

Risk Assessment for F24/F24+ Events at UK Locations 2024



GREENPOWER

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Circulation: Greenpower staff, volunteers, and anyone by request.

Consequences					Likelihood				
1 = Insignificant (no injury)	2 = Minor (injuries requiring first aid)	3 = Moderate (up to 3 days of absence)	4 = Major (over 3 days of absence)	5 = Fatal (death)	1 = Very unlikely	2 = Unlikely	3 = Fairly likely	4 = Likely	5 = Extremely likely

Comments: Risk Assessments of the site are the responsibility of the organisers at the venue.

Activity	Hazard	People affected	Risk (consequences x likelihood)	Existing control measures	Residual Risk	Additional Actions
Travel to and from location	Accident on route	All	4 x 2 = 8	<ul style="list-style-type: none"> Teams organising own transport and insurance until at the event. Volunteers are responsible for getting to and from events. Greenpower staff have all relevant insurance and licences to drive vehicles to event. Greenpower will follow the HSE driving at work recommendations to keep risk at a minimum. Schools have off site activity policy 	Low	Vigilance by staff Vigilance by teams
People movement	Trips, slips and falls	All	3x2=6	<ul style="list-style-type: none"> Health and Safety information to be given at volunteer and team briefing. 	Low	Vigilance by Greenpower staff and volunteers

				<ul style="list-style-type: none"> • Teacher/Supervisor/Team Leader to accompany group at all times. • Teacher/supervisors, volunteers and Greenpower staff to be vigilant on actions undertaken. • First aiders to be present on site at all times. Build up and take down. • Volunteers and teams to contact Greenpower staff in the event of an accident. • Staff and volunteers to take care to use correct lifting techniques and use trolley/lifting equipment where available/suitable. 		
	Batteries, other heavy equipment	Greenpower staff, Students, Volunteers, Teachers/Supervisors	4x2=8	<ul style="list-style-type: none"> • Batteries used are of the safest possible construction with no danger of acid leaks. • All batteries inspected for danger of shorting and damage at scrutineering. • All batteries are heavy and must be handled in accordance with lifting guidelines. Batteries must only be lifted one at a time, not in pairs, and trolleys must be used when appropriate by teams. • Teachers/ Supervisors/ team leaders to ensure students are briefed about lifting heavy items and equipment. 	Low	Vigilance from Greenpower staff, teacher/supervisor and volunteers

People in pit area	Movement of cars	Greenpower staff, Students, Volunteers, Teachers/supervisors	4x2=8	<ul style="list-style-type: none"> • Health and Safety information to be given at team and volunteer briefings • Teacher/supervisors to brief teams on driving and pit procedures • Driving and pit procedures highlighted in regulations and pre-race information. • Isolator switches to be always turned to off when vehicle is stationary. • All team members and volunteers briefed on pit procedures prior to events. • No cars to be driven under power in the paddocks / pits. 	Low	Vigilance by Greenpower staff and volunteers
	Incident involving pushing cars in pit lane	Greenpower staff, Students, Teachers/supervisors	3x3=9	<ul style="list-style-type: none"> • All teams are briefed on proper pit lane procedure before event starts. • All cars must be pushed in the pit lane, no cars may travel under power until they reach pit exit. • Volunteers to closely monitor pitlane. • Penalties for breaking pit lane rules. 	Low	Vigilance by Greenpower staff and volunteers
Practice and racing on track	Injury on track.	Greenpower staff, Students, Volunteers	4x2=8	<ul style="list-style-type: none"> • Health and Safety information to be given at team and volunteer briefings. GP staff to brief team on driving procedures. Teacher/supervisors to reinforce. • All team members to be given a mandatory safety 	Low	Vigilance and quick response from Greenpower staff and volunteers

				<p>briefing covering driving etiquette and safety.</p> <ul style="list-style-type: none"> • First aiders to be present at all times on site. • Drivers stopped for dangerous driving and given appropriate penalties. • Safety of car inspected at scrutineering and ensure compliance with regulations at all times. • Drivers always to wear mandatory safety equipment, checked before the start of all races and before they re-enter the track at pit exit. 		
	Loose objects on track, parts falling off of cars.	Students, Volunteers	4x2=8	<ul style="list-style-type: none"> • All drivers must have protective equipment required by regulations and checked at each start/driver change by volunteers. • Race surface checked regularly for loose objects by marshals and volunteers. These are removed as soon as it is safe to do so. • All cars are black flagged or held in the pits if they have any insecure items on their vehicles. 	Low	Vigilance from staff and volunteers.
	Recovery vehicles on circuit.	Greenpower staff, Students, Volunteers	5x2 =10	<ul style="list-style-type: none"> • Recovery vehicles to circulate at maximum 40mph. • Vehicles to pull off of the circuit when recovering when possible. • Keep track activity to a minimum. 	Low	Responsibility of marshals and volunteers. Briefed by Greenpower Staff

