



# **INVERCHARRON HIGHLAND GAMES**

**SPECIFIC RISK ASSESSMENTS AND CODE OF PRACTICE**

**FOR**

**THE SAFE CONDUCT OF TRACK, FIELD, DANCING,  
PIPING, TUG O WAR, HILL RACE & CYCLING EVENTS**

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## **HEALTH AND SAFETY POLICY**

Invercharron Highland Games is committed to a safe environment for all athletes, officials and visitors. It will promote standards of health, safety and welfare within Highland Games and will ensure compliance with all relevant statutory provisions.

Invercharron Highland Games will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out and that this policy is collectively implemented.

This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

Sally Mackintosh  
Secretary  
Invercharron Highland Games  
7 February 2017

## DEFINITIONS

### HAZARD:

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance. For the Highland Games, examples would include the following:

- Objects - shot, hammer, caber, pole vault pole, high jump stands, running track etc.
- Activity - running, jumping, throwing, walking etc.
- Substance Water in the form of rain, snow and ice making for slippery surfaces etc.

### RISK:

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as low, medium or high.

The principles of Risk Assessment are:

- a) Identify the hazard
- b) Identify those who might be harmed and how.
- c) Evaluate the risk (low, medium or high) and decide whether there are existing precautions and if these are adequate or are more required.
- d) Record the findings.
- e) Review the assessment and revise if necessary.

## HAZARD IDENTIFICATION AND RISK ASSESSMENT

In order to discharge the duty of care to provide a safe environment for track, field, piping and dancing events it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard, or failing this, take action to either eliminate the risks or reduce them to an acceptable level.

Risk should be assessed in terms of:

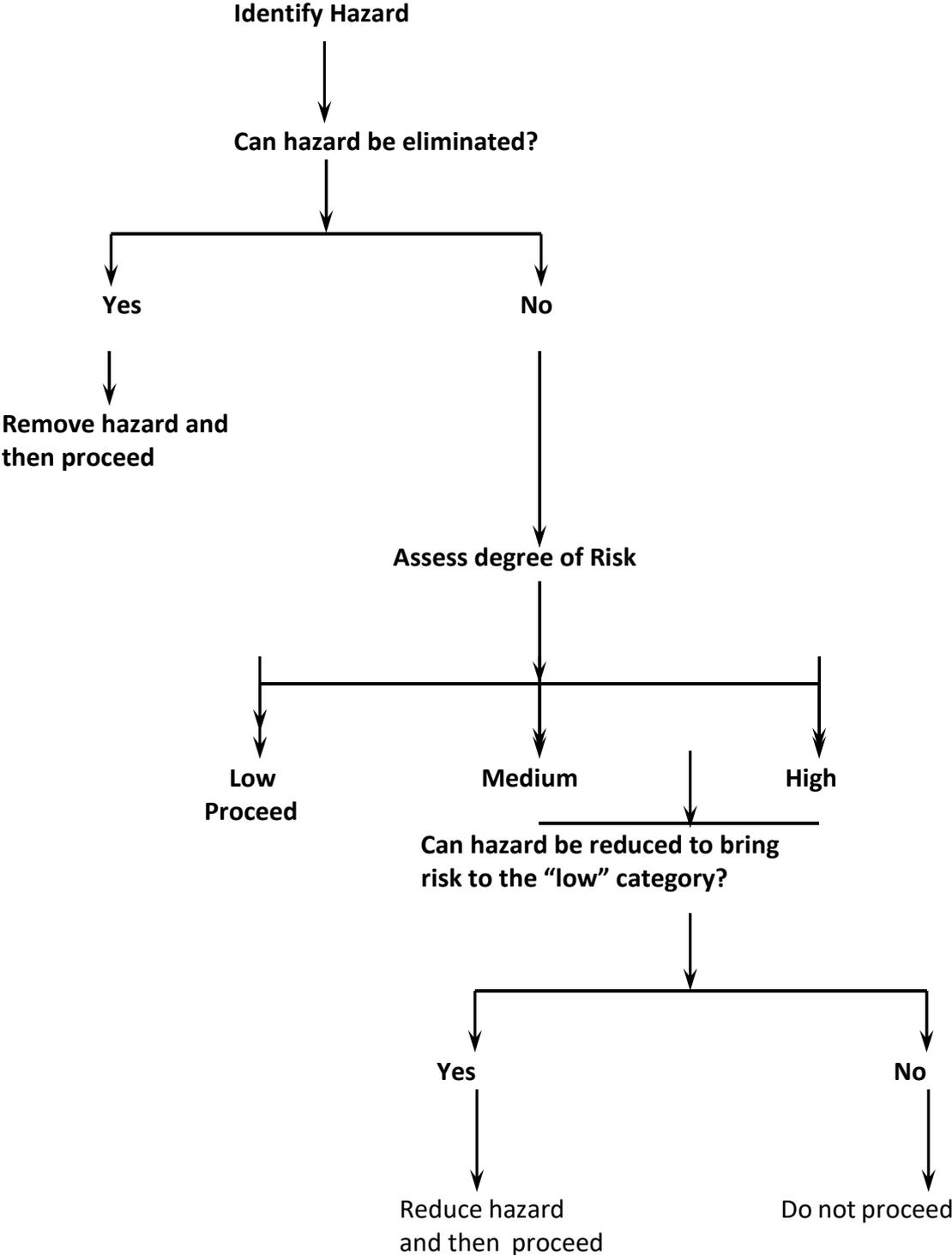
Low	no risk, or minimal risk of injury
Medium	some risk of injury
High	high risk of injury

