



Cayton Parish Council

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Risk Assessment Form

Location:	Public Open Space (Cayton) – Main Street	Date:	12/05/2026	Completed By:	Events Committee
Risk Assessment:	This risk assessment applies to the Community Fun Run held in a public open space (Green Belt, roads and paths) in Cayton. The Activity Lead is responsible for the safe delivery of the event and ensuring all control measures are implemented. The event may be attended by residents, volunteers, councillors, partner organisations, children, and members of the public with dogs. The event is intended as a community participation activity rather than a competitive race. Stewards will be positioned at the start and finish areas and at designated points around the route to assist participants and provide guidance. Bottled drinking water will be available to participants. Parents and guardians remain responsible for supervising children at all times except whilst participating in organised activities appropriate to their age group. This assessment must be read in conjunction with: the Event Management Plan, Volunteer Briefing Notes, Volunteer Event Register, Volunteer First Aider List, Cayton Parish Council's Lone Working Policy and Procedures.			Reference No:	RA03
Who was Consulted:	Councillors (Events Committee plus Full Council)				

RISKS	RISK RATING		CONTROL MEASURES	
	Persons at risk	Risk	Actions to prevent risk or note where more information may be found	Actions if Risk Occurs & By Whom
List significant hazards and how people may be harmed				
Slips & Trips: – uneven ground, wet grass, event equipment	All	4 (2x2)	- Activity Lead to inspect route before event. - Major defects identified and avoided where reasonably practicable. - Participants briefed to take care on uneven surfaces (including kerbs) - Route marked where required.	- If available, summon First Aider in the event of a slip or trip requiring first aid. - Incident recorded. - Emergency services contacted if required.

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			- Stewards positioned at higher-risk locations. - Run held during daylight hours. - Runners to run on pavements where ever possible. - Any route bottlenecks, chicane barriers, narrow pathways, pedestrian barriers, pinch points or similar features shall be identified during route inspection and highlighted during participant briefing. Stewards to be positioned where necessary.	
Road Crossings / Interaction with Traffic	All	8 (4x2)	- Route designed to use footpaths and pedestrian routes wherever possible. - No road closures relied upon unless authorised separately. - Participants instructed that normal Highway Code requirements apply. - Stewards to wear high visibility jackets and to provide information. - Participants reminded traffic has priority unless official crossing facilities exist. - Route designed to minimise interaction with visibility-restricted locations. Participants briefed to exercise additional caution at blind bends, inclines and locations where visibility may be restricted.	- Activity Lead to be contacted - First Aider to treat minor injuries; call emergency services for serious incidents. - Record incident and report to Parish Clerk and Chair.

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Participants Becoming Lost or Leaving Route	All	4 (2x2)	- Clearly defined route. - Route maps available at registration. - Stewards located at key junctions. - Children's event conducted on separate shorter route. - Emergency contact details recorded during registration. - Route overview provided at registration. Key hazards, marshal points, route markings and emergency procedures explained before commencement.	- Notify Event Lead immediately. - Stewards search known route. - Lost Child Procedure followed if applicable. - Police contacted if required.
Heat / Weather Exposure – dehydration, heatstroke, cold, rain	All	4 (2x2)	- Bottled drinking water provided at the finish area. Additional water station(s) to be considered should weather conditions warrant. - Participants advised to bring additional water if desired. - Participants encouraged not to run beyond personal capability. - Event Lead shall monitor Met Office forecasts. The event may be postponed, amended or cancelled where extreme heat, thunderstorms, high winds, ice or other severe weather pose an unacceptable risk.	- Move individual to shaded area. - Provide water where appropriate. - First aider assessment. - Call emergency services if necessary.

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			Shade available at registration area where practical.	
Manual Handling: Personnel risk injuries or back pain from handling heavy/bulky objects	All	4 (2x2)	- Activity Lead to ensure all volunteers to have undertaken and signed Event Briefing Pack, which includes guidance on manual handling as part of their induction. - All personnel briefed on manual handling as part of their induction and ongoing training, which included: - Not to lift unless comfortable in doing so - Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. - Wherever possible, lift items with assistance rather than alone - No manual handling of loads above 15kg without mechanical aid or team lift. All lifts to be preceded by a dynamic risk assessment considering load weight, shape, grip, and route. Unsafe lifts will be prohibited	People at significant risk reminded not to undertake manual handling.

