

ASSESSMENT DETAILS

IN AN EMERGENCY CALL:

Lead Organizer:

Event Phone:

Attendees:

EVENT DETAILS

Purpose of Event:

Date:

Benefit of Event: Builds community engagement and participation. | Encourages physical activity and wellness. | Promotes teamwork and camaraderie among participants. | Provides a platform for advocacy and storytelling. | Raises funds and awareness for charitable causes. | Supports volunteerism and social responsibility.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Allergic reactions	Health risk from allergens during the event	Opens participation to individuals with allergies, demonstrating inclusivity and thoughtfulness.	Gather participant information on allergies during registration. Ensure emergency allergy kits, including EpiPens, are accessible. Provide staff training on managing severe allergic reactions. (ALL)	Participants	Before Measure: High After Measure: Med
Animal interference	Disruptions or risks from animals on the route	Adds an element of unpredictability and excitement while exploring natural settings.	Secure the route to minimize exposure to stray animals. Advise participants not to feed or approach wildlife. Provide marshals with tools to handle minor animal encounters safely. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Child safeguarding	Risk to children from unsafe situations or neglect	Involves families and younger participants, fostering a sense of inclusivity and community.	Ensure children are accompanied by a responsible adult or assigned a guardian. Vet all volunteers and staff working with minors. Provide a clear process for reporting concerns and create a designated safe zone for lost children. (ALL)	Children, Volunteers	Before Measure: High After Measure: Med
Data breaches	Exposure or misuse of personal data collected from participants	Collecting participant data enables better organization and post-event engagement, despite the inherent risks of handling sensitive information.	Use secure registration platforms with encryption, limit data access to authorized personnel, and perform regular cybersecurity audits. Clearly communicate to participants how their data will be stored and used, ensuring compliance with data protection laws. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Dehydration	Health risks from insufficient hydration	Encourages participants to take on physical challenges while learning self-care strategies in a controlled environment.	Position water stations at regular intervals. Provide educational materials on recognizing dehydration symptoms. Advise participants to carry their own water if possible and ensure shaded rest areas. Monitor participants' well-being during the event. (ALL)	Participants	Before Measure: High After Measure: Med
Environmental impact	Damage to the environment, pollution from waste	Promotes environmental awareness and aligns the event with sustainability goals.	Use eco-friendly materials for event supplies, provide recycling bins at key points, and encourage participants to bring reusable water bottles. Conduct a post-event clean-up to minimize environmental damage. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Equipment failure	Malfunctioning equipment leading to delays or injury	Utilizing specialized equipment allows for a more engaging and professional event, despite the risk of occasional breakdowns.	Perform thorough pre-event inspections of all equipment, including barriers, PA systems, and hydration stations. Have spare equipment on hand and assign a team to respond promptly to malfunctions. Use reliable vendors for key equipment needs. (ALL)	Staff	Before Measure: High After Measure: Med
Event congestion at start/finish	Crowded areas causing delays or discomfort	Increases participation capacity and ensures smoother transitions throughout the event.	Use staggered start times to reduce congestion. Set up multiple entry/exit points at the start/finish areas. Organize lanes for participants based on expected pace or group affiliation. (ALL)	Participants	Before Measure: High After Measure: Med
Extreme weather conditions	Heatstroke, cold-related health issues	Outdoor events inspire participants by embracing nature's unpredictability and foster a sense of adventure and community spirit.	Monitor weather forecasts daily and establish contingency plans like alternative routes, emergency shelters, or rescheduling. Distribute advice on weather-appropriate clothing, hydration, and sun protection. Provide emergency supplies for heat or cold exposure. (ALL)	Participants	Before Measure: High After Measure: Med
Fatigue	Excessive exhaustion leading to physical strain	Challenges participants to push their limits while providing opportunities for personal growth and a sense of accomplishment.	Include shorter route options for beginners. Provide clearly marked rest stops with seating and hydration options. Encourage participants to pace themselves and provide pre-event tips on building endurance. (ALL)	Participants	Before Measure: High After Measure: Med
Food safety issues	Foodborne illness from improperly handled food	Adding food services enhances the social aspect of the event, boosting participant satisfaction and enjoyment.	Use certified vendors for food services. Store food in appropriate conditions and ensure cleanliness of serving areas. Train staff on hygiene and cross-contamination risks. Provide clearly labeled options for allergies and dietary restrictions. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Heat exhaustion	Fatigue, nausea, dizziness, fainting	Holding the event in warmer conditions maximizes attendance during favorable seasons and builds resilience among participants.	Offer shaded rest zones along the route and cooling areas with water sprays or fans. Train volunteers to identify and assist participants showing symptoms of heat-related issues. Encourage participants to hydrate frequently. (ALL)	Participants	Before Measure: High After Measure: Med