**Only if the risk has been assessed as “LOW” should a competition be allowed to proceed.**

The Weather

Should tracks, run ups and throwing circles become covered in snow/ice or waterlogged the competition should cease as the risk would increase to HIGH.

**THE PROCEDURE TO BE FOLLOWED**



## **CODE OF PRACTICE**

### **The safe conduct of track, field, piping and dancing events**

It is the responsibility of all officials, athletes and competitors to ensure that all events are conducted in a safe manner.

In order to guarantee the above the following code of practice shall be followed. However in view of the wide ranging circumstances in which athletic, dancing and piping events take place, the implementation of the recommended control measures does not preclude the possibility that alternative control measures may be employed which either eliminate any risks or reduce them to an acceptable level.

### **Approval of field and tracks and platforms/stages**

Competition shall only be held on a field, tracks and platforms that have been inspected and deemed as safe by members of the organizing committee and the Scottish Highland Games Association (SHGA).

### **Responsibilities**

Many of the officials' responsibilities may not entail direct action by the official in person but rather the need to bring the problem to the attention of appropriate Field staff.

## **GLOSSARY**

### **Note**

Attention is drawn to the fact that in the Code of Practice the words 'must', 'ensure', 'shall' and 'should' are frequently used. The words 'must', 'ensure' and 'shall' indicate a compulsory measure; while the word 'should' indicates a strong recommendation.

### **OFFICIAL**

Any person, qualified or not, who has been given responsibility for the conduct and regulation of an event.

### **FIELD STAFF AND EVENT MANAGEMENT**

Those persons delegated by the organising committee or SHGA whose responsibility it is to ensure that the track, platforms and equipment are serviceable and in good working order.

### **CRITICAL FALL HEIGHT**

The ability of a surface to absorb an impact is measured by its Critical Fall Height. A surface's Critical Fall Height represents the greatest height of a head-first fall from which a person, landing on a surface, could be expected to avoid sustaining a critical head injury.

## INSURANCE

Invercharron Highland Games Insurance provides Public Liability and Third Party Insurance and Personal Accident Insurance for all events organised.

In the event of an accident occurring in which a claim is likely to be made, organising committee members or other appropriate officials should ensure that all relevant details of the accident / incident are recorded on appropriate form (held by Secretary) and that all correspondence is conducted through the secretary to the appropriate insurers.

## ACCIDENT REPORTING

Accidents and incidents that happen during events must be reported to the Invercharron Highland Games secretary. Report forms can be obtained from the secretaries tent and should be completed by an appropriate event official and the person witnessing the incident.

A reportable accident is one in which a person suffers an accident as a result of which that person requires or is likely to require medical treatment.

A reportable incident is one, which in slightly different circumstances, might have led to a reportable accident. i.e. A near miss with the hammer or shot etc

## GENERIC RISK ASSESSMENTS

### for specific Track and Field and Piping or Dancing events

With the following events, if adequate control measures are in place then the risk will be reduced to LOW.

## COMPETITION TRACK, PIPING & DANCING EVENTS - GENERAL

### HAZARD      **Weather**

#### WHO/HOW AFFECTED:

Athletes, Dancers, Pipers and Officials – Cuts, Strains and other possible injuries from slipping on slippery track or surface.

#### CONTROL MEASURES

1. Porous surface should be cleaned regularly to allow drainage and to ensure it is dry.
2. Ensure adequate maintenance and regular inspection.

**Control Measure Responsibilities:**            1, 2            Staff

Note: Should the track or platforms become wet or covered in ice the competition should cease as the risk would increase to HIGH.



## FIELD EVENTS

### JUMPS - GENERAL

#### HAZARD     **Runways (Long Jump, Triple Jump, Pole Vault)**

Long , Triple and Pole Vault Runways must be located either across the 'D' at either end or outside the track. The runways must never be positioned along the sprint straight on the infield.