				<ul style="list-style-type: none"> • Driver to be fully trained in vehicle recovery, no riding on the trailer. • Recovery vehicle to use flashing beacon if possible. • Recovery crew to wear high visibility clothing. 		
	Cars colliding with spectators or other competing vehicles.	All	4x2 = 8	<ul style="list-style-type: none"> • All viewing areas are surrounding by sufficient barriers or are kept an adequate distance from the track. • Access is blocked and monitored in appropriate event areas, preventing pedestrians from entering the active areas. • All participants and adult team members are briefed on the dangers of the cars under power; all are instructed that they must not run under power outside of the designated areas. • Ensuring there is a safe number of cars on track for safe driving. • All are instructed to switch off vehicles when they are told to do so. • Additional marshals are placed at the beginning of events, preventing cars running before the area is clear. 	Low	Vigilance by staff/supervisor and volunteers.
	Cars failing to brake at pit entry	Volunteers, Students, Teachers/supervisors, Public	4x3=12	<ul style="list-style-type: none"> • All drivers will be asked to do a brake test before they enter the track for practice. 	Low	Vigilance by staff and volunteers.

				<ul style="list-style-type: none"> Any drivers who seem unsure of braking will be retested at any time staff think appropriate. Random brake tests can be carried out at any time. 		
During event	Student taken ill on site.	Students, Teachers/supervisors, volunteers	4x2=8	<ul style="list-style-type: none"> Pupils instructed to inform their teacher/supervisor if they feel ill Teacher/supervisor to locate race admin or First Aiders. Ring emergency services if necessary. Teacher/supervisor to follow school procedures re: contacting parents Greenpower to be informed of any pre-existing conditions that may have an impact on any participant. 	Low	Vigilance by Greenpower staff, volunteers and teachers / supervisors.
	Student goes missing on site.	Greenpower staff, Students, Teachers/supervisors	4x2=8	<ul style="list-style-type: none"> Group will be accompanied at all times by teacher/supervisors/team leader If the student is not located once a search has been held the police will be called. Teacher/supervisor to follow school procedures re: contacting parents. 	Low	Vigilance by Greenpower staff, volunteers and teachers / supervisors.
	Fire in buildings on site	All	5x2=10	<ul style="list-style-type: none"> In event of a fire, all to assemble in designated area signified by loud hailer/ megaphone announcement. If a pupil is missing, the emergency services will be informed upon arrival. Teacher/supervisor to follow 	Low	Vigilance by Greenpower and site staff, volunteers and teacher/supervisor

				<p>school procedures re: contacting parents.</p> <ul style="list-style-type: none"> • In event of an injury, staff to locate first aid. Ring emergency services if necessary. • Teacher/supervisor to follow school procedures re: contacting parents. 		
	Students needing to take medication while on site – incorrect dosage taken; medication missed.	Greenpower staff, Students, Teachers/supervisors	5x1=5	<ul style="list-style-type: none"> • Responsible adult with team is responsible for all medication for the students they're responsible for. • Responsible adults should ensure students have emergency medication with them at all times, where relevant (inhalers for asthma sufferers for example.) • First aiders are on site at all times in case of emergency. 	Low	Vigilance of staff/supervisor
	Students left in care of an unsuitable person.	Greenpower staff, Students, Teachers/supervisors, Volunteers	4x1=4	<ul style="list-style-type: none"> • All Greenpower staff and relevant volunteers CRB checked. • Teacher/supervisor to accompany group at all times. 	Low	Vigilance by staff/supervisor and volunteers
	Marshals stopping cars	Greenpower staff, Students, Volunteers	5x2=10	<ul style="list-style-type: none"> • Volunteers will be instructed not to physically stop cars and informed of the potential dangers of doing this. • All volunteers in positions where cars need to be asked to stop and slow- down will be given additional health and safety briefings once at their post. 	Low	Vigilance by GP staff and volunteers

				<ul style="list-style-type: none"> Volunteers in higher risk positions will be suitably selected and able and where possible will have relevant experience. 		
	Overheating vehicles (fire risk)	Greenpower staff, Students, Teachers/supervisors, Volunteers	4x2=8	<ul style="list-style-type: none"> All cars must comply to strict safety regulations regarding the wiring of their cars. All cars are monitored for signs of overheating during pit stops. Fire extinguishers are available and a fire marshal is on site throughout. 	Low	Vigilance by staff and volunteers.
	Feather flags/banners on barriers/ fencing etc.	All	4x1=4	<ul style="list-style-type: none"> Flags must not be used if there is severe wind. Flags should be placed at low height when near accessible areas. Flags may only be placed at height when in a restricted area (only accessible by staff). Clips must be securely fastened on flag poles. 	Low	Vigilance by staff and on-site checks.
	Vehicle movement on site	All	3x2 = 6	<ul style="list-style-type: none"> Warning about moving traffic will be given in briefings and when signing on people will be told about the open section of the car park. Viewing areas will be away from the active car park. Suitable barriers will be placed between the active car park and event areas. 	Low	Vigilance by staff and on-site checks. Briefing of volunteers and teams.
Staff and volunteers	Scrutineering: Moving parts Electricity	All	3x2 = 6	<ul style="list-style-type: none"> All volunteers will be fully briefed before undertaking scrutineering – even those with previous experience. 	Low	Vigilance by staff and volunteers.