Inadequate first aid response	Failure to respond to injuries or medical emergencies effectively	Supports participants in feeling secure while engaging in physical activity, enhancing the event's credibility.	Position first aid stations at regular intervals and ensure they are well-stocked. Assign trained first-aid volunteers to patrol the route. Clearly communicate the locations of first aid points to participants. (ALL)	Participants	Before Measure: High After Measure: Med
Inadequate parking facilities	Parking issues causing delays or inconvenience	Facilitates larger attendance and supports accessibility for participants traveling longer distances.	Provide a parking map and assign volunteers to guide vehicles. Coordinate with nearby facilities for overflow parking. Use signage to direct participants efficiently to available spaces. (ALL)	Participants, Drivers	Before Measure: High After Measure: Med
Inadequate signage	Misleading or unclear route markings	Strengthens the challenge of navigation and builds teamwork as participants work together to stay on course.	Use high-visibility signage at decision points, including route markers, water stations, and rest areas. Conduct a pre-event walkthrough to verify signage placement and clarity. Keep marshals available at confusing points to direct participants. (ALL)	Participants	Before Measure: High After Measure: Med
Inadequate volunteer training	Volunteers unable to respond to issues, queries	Allows the involvement of community members, fostering shared ownership and connection to the event.	Provide comprehensive training to all volunteers, including route safety, first aid basics, and communication protocols. Supply volunteers with contact lists, maps, and scripts for responding to common queries. (ALL)	Volunteers	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate waste disposal facilities	Waste piling up or improper disposal	Holding the event in a natural setting fosters environmental awareness, even with the challenge of managing large-scale waste.	Place bins for general waste, recycling, and composting at key points and arrange for frequent collection by authorized waste services. Train volunteers to manage waste efficiently and provide clear disposal instructions to participants. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Insufficient lighting in key areas	Injury or confusion from poor visibility in dimly lit areas	Extending the event into low-light conditions allows for greater scheduling flexibility and accommodates more participants.	Install temporary lighting in critical areas like parking lots, restrooms, and dim parts of the route. Use energy-efficient lighting and conduct pre-event checks. Provide flashlights to volunteers patrolling dark areas. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Lack of communication	Delays or miscommunication causing confusion or unsafe situations	Builds participants' trust in the organization and promotes smooth operations during the event.	Provide marshals and key staff with radios or mobile phones. Set up a central command point to coordinate updates. Share emergency contact numbers with all participants and volunteers in advance. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Litter and waste management	Environmental damage and waste accumulation	Creates a lasting positive impression of the event while promoting environmental responsibility.	Station bins at regular intervals and assign volunteers for waste collection. Use eco-friendly materials and implement a waste reduction strategy. Conduct a post-event clean-up to restore the site to its original condition. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Lost participants	Participants becoming disoriented or lost	Encourages exploration and independence in a structured way, adding excitement to the event.	Clearly mark the route with visible signage and directional arrows. Provide maps to participants, ensure checkpoints are staffed, and equip marshals with radios for quick communication. Use an emergency contact system for missing participants. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Medical emergencies	Injuries, health issues requiring immediate attention	Addressing medical risks supports participants in challenging themselves physically, fostering personal achievement.	Station trained medical personnel with necessary equipment at key points. Establish direct communication channels with emergency services and ensure accessible routes for vehicles. Train marshals to identify signs of distress or emergencies. (ALL)	Participants	Before Measure: High After Measure: Med
Miscommunication of event rules	Confusion or mistakes due to unclear rules	Enhances event cohesion by ensuring all participants follow the same guidelines.	Distribute detailed participant guides before the event. Place rule reminders on signage at key points. Use a loudspeaker or announcement system to communicate updates or rule clarifications during the event. (ALL)	Participants	Before Measure: High After Measure: Med