Where long, triple or pole vault runways are located on the infield, long throwing events must not take place unless a separate risk assessment indicates that the standard of throwers will pose no risk to jumpers.

#### WHO/HOW AFFECTED:

Athletes and officials - Injuries due to slipping/tripping on worn or damaged runway; injuries due to collision with athletes or their poles.

#### CONTROL MEASURES

1. Examine runways to ensure there are no worn or damaged areas.
2. Sweep runways regularly to remove any excess water or sand.
3. No obstructions or check marks should be placed on the runway.
4. Any raised surfaces or tripping hazards must be clearly identified.
5. Warm up jumps must be supervised and controlled.
6. Ensure that measuring tapes do not encroach onto runway.

<b>Control measure responsibilities:</b>	1,2,4, 6	Field staff
	3	Athletes
	3,4,5 6	Officials

#### HAZARD     **Crossbars (High Jump, Pole Vault)**

#### WHO/HOW AFFECTED:

Athletes and officials – injuries from falling bar or falling onto bar, also loose or damaged end supports.

#### CONTROL MEASURES

1. Bars must be undamaged and free from splints. Only bars as specified are to be used.
2. Ensure adequate maintenance and regular inspection.
3. Be aware of falling bar.

<b>Control measure responsibilities:</b>	1,3	Officials
	3	Athletes
	1,2	Field staff

#### HAZARD     **Weather**

#### WHO/HOW AFFECTED:

Athletes and officials – Injuries from slipping on wet/slippery run up area; Athletes – Injuries due to coldness and reduction in body temperature from wet landing beds.

## CONTROL MEASURES

1. Ensure run up area - particularly the take off area – is regularly swept and mopped to prevent slipping.
2. Porous surface should be cleaned regularly to allow drainage.
3. Ensure high jump and pole vault beds are covered with a waterproof cover to prevent rain ingress.
4. In pole vault avoid vaulting into the wind if possible.
5. Ensure that vaulters are sufficiently competent to deal with adverse weather conditions.
6. Athletes should wear adequate footwear, e.g. spikes.

<b>Control measure responsibilities:</b>	1,2,3	Field staff and officials
	4,5	Officials
	6	Athletes

## HAZARD     Landing Area Covers

### WHO/HOW AFFECTED:

Athletes and officials – Injuries as a result of sharp edges.

## CONTROL MEASURES

1. Ensure covers are stored in a safe locality.
2. Ensure that there are no sharp edges protruding.

<b>Control measure responsibilities:</b>	1,2	Officials, Field Staff
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## HIGH JUMP

## HAZARD     High Jump fan/, Run up area

### WHO/HOW AFFECTED:

Athletes and officials – tripping or slipping due to worn out high jump or run up fan.

## CONTROL MEASURES

1. Ensure run up area is level, free of holes or damage and swept regularly to remove any debris.
2. Porous surfaces should be cleaned regularly to remove any debris – leaves, sand, etc
3. Ensure regular inspection.
4. Ensure athletes are wearing suitable footwear.

<b>Control measure responsibilities</b>	1,2,3	Field staff
	3, 4,	Officials
	4.	Athletes



## **HAZARD Warm up/Event**

### **WHO/HOW AFFECTED:**

Athletes – injury from collision with other athletes

### **CONTROL MEASURES**

1. Ensure each athlete jumps in turn and does not encroach on other athletes run whilst waiting their turn. Athletes whose approach run conflicts with others should be aware of potential collisions.
2. If an athlete commences his/her approach run from the track the athlete and officials must be aware of the potential hazard.

**Control measure responsibilities:** 1,2 Officials, Athletes

## **HAZARD Surrounds**

### **WHO/HOW AFFECTED:**

Athletes – Injuries from falling onto surrounds of bed

### **CONTROL MEASURES**

1. Any hard surface within 2m of the sides and rear of the landing area must be covered with an impact absorbing material with a critical fall height of 1.5m. or suitable additional matting.
2. There should be no objects such as scoreboards placed within 2m. of the sides and rear of the landing area.

**Control measure responsibilities:** 1, 2 Field staff, officials

## **POLE VAULT**

## **HAZARD Runway**

### **WHO/HOW AFFECTED:**

Athletes and officials - Injuries due to slipping/tripping on worn or damaged runway. Injuries due to collision with athletes or their poles.

### **CONTROL MEASURES**

1. Examine runways to ensure there are no worn or damaged areas.
2. Sweep runways regularly to remove any excess water or sand.
3. No obstructions or checkmarks should be placed on the runway.
4. All vaults, whether in warm up or competition , should be controlled.
5. Ensure runway is kept clear when vaulters are about to start their approach.
6. Any raised surfaces or tripping hazards must be clearly identified.

