Low Risk (Green)	There exists a minimal, but acceptable risk. Risk is never totally eliminated, but is controlled within tolerable limits.

In assigning a risk level you need also to consider the likelihood of the event happening since that will influence you in deciding the risk level. To use the example of flooding on a route. If you know that this area floods nearly every year in May and causes significant disruption it is likely that the risk will be high. However, if the area has not flooded in May for over 30 years then the risk could be considered medium or low.

Column C shows how the risk rating can change when you look at measures to control or manage the risk. You need to look again at this column when you have completed column D.

You now need to look at **Column D**. This looks at how you can manage the risk. The generic risk assessment gives suggestions as to how this can be done. It makes several references to the rules of the event, which is attached as appendix B and is a key document.

Column E gives details of when and who will be responsible for implementing the suggested actions. This section will need to be kept up to date and is a useful check to see if actions are implemented. Obviously, all of the Organising Committee will need to be involved in agreeing the actions and taking responsibility for their implementation. Risk Management needs to be a team issue.

Having completed columns A, B D and E you are now able to return to **column D** to look at how, as a result of your proposed measures, you can reassess the risk identified earlier in column B. The revised risk needs to be inserted in **column C**. If any high risk items still remain as high, they need to be targeted and further measures considered.

3.0 THE ROUTE RISKS FORM

3.1 The route risks form works in a similar way to the Event Risks Form except that it is solely concerned with the route. It should be undertaken when the route has been virtually agreed, but before it is finalised since if any major hazards are identified there needs to be sufficient time for measures to ameliorate the risk to be introduced. The assessment could be undertaken by one person or by several, but if the latter they will need to agree a common approach. It is best if the assessors have not been heavily involved in the drawing up of the route since they will be able to look at the route with a 'fresh eye'.

3.2 The route risks form contains 6 columns. The assessor first needs to complete columns A B and C giving details of the hazard and risk located along the route and its location. Only significant risks or hazards should be listed and items of real concern that could cause injury or harm to persons walking/running on the route. The assessor also has to consider whether the risk could be considerably worse in different weather conditions and will have to bear in mind whether the hazard is most likely to be reached in darkness and/or when the entrants are likely to be very tired.

The assessor then needs to make an assessment as to whether the risk/hazard poses a high medium or low risk. A factor here needs to be the likelihood of the event happening since that will affect the risk rating. The choices are as for the Event Risk Assessment (para 2.2 above).

Only the Route Risks form needs to be completed for Anytime Challenge Events.