Overcrowding	Crowd congestion, trampling, restricted movement	Large-scale participation allows for significant fundraising, greater public visibility, and community engagement.	Implement crowd control measures such as barriers, designated entry/exit points, and staggered start times. Deploy trained stewards to monitor density and flow. Ensure the venue's capacity aligns with expected attendance and maintain a central communication hub. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Participant fatigue	Excessive exhaustion causing distress	Supports participants in achieving personal goals, inspiring perseverance and determination.	Offer frequent rest zones with hydration and snacks to replenish energy levels. Train marshals to recognize signs of extreme fatigue and provide immediate support. Encourage participants to pace themselves and adjust goals as needed. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Participant injury during warm-up	Strained muscles or injuries from improper warm-up	Encourages participation from all fitness levels, fostering inclusivity and confidence.	Arrange for a qualified instructor to lead a dynamic warm-up session before the event begins. Provide written guidance on proper stretching and warm-up techniques. Monitor the group to ensure exercises are performed correctly. (ALL)	Participants	Before Measure: High After Measure: Med
Participant separation from group	Lost participants or confusion between groups	Encourages participants to challenge themselves individually within a safe and supportive framework.	Implement a check-in system at start and finish points. Use bib numbers with contact information for emergencies. Station volunteers at key checkpoints to account for participants and provide direction. (ALL)	Participants	Before Measure: High After Measure: Med
Poor visibility	Injury risk from inadequate lighting, participants unseen	Hosting the event in low-light conditions broadens the time slots available, increasing flexibility and participation.	Equip marshals and participants with reflective vests or armbands if low light is expected. Use additional lighting in dim areas, and ensure clear signage with high-contrast colors. Provide participants with event maps for navigation. (ALL)	Participants	Before Measure: High After Measure: Med
Road crossings	Accidents from unprotected road crossings	Increases the reach of the event to cover diverse and scenic routes.	Secure road crossing points with barriers and trained marshals. Coordinate with local authorities to control traffic flow. Place signage to alert drivers well in advance of crossings and provide participants with clear instructions. (ALL)	Participants, Drivers	Before Measure: High After Measure: Med
Route obstructions	Obstacles on the route, causing delay or injury	Running the event outdoors utilizes diverse natural environments, enhancing its uniqueness and appeal.	Inspect the entire route pre-event to remove obstacles such as debris, fallen branches, or parked vehicles. Provide marshals with tools for rapid clearance and clearly communicate alternative routes if necessary. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slips, trips, and falls	Uneven surfaces, loose cables, debris	The event promotes physical activity, and overcoming minor hazards reinforces participants' resilience and adaptability.	Conduct a pre-event inspection of the route to identify uneven surfaces, loose cables, or debris, and address them. Mark unavoidable obstacles clearly. Provide adequate lighting and position first aiders along the route to respond swiftly if needed. (ALL)	Participants	Before Measure: High After Measure: Med
Traffic management	Vehicular traffic causing accidents or delays	Enables the use of urban or mixed-use areas, which increase accessibility and visibility for the event.	Work with local authorities to arrange road closures or managed crossings. Train traffic marshals, place clear warning signs, and use barriers to separate participants from vehicular traffic. Provide alternate routes for non-event vehicles. (ALL)	Participants, Drivers	Before Measure: High After Measure: Med
Unauthorized access	Unregistered people entering restricted event areas	Maintains the exclusivity and safety of the event, ensuring a positive experience for attendees.	Assign security staff to monitor access points. Use participant identification systems such as wristbands or bibs. Ensure all participants and staff are briefed on reporting suspicious activity. (ALL)	Participants, Staff	Before Measure: High After Measure: Med
Unauthorized photography or filming	Infringement of privacy rights	Allowing media coverage increases event exposure and enhances community awareness, potentially boosting future participation and donations.	Inform participants about photography and filming policies during registration. Display clear signage regarding permissions for media use. Assign staff to monitor and address any unauthorized activity. Obtain explicit consent for any public sharing of images or videos. (ALL)	Participants	Before Measure: High After Measure: Med
Uneven terrain	Risk of sprains, twists, or falls from rough terrain	Incorporating varied terrain adds interest and challenge, improving the overall experience.	Perform a pre-event route check for hazards such as potholes or loose gravel. Fill or mark areas that cannot be leveled. Encourage participants to wear sturdy footwear and communicate the terrain type before the event. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date