**Control measure responsibilities:** 1,2,6 Field staff  
3,4,5 Athletes  
4,5 Officials,

## **HAZARD Vaulting poles –Warm up; Vaulting poles - competition**

### **WHO/HOW AFFECTED:**

Athletes/officials - Tripping hazards, athletes equipment etc; field staff - Suitable racking for poles; Athletes/officials - injuries sustained from poles breaking or falling onto officials.

### CONTROL MEASURES

1. Care must be taken to ensure vaulting poles do not constitute a tripping hazard during warm up and competition.
2. If a dedicated pole rack is not available poles should be located in a safe area and suitably identified.
3. Regularly check poles for damage.
4. Prevent poles dropping on to hard surfaces.
5. If possible poles should be caught after each vault.
6. Beware of falling poles.

<b>Control measure responsibilities</b>	1,2	Field staff
	1,2,4,5,6	Officials
	3	Athletes

### HAZARD    Landing areas

#### WHO/HOW AFFECTED:

Athletes – injuries from poorly maintained landing area and surrounds.

### CONTROL MEASURES

1. Bed units must be made of foam and securely fastened together. The entire area must be covered by an attached spike proof wear sheet.
2. Where the landing area is placed on other objects, such as pallets, these should not be more than 100mm. high and must not protrude beyond the edges of the landing areas.
3. The front surface of the pallets beyond the box must be blocked off so that there is no possibility of the pole or athlete’s foot penetrating underneath.
4. Ensure adequate maintenance and regular inspection with particular reference to impacted foam, tears and holes.
5. Ensure that beds are the correct size conforming to current UKA Rules.
6. Ensure that the slope away around the box conforms to the correct specification.
7. Ensure that the extension pads in front of the box conform to the current specifications.
8. There is sufficient protection for the vaulter as detailed in the UKA Rules.

<b>Control measure responsibilities:</b>	1,2,3,4,5,6,7,8	Officials, Field Staff
	3,5,6,7	Athletes

### HAZARD    The Box

#### WHO/HOW AFFECTED:

Athletes/officials/Field staff –Injuries and pole damage due to box damage (not flush with run up), incorrect back plate angle, weather damage (no cover when not in use)

### CONTROL MEASURES

1. Ensure adequate maintenance and regular inspection.
2. Ensure box meets correct specification.
3. Ensure that the box is clearly visible.
4. Good drainage to prevent box filling with water.
5. Cover when not in use.
6. Correct lifter available

<b>Control measure responsibilities:</b>	1,2,3,4,5,6	Field staff
	2,3	Officials





## **SAFETY PROCEDURES FOR LONG THROWING EVENTS**

### **GENERAL CONSIDERATIONS**

1. Event organizers, officials and SHGA reps should ensure that the long throwing events are programmed so as not to present a hazard to other events. Where long, triple or pole vault runways are located on the infield long throwing events must not take place unless a separate risk assessment indicates that the standard of throwers will pose no risk to jumpers.
2. The games organiser should ensure that all personnel who are liable to enter the infield are made aware of all safety considerations.
3. At least one of the event judges should be suitably qualified.

### **EVENT PROCEDURE**

1. Prior to the competition all competitors should be made aware of the safety procedures.
2. Competitors should be called up in 2s or 3s i.e. Number 15 to throw, 27 to get ready, nine to follow etc.
3. The event leader must first check that the circle or runway is clear.
4. The event leader must stand with the athlete at the entrance to the cage for hammer and discus.
5. The event leader must sound a warning horn to alert the officials on that event a throw is imminent or the event announcer will make appropriate announcement.
6. Athletes must ensure they check the throwing area is clear before they commence their throw.
7. When all officials and other personnel in the danger zone have acknowledged the sounding of the horn or announcement the athlete should be permitted to take up position in the circle or on the runway to commence their throw.
8. Once the throw has been taken and the measurement recorded the procedure is repeated for each athlete throughout the competition.
9. All safety procedures must also be followed during warm up.

### **IMPLEMENT RETRIEVAL**

During warm up and competition, the retrieval of implements will be undertaken by event officials and/or athletes as directed. If there are insufficient officials the athletes will be directed by the event leader to retrieve implements at the end of a round or as appropriate. Any system of implement retrieval must take place under the control of the event leader or SHGA rep.

## **GENERIC RISK ASSESSMENT THROWING EVENTS**

### **GENERAL**

#### **HAZARD     Sector**

#### **WHO / HOW AFFECTED:**

Athletes, officials, non-associated persons; implement impact injury and/or tripping due to poor condition of in field.

**CONTROL MEASURES**

- 1. The central throwing area or the specific safety sector must be kept clear in accordance with SHGA rules.
- 2. The sector should be smooth and level, in particular ensure that holes in the sector arising from hammer throws or shot puts are filled in to ground level.
- 3. Ensure that there are no non-associated persons within or in the vicinity of the throwing sector before throws commence.
- 4. Ensure that grass is not over-long.
- 5. Ideally grass should be cut the day prior to competition

**Shot-put Specific**

- 6. If used, Ash/shale sectors should be raked before and after use.