	Sharp edges			<ul style="list-style-type: none"> All volunteers will be warned of the dangers of moving parts. All volunteers will be asked to report anything they're unsure of to the chief Scrutineer. All volunteers will be asked to ensure the car is switched off before scrutineering. All teams are aware that all sharp edges should be covered suitably as part of the regulations. Volunteers are advised to ask teams if there are any sharp edges before touching the car as part of the briefing. 		Scrutineering sticker to be given to those who have passed scrutineering that season (MOT sticker)
	<p>Safety checks:</p> <p>Moving cars</p> <p>Sharp edges</p> <p>Moving parts</p>	Volunteers	3x2=6	<ul style="list-style-type: none"> All volunteers will be given a full briefing. All teams will be instructed to have their power switched off until on the start line and instructed to power on. All cars will have passed scrutineering before safety checks take place. All volunteers must use supplied high visibility vest to wear throughout the day. 	Low	Vigilance by staff and volunteers
	<p>Flag waving:</p> <p>Cars under power</p> <p>Cars failing to stop</p>	Volunteers	4x3 = 12	<ul style="list-style-type: none"> All cars will be switched off until they are ready on the start line, to prevent any driving of cars before the event. All volunteers will be positioned in the safest 	Low	Vigilance by staff and volunteers

				<p>position possible at the beginning and end of events.</p> <ul style="list-style-type: none"> • All volunteers must use supplied high visibility vest to wear throughout the day. • GP staff will ensure the volunteer feels able to move themselves with ease should a car go in the wrong direction. <p><i>NB: The finishing flag position would not be recommended for volunteers who have restricted mobility.</i></p>		
	<p>Marshalling: Cars failing to stop Cars under power Misdirected cars</p>	Greenpower staff, Volunteers	4x3 = 12	<ul style="list-style-type: none"> • All teams will be fully briefed on how to drive the course and how and where to stop. • All volunteers will be supplied with a high visibility vest to wear throughout. • All volunteers will be positioned in the safest possible place on the track. • GP staff will ensure that the volunteer feels able to move themselves with ease should a car go in the wrong direction. <p><i>NB: This position would not be recommended for any volunteers with restricted mobility.</i></p>	Low	Vigilance by staff and volunteers.
	Parking marshal	Greenpower staff, Volunteers	4x2= 8	<ul style="list-style-type: none"> • All volunteers will be supplied with a high visibility vest to wear throughout. • Volunteers will only act as a guide at a safe distance away from moving traffic. • Volunteers will be given a full briefing. 	Low	Vigilance by staff and volunteers.

				<ul style="list-style-type: none"> All vehicles arrive on site will be aware that speeds should be walking speed – 10mph max. 		
	Pregnant women	Greenpower staff, Volunteers	4x2= 8	<ul style="list-style-type: none"> Prohibited from handling heavy loads. Restricted to working at suitable workstations and in suitable roles EG seated where appropriate and able take breaks when required. Be aware of the working conditions and facilities on site. i.e: Rest rooms. Weather conditions, work stations, Long hours. Make sure a number of staff members are aware. Not to be left to work alone 	Low	Vigilance by Greenpower staff and volunteers
	Staff member or volunteers taken ill on site	Greenpower staff, Volunteers	4x2 = 8	<ul style="list-style-type: none"> First aid is available on site if required at all times. More than one member of GP staff will be present at events, if a member of staff falls ill. Secretary/Clerk are responsible for emergency services 	Low	
Photographer at event	Vehicle colliding with photographer	Greenpower staff	5x2 = 10	<ul style="list-style-type: none"> Photographer to wear Greenpower supplied high visibility vests/jackets Photographer to only cross track when permitted by Clerk Photographer briefed on safety outline. 	Low	Vigilance by Greenpower staff

	Bad weather/tripping	Greenpower staff	4x3 = 12	<ul style="list-style-type: none"> • Suitable footwear to prevent slipping whilst photographing. 	Low	Vigilance taken by Greenpower staff
	Dropping equipment	Greenpower staff	4x2 = 8	<ul style="list-style-type: none"> • Make sure camera surface is not wet, could increase safety wearing gloves. • Use a camera neck band when appropriate to do so. • Photographer briefed on safety outline before the event day. 	Low	Vigilance taken by Greenpower staff