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Crowd Management – congestion, pushing, dogs reacting to crowds	All	4 (2x2)	- Clearly defined start and finish areas. - Stewards present. - Participants encouraged to move away from finishing area after completion. - Registration area maintained free from obstructions. - Spectators separated from runners where possible.	- Stewards disperse crowd. - Pause event if necessary. - First aid provided where required.
Children, young people and vulnerable adults - Without appropriate supervision or safeguards, individuals may be exposed to harm, distress, or exploitation.	Children, young people and vulnerable adults	4 (2x2)	- Children's race held separately from adult event. - Children aged 11 or below must be accompanied by a parent, guardian or nominated responsible adult throughout the activity. - Activity lead to ensure that the area is suitable. - Activity lead must ensure the content of any activity is age, ability and stage appropriate. - All personnel aware of Council safeguarding policy and procedure. - Safeguarding concerns to be reported to Activity Lead. - All children and young people to be supervised by their own parents/carers/guardians.	- Activity lead to report safeguarding/welfare concerns to safeguarding officer and take appropriate immediate action, as required. - Parent/carer located. - Police contacted if necessary. - Incident recorded.

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			- Registration desk acts as designated Lost Child Point. All stewards briefed on procedure. - Information shared only on a need-to-know basis.	
First Aid/unwell/accident: Illness or injury may occur, requiring prompt first aid or emergency response	All	2 (2x1)	- The Activity Lead is the appointed person to take charge of first-aid arrangements. - The First Aid box is located at the Registration Table. - If anyone feels unwell, they should not attend. - Emergency vehicle access maintained. - Mobile telephone available for emergency contact. - Marshals/Stewards briefed on emergency reporting procedure. - Emergency vehicle access maintained. - Event Lead, First Aider and designated stewards to have access to charged mobile telephones.	- If someone becomes unwell during the event they will be withdrawn and sent home, consideration will be given to notify their next of KIN (if known). - First Aider to treat; call 999 if required. - All first aid given must be recorded on an incident form by the qualified First Aider.

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			Emergency contact numbers provided within the marshal/Stewards briefing.	
Car Parking / Travel – roadside parking, pedestrians, dogs near traffic	All	4 (2x2)	- Public parking on Main Street used at own risk. - Encourage walking to event. - Volunteers to monitor crossing points informally (not traffic control). - Adequate signage for event location.	- Contact emergency services if collision occurs. - Activity Lead to secure area and support individuals.
Security / Unauthorised Access	All	4 (2x2)	- Activity Lead to maintain awareness of attendees. - Volunteers to report suspicious behavior. - Cash handling to follow council procedures.	- Activity Lead to challenge safely or call police. - Record incident; review security measures.
Working at height: Standing on chairs or elevated surfaces may lead to falls and serious injury.	All	4 (2x2)	- No persons are permitted to work at height unless it is unavoidable and has been properly assessed. - The activity must comply with the organisation's Working at Height Policy and Procedures. - Use of chairs, tables, or other inappropriate furniture for access is strictly prohibited. - Suitable, inspected equipment (e.g. step ladders) must be used where working at height is unavoidable.	- Activity lead to take appropriate action if unsafe working at height identified. - Provide immediate first aid if required and contact emergency services if necessary. - Report the incident in line with accident/incident reporting procedures. - Activity Lead to review controls and implement corrective actions before activity resumes.

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			• Only trained and authorized individuals are permitted to use access equipment. • A dynamic risk assessment must be conducted prior to any work at height activity. • Area must be checked to ensure stable, level ground and free from obstructions. • Appropriate supervision must be in place at all times. • Manual handling risks associated with working at height must also be considered. • Participants must be instructed not to attempt to access high areas or retrieve items themselves.	
Lone working / intruders: Individuals working alone may face increased risk from accidents, illness, or unauthorised entry.	All	4 (2x2)	▪ Lone working must be avoided where reasonably practicable. ▪ All lone working arrangements must comply with the organisation's Lone Working Policy and Procedures. ▪ Workers must inform a designated contact (e.g. line manager or Activity Lead) of their location, expected duration, and check-in arrangements. ▪ Personnel must have access to a means of communication at all times (e.g. charged mobile phone).	▪ Activity Lead / Line Manager to take immediate action if a lone worker fails to check in or if a concern is raised. ▪ Contact the individual and, if necessary, escalate to emergency services. ▪ Secure the premises if unauthorised entry is suspected and follow organisational incident procedures.

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			▪ Access to buildings must be controlled to prevent unauthorised entry (e.g. locked doors, controlled access points where applicable). ▪ Personnel should be familiar with emergency procedures, including how to summon assistance. ▪ No lone worker should undertake high-risk activities. ▪ Any concerns about personal safety or suspicious activity must be reported immediately.	▪ Provide first aid or support where required. ▪ Record and report the incident in accordance with reporting procedures. ▪ Review lone working arrangements and update risk assessment as required.
COVID-19/ Infections diseases	All	4 (2x2)	• Anyone with symptoms should not attend. • Activity lead to ensure all personnel and participants are aware they must not attend if unwell. • Hand sanitizer available. • Cleaning schedule in place.	• Any issues reported to activity lead to take appropriate action, where required.
Behavior & conduct: overexcitement and not following rules or instructions could lead to accidents.	All	4 (2x2)	• Participants must be given clear instructions and safety information relevant to the activity. • Event rules in place, available on registration desk and council website. • Adequate supervision must be maintained at all times.	• Activity Lead to intervene immediately where unsafe behaviour is observed. • Stop or pause the activity if required to regain control and ensure safety. • Provide first aid if any injury occurs and seek further medical assistance if required.