<b>Control measure responsibilities:</b>	1,2,4,6	Field staff, officials
	3	Officials
	5	Field staff

**HAZARD Circle**

**WHO / HOW AFFECTED:**

Athletes – slipping due to wet, gritty surface. Injury due to damaged metal rim of circle; Shot-putters - injury due to loose, damaged stop board.

**CONTROL MEASURES**

- 1. Ensure that circle is in good order and not cracking or breaking up.
- 2. Examine circle rim to ensure that it is free from protrusions of shards of metal.
- 3. Ensure that circle is free of extraneous material, grit, dirt or standing water.
- 4. Ensure that any drainage holes are kept clear.
- 5. Ensure that mats are provided for wiping shoes if ground is wet.

**Shot-put Specific**

- 6. Ensure that stop board is firm and stable.
- 7. Ensure that stop board is not damaged so as to cause a foot injury.

**Hammer Specific**

- 8. Ensure that the insert ring for concentric hammer and discus circle is in good order, fits snugly and has no protrusions, especially at the joins where the insert ring is sectional.

<b>Control measure responsibilities</b>	1,2,5,6,7,8	Field staff, officials
	4	Field staff
	3	Officials

**HAZARD Cage**

**WHO / HOW AFFECTED:**

Athletes, officials, public, implement impact injury due to implement escaping due to badly maintained or poorly constructed cage.

**CONTROL MEASURES**

- 1. Ensure that cage is constructed and erected in accordance with the SHGA rule (cages for hammer and discus).
- 2. Check netting regularly to ensure no damage to the net structure.
- 3. Ensure that netting is secured or ballasted at ground level.
- 4. Ensure that netting hangs vertically from the gallows arms and is not tied to the uprights, particularly at the mouth of the cage where the width should not exceed 6m.
- 5. Check that netting tension has sufficient retardation and minimal bounce.

6. During throwing, athletes and officials must maintain a safe distance from the cage netting.

#### **Hammer Specific**

7. Ensure that the ends of the hammer wires are securely taped to avoid damage to the netting.

<b>Control measure responsibilities</b>	1,2	Field staff, SHGA rep
	3,4,5,6	Field staff, officials
	7	Officials, athletes

### **HAZARD    Lack of Concentration**

#### **WHO / HOW AFFECTED:**

Athletes, officials

#### **CONTROL MEASURES**

1. Athletes and officials must be aware at all times for the need of concentration on the event in hand and must not be distracted by other events.

<b>Control measure responsibilities</b>	1	Athletes, officials
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### **SHOT PUT**

### **HAZARD    Implements**

#### **WHO / HOW AFFECTED:**

Athletes, officials – hand injury due to damaged surface of shot.

#### **CONTROL MEASURES**

1. All implements must be checked for surface damage that may cause injury.

<b>Control measure responsibilities</b>	1	Field staff, officials, athletes
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### **HAZARD    Competition**

#### **WHO / HOW AFFECTED:**

Athletes, officials – implement impact injury

#### **CONTROL MEASURES**

1. Ensure all throws and practice throws only take place from within the circle and in the direction of the sector.
2. During a trial, officials should stand outside the sector lines and face the thrower.
3. Ensure that only officials are allowed forward of the throwing circle, except when athletes are allowed to retrieve under supervision.
4. Implements must only be returned by hand.
5. When rotational throwers or those using non-traditional techniques are competing ensure all officials are within a safe distance from the potential flight of the implement.

<b>Control measure responsibilities</b>	2, 5	Officials
	1,3,4	Officials, athletes



## CYCLING EVENTS

### HAZARD Obstructions

#### WHO / HOW AFFECTED:

Cyclists, officials, general public – the track must be clear of all people and obstructions in order to avoid collisions and injury.

#### CONTROL MEASURES

1. The announcer must make clear announcements prior to the beginning of each race advising everyone to keep clear of the tracks whilst any cycling race or practice is taking place.
2. The announcer must also advise all persons at the games that cycles do not have brakes and therefore will not be able to stop if anyone or anything is in their way.

**Control measure responsibilities**      1      Field staff, officials, athletes

## TUG O WAR

### HAZARD Rope

#### WHO / HOW AFFECTED

Athletes – the rope used in the events are to be dry and of good quality and fit for purpose to avoid injury.

#### CONTROL MEASURES

1. The games committee are to ensure that the ropes are stored in dry conditions and that the rope is not left outside until it is required for competition.
2. The rope is to be checked carefully prior to the competition and only ropes in good condition are to be used.

**Control measure responsibilities**      1 and 2      Field staff and officials

## HILL RACE

### HAZARD Track safety

#### WHO / HOW AFFECTED

Athletes, officials – the track is to be clear of obstacles to avoid injuries

#### CONTROL MEASURES

1. The Hill Race convener is to ensure that the track is checked and prepared in the week before the games. Grass is to be cut or strimmed where necessary, loose branches are to be removed and any large stones or other obstacles to be removed to allow runners safe passage.
2. Stewards to be placed along the course to ensure help is sought for anyone requiring it
3. Stewards and race convener to ensure they have radios for effective communication during the race for calling for assistance and for notifying police and race convener when last runners have passed the points on course.
- 4 Race convener to liaise with track officials to ensure that Hill Race runners can run the last lap of the field track unimpeded

**Control measure responsibilities** 1 Hill race convener and field staff 2, 3 Stewards, and race convener 4 Race convener, track officials

### HAZARD Crossing main road to reach track

#### WHO / HOW AFFECTED

Athletes, officials, police, starter, general public using the road

#### CONTROL MEASURES

1. Police and games officials to ensure area leading to the main games gate is appropriately coned off
2. Police to be informed of start time of the Hill Race so they can ensure that traffic is held up to allow runners to safely cross the road.
3. Race convener and police to be notified by stewards when runners are approaching road on return to field so traffic can be safely held up

**Control measure responsibilities** 1 Police and Games officials 2 and 3 Race convener, stewards and police

## CODE OF PRACTICE - STARTING

It must be recognised that any firearm is potentially dangerous and that careless or irresponsible handling can have serious results. Treat every firearm as being loaded until it is safely and clearly demonstrated that there is no ammunition in it, that is to say, the gun is 'proved'. This applies to firearms loaded with blank ammunition and the following Code of Practice should be observed.

### HAZARD Handling Firearms

#### WHO/HOW AFFECTED:

Starter, Athletes, Members of the public, Officials – accidents through use or abuse of equipment

#### CONTROL MEASURES

1. Whenever handling a firearm, do not touch the trigger.
2. Keep the muzzle pointing downwards and avoid dropping the gun.
3. Never point a firearm, loaded or otherwise, at anyone.
4. Never hold a firearm close to your face.
5. Never indulge in horseplay or joke around with a firearm.
6. Do not allow other people to borrow or examine your firearms.
7. Do not cock the gun until you are ready to commence the starting procedure.
8. Always break open a revolver with care to avoid both used and unused cartridges being ejected in an uncontrolled fashion onto the ground where they can easily be lost.
9. Be aware of obstructions in the barrel, e.g. a cartridge wad, which can result in a blowback or even a bulged barrel if not cleared.
10. Do not tamper with cartridges
11. If a firearm jams, hold it carefully by the grip on your stronger hand, barrel pointing downward. Place the thumb of the other hand on the hammer spur, pressing the hammer back to its full extent and then keep holding it back while pressing the trigger gently with the forefinger of the stronger hand, slowly lowering the hammer into its forward ( i.e. 'uncocked' ) position. **DO NOT ALLOW THE HAMMER TO GO FORWARD QUICKLY : TO DO SO MAY RESULT IN ANY CARTRIDGE IN THE CYLINDER OPPOSITE THE HAMMER BEING FIRED.** Once a jammed firearm has been released in this way, it will be possible to open it safely in the normal fashion.

**Control measure responsibilities:** 1 - 11 Starter

### HAZARD Dirty or faulty firearms

#### WHO/HOW AFFECTED:

Starter - Accidents as a result of badly maintained equipment

#### CONTROL MEASURES

1. Always clean firearms after use. This is necessary to maintain reliability and also because black powder residues are highly corrosive and will weaken the metal over a period of neglect. Clean the barrel and chambers with hot water, and then scrub them internally with a phosphor bronze brush using gun cleaning oil. After drying with a lint-free cloth on a pull through, the firearm should be lightly oiled, then wrapped in a cloth, and stored in a manner approved by the Constabulary which has issued the Firearm certificate.

**Control measure responsibilities:** 1 Starter

## **HAZARD    Lack of security for firearms and ammunition**

### **WHO/HOW AFFECTED:**

Starter, Athletes, Members of the public, Officials – accidents through use or abuse of equipment

### **CONTROL MEASURES**

1. Ensure the Games organizer provides reserved car parking as near to the entrance as possible so that the starter walks the minimum distance from the car through areas frequented by the public. (This reserved parking should not be marked 'starter').
2. Do not wear a red jacket outside the track, nor use a bag marked starter.  
**Control measure responsibilities:**            1,2    Starter

## **HAZARD    Unauthorised handling of firearms.**

### **WHO/HOW AFFECTED:**

Athletes, officials and other personnel in the competition area - accidents through use or abuse of equipment.