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			- Any unsafe behaviour must be challenged immediately and managed appropriately. - Participants should be reminded to follow instructions and raise concerns if unsure. - Aggressive or abusive behaviour not tolerated. - Event Lead may exclude individuals creating unacceptable risk. - Participants are reminded to be aware of other route users and fellow runners. Faster participants overtaking others should do so safely and verbally alert runners where appropriate.	- Remove individuals from the activity if behavior presents a continued risk. - Record and report any incidents in line with organisational procedures. - Review activity arrangements and behavior management strategies before continuing.
GDPR and Data Handling: personal data such as emergency contacts or medical disclosures may be mishandled, leading to distress, reputational damage, or regulatory breaches.		4 (2x2)	- Data Protection Policy outlines lawful basis, retention periods, and access controls. - Volunteers receive basic GDPR briefing during induction and at refreshers. - When data collected the form used to include a council privacy wording - Breach reporting procedures are covered in the Data Protection Policy.	Immediate containment: - Secure or delete exposed data; restrict further access. - Notify Data Protection Officer (DPO) and log breach in internal register. Assess severity: - If high risk to individuals, report to the Information Commissioner's Office (ICO) within 72 hours.

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			• Data minimization is practiced—only essential information is collected for event safety. • Copy of Risk Assessment, Event Management Plan and associated documents kept on file for seven years plus current.	• Inform affected individuals with clear guidance on next steps and support. Review and strengthen controls: • Update training, access permissions, and storage protocols. • Document all actions in line with council Data Protection policy. Responsible Person(s): • Data Protection Officer • Activity Lead • Event Lead or Safeguarding Officer (if data relates to safeguarding)

Cleaning Schedule

Area/Item	Task	Timing	Responsibility
• Tables	• Wipe before setup and after event	• Before/After	• Volunteers
• Waste bins	• Monitor and empty	• As needed	• Activity Lead

See COSHH risk assessment for list of approved cleaning chemicals and further details on risks.

Participant Disclaimer

Wording

I understand that participation in the Cayton Parish Council Community Fun Run is voluntary and that running and walking activities carry inherent risks, including slips, trips, falls, interaction with road users, adverse weather conditions and other hazards associated with outdoor physical activity.

I declare that, to the best of my knowledge, I am medically fit to participate and have disclosed any relevant medical conditions which may affect my participation or emergency treatment.

I agree to take reasonable care for my own safety and the safety of others and to follow all instructions given by event organisers, stewards and first aid personnel.

I understand that Cayton Parish Council and event volunteers will take reasonable steps to provide a safe event but cannot eliminate all risks associated with participation.

In the event of an emergency, I consent to appropriate first aid being administered and, where necessary, the summoning of emergency medical assistance.

I consent to the Parish Council holding my personal information for the purposes of administering this event and dealing with any emergency arising from my participation.

Contingency Plans

Scenario	Suggested solution/consideration
Severe weather	Cancel
Key people unavailable	Competent deputy to take over; cancel if no cover
Medical emergency	First Aider response; call 999
Lost child	Follow safeguarding procedure; alert Activity Lead

Route Considerations

Points

Volunteer Marshalls/Stewards wearing high visibility jackets are to be positioned at the following locations and junctions:

1. Start Line / turn around point
2. East Carr
3. Nesfield Close
4. The Pastures
5. Green Park Road x 2
6. Chapel Lane
7. Beverley Road
8. Spring Gardens
9. Carr House Lane
10. Main Street
11. Beverly Road 'Snicket'

- Double railings in Beverley Road 'Snicket'



- Pre-race briefing to advise runners of this hazard and to exercise caution whilst navigating it. Marshal to be positioned at the entry to the 'Snicket'.