### **CONTROL MEASURES**

1. When not in use, keep firearms out of sight in a bag with other personal kit which shall be kept in the owner's possession at all times.  
**Control measure responsibilities:**            1        Starter

## **HAZARD    Starting locations**

### **WHO/HOW AFFECTED:**

Athletes, Officials, Spectators - Accidents /injuries as a result of proximity of starting positions.

### **CONTROL MEASURES**

1. Check the locations prior to the start of the Games and ensure that they are in a safe position and do not conflict with the safety requirements of other events.
2. Liaise with officials in other events before the Games starts wherever necessary.
3. If safety ropes are adjusted for any purpose, they must be immediately replaced  
**Control measure responsibilities:**            1,2,3    Starter

## **HAZARD    Firing**

### **WHO/HOW AFFECTED:**

Athletes, Starter, Officials and others in the competition area. – Injuries from powder burns or blast.

### **CONTROL MEASURES**

1. Ensure that a loud blast is blown on a whistle before the start of each race or heat to indicate to the competitors that the race is about to start and also as a warning to everyone else.
2. Ensure that the starting gun is always fired straight up in to the air and the recall gun down to the ground.
3. Check that the ground in the vicinity is clear and that nobody has approached unnoticed.  
**Control measure responsibilities:**            1,2,3    Starter

## **HAZARD    Unauthorized handling of firearms between races**

### **WHO/HOW AFFECTED:**

FA certificate holder and others in the competition area.

### **CONTROL MEASURES**

1. Ensure that firearms are never left on the rostrum or on other exposed and unprotected places.
2. Ensure that firearms are kept out of sight in a bag.

**Control measure responsibilities:**           1,2    Starter

## **HAZARD    Cartridges**

### **WHO/HOW AFFECTED:**

Athletes, Starter, Officials and others in the competition area. – Injuries from powder burns or blast.

### **CONTROL MEASURES**

1. Ensure that firearms are loaded carefully and that cartridges are not spilled on to the ground.
2. Ensure that empty cases are not discarded at a meeting and that they are collected up and disposed of as scrap metal or by some other reliable method.
3. Ensure that spent cases are never given away as souvenirs.

**Control measure responsibilities:**           1,2,3   Starter

## **HAZARD    Storage of guns during pre-Games race briefings, refreshment intervals and at the conclusion of Games.**

### **WHO/HOW AFFECTED:**

Starter, Athletes, Members of the public, Officials – accidents through use or abuse of equipment.

### **CONTROL MEASURES**

1. Ensure that firearms are kept in the starter's possession at all times and that they are not left in a locker or car.

**Control measure responsibilities:**           1       Starter

## **HAZARD    Noise**

### **WHO/HOW AFFECTED:**

Starter, Athletes, Members of the public, Officials – breaches of noise regulations.

### **CONTROL MEASURES**

1. Ensure that with privately loaded ammunition 140Db is not exceeded.
2. Ensure that .45" cartridges are not used indoors and that the volume of a commercially produced 9mm cartridge is the limit.

**Control measure responsibilities:**           1,2    Starter

## ATHLETES WITH A DISABILITY RISK ASSESSMENTS

### EVENT SPECIFIC TRACK EVENTS

#### HAZARD Track

##### WHO/HOW AFFECTED:

Athletes – Injuries from collisions or falls.

##### CONTROL MEASURES

1. Ensure that there is a suitable access point to the track.
2. Ensure that the lane lines are luminous or clearly painted.
3. In the case of blind competitors guided by athletes ensure that sufficient space has been allowed for both runners.
4. Blind competitors under the age of 16 should only be permitted to compete without assistance with the written permission of a suitably qualified person.
5. Ensure that the run-off at the end of a race and the area outside of the outside lane is clear of all obstacles.
6. Ensure that no one crosses the track during races.
7. Ensure that any run offs are on to solid ground and not soft areas.

<b>Control Measure Responsibilities:</b>	1	Event Organisers, Field staff.
	2	Officials, Field Staff.
	3	Organisers, Officials.
	4,5,6	Officials.
	7	Event Organiser, Field Staff.

### FIELD EVENTS

#### HIGH JUMP

#### HAZARD Track (Run up)

##### WHO/HOW AFFECTED:

Athletes – Injuries from tripping or falling.

##### CONTROL MEASURES

1. Ensure no pins etc. are around from a previous competition.
2. Ensure that no equipment is left on the area used for the run up and that the athletes' kit is stored in a suitable location.
3. Ensure that checkmarks are flush with the ground.