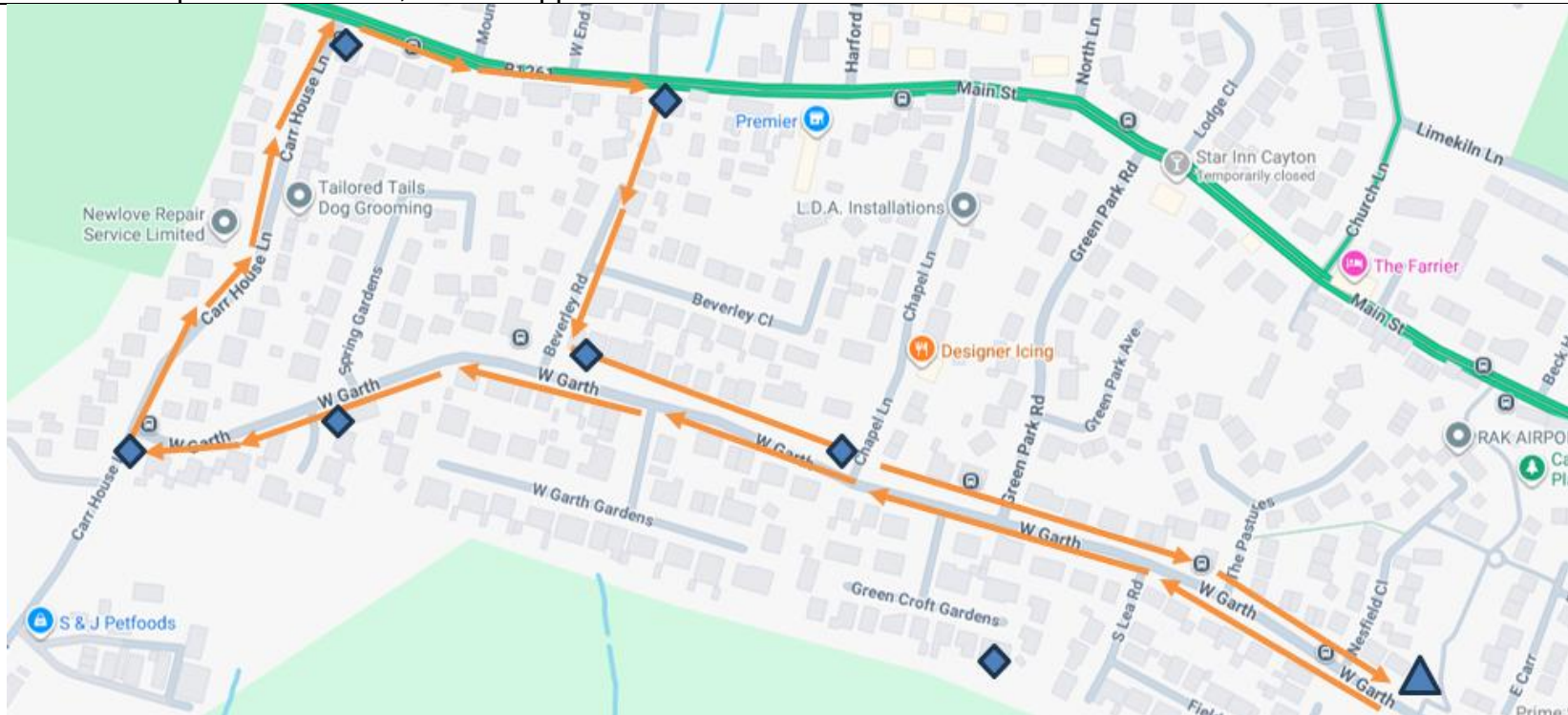
- Half way point / turn around

- Pre-race briefing to advise runners of this hazard and to exercise caution whilst navigating it. Marshals to be positioned at turn around point to halt traffic (IF necessary) when runners are approaching this part of the route.

Route Overview

Map

1. Start at the Greenbelt , go right along West Garth as far as you can go
2. Right turn heading north along Carr House Lane until the junction with Main Street.
3. Right turn heading east along Main Street until the junction with 'Snicket' to Beverley Road.
4. Right turn heading south along Beverley Road until the junction with West Garth. Beware chicane barrier
5. Left turn heading east along West Garth until the Green belt where the half way / turn around point is located and clearly marked
6. Route is 2 laps of this course, with an approximate distance of 5k



Risk Reduction Plan

List further action required to control the risk	Responsibility for Action	Target Completion Date	Date Completed
Risk Assessment drafted, considered and circulated to Councillors	Chair	20/07/2026	
An Event Management Plan bringing together the risk assessment and arrangements into one document will be completed and circulated to all stewards and Councillors.	Activity Lead	21/07/2026	
Brief volunteers using Volunteer Briefing Notes	Activity Lead	24/07/2026	
Display Event Rules	Activity Lead	24/07/2026	

Linked Policies / Procedures

Volunteer Hub
- Safeguarding Policy - Health & Safety Policy - Data Protection - Complaints, Grievance & Whistleblowing - Equality & Diversity

		LIKELIHOOD		
		VERY LIKELY	POSSIBLE	UNLIKELY
SEVERITY		3	2	1
	MAJOR INJURY	3	9	6
	MINOR INJURY	2	6	4
	TRIVIAL	1	3	2

Review

		Name/Approval	Date	Comments
Review	Review Conducted by:			
	Review Conducted by:			
	Review Conducted by:			
	Review Conducted by:			
	Review Conducted by:			
	Review Conducted by:			