<b>Control Measure Responsibilities:</b>	1	Field Staff
	2,3	Officials, Athletes

#### HAZARD Landing Area

##### WHO/HOW AFFECTED:

Athletes - Injuries from hitting floor

##### CONTROL MEASURES

1. Ensure that the landing area is properly secured.

<b>Control Measure Responsibilities:</b>	1	Officials, Field Staff.
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## **HAZARD    Cross bars**

### **WHO/HOW AFFECTED:**

Athletes - Injuries from tripping.

### **CONTROL MEASURES**

1. Ensure that the cross bars are stored safely in a designated area.
2. Ensure that any visual aids used by visually impaired jumpers are securely tied to the bar.

**Control Measure Responsibilities:**            1,2            Officials.

## **LONG AND TRIPLE JUMP**

## **HAZARD    Competition site**

### **WHO/HOW AFFECTED:**

Athletes - Injuries from tripping or falling.

### **CONTROL MEASURES**

1. Ensure that there is a common surface both sides of the runway and that the runway is flush with the surrounding area.
2. Ensure that the take – off area and the area to the sides of the runway and landing area and beyond the landing area are free from obstructions.

**Control Measure Responsibilities:**            1,2            Officials, Field Staff

## **HAZARD    Landing Area**

### **WHO/HOW AFFECTED:**

Athletes - Injuries from edges of landing area.

### **CONTROL MEASURES**

1. In the case of blind competitors the distance between the axis of the runway and the sides of the landing area should conform to the specifications of the IBSA Technical Rulebook. If this is not possible suitable padding should be put around the edge of the landing area.

**Control Measure Responsibilities:**            1            Officials

## **HAZARD    Throwing Sectors**

### **WHO/HOW AFFECTED:**

Athletes - Injuries from flying implements.

### **CONTROL MEASURES**

1. Control access to throwing sectors.
2. Ensure that athletes are informed when sector is clear.

**Control Measure Responsibilities:**            1,2            Officials.

## ADDITIONAL POINTS

### HAZARD Weather

#### WHO/HOW AFFECTED:

Athletes - Injuries from slipping and poor visibility, health risks as a result of hot weather.

#### CONTROL MEASURES

1. Ensure that degrees of impairment together with adverse weather conditions are taken into account during competitions.
2. Ensure that visibility is sufficient for all competitors.
3. Ensure that adequate shade and water are available when appropriate.

<b>Control Measure Responsibilities:</b>	1	Officials
	3	Games Organiser

## CODE OF PRACTICE TELEVISED EVENTS

### General Considerations

Games which are to accommodate the needs of a television crew must provide a specific written risk assessment.

### HAZARD TV Cables

#### WHO HOW AFFECTED:

Tripping hazard for Technical Officials, Athletes, TV Crew, Photographers

#### CONTROL MEASURES

1. Host Broadcaster Risk Assessments
2. Discussion with Host Broadcaster, field stagg and SHGA rep
3. Continual assessment of risks during build as well as before sign off time

<b>Control Measure Responsibilities:</b>	1, 2, 3	Broadcaster Engineer, Games SHGA rep
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### HAZARD Cameras - Static

#### WHO HOW AFFECTED:

Collision for Athletes, Technical Officials, Photographers

#### CONTROL MEASURES

1. Host Broadcaster Risk Assessment
2. Discussion with film crews and field staff prior to set up
3. Continual assessment of risks when position agreed

<b>Control Measure Responsibilities:</b>	1, 2	Broadcaster Engineer, Games SHGA rep, field staff
	3	Broadcaster Engineer, Games SHGA rep, field staff Competition Officials



## PHOTOGRAPHERS

### HAZARD    Access to trackside and on field

#### WHO/HOW AFFECTED:

Collision with Athletes, Officials, other personnel, Equipment, Kit Carriers

#### CONTROL MEASURES

1. Only agreed number of photographers who have been given trackside and on field access and are wearing identifiable clothing should be allowed on the track or field
2. All trackside or field photographers should have been given code of conduct and been briefed by SHGA rep
3. Continual assessment during warm up of field events and competition  
**Control measure responsibility:**    1, 2, 3            Games organizers, photographers  
SHGA rep

### HAZARD    Infield positions

#### WHO/HOW AFFECTED:

Injuries from equipment and throwing implements

#### CONTROL MEASURES

1. Only positions agreed during warm up and competition to be used
2. Continual assessment during warm up and competition  
**Control Measure Responsibility:**    1, 2            Photographer, SGHA,  
Games organizer

### HAZARD    Cameras and equipment

#### WHO/HOW AFFECTED:

Tripping hazard for: Athletes, Officials

#### CONTROL MEASURES

1. Cameras, lenses, camera bags, tripods should be placed in positions that do not cause an obstruction or a hazard  
**Control measure responsibilities:**    1            Photographers, SHGA rep

## CODE OF CONDUCT FOR PHOTOGRAPHERS

Press/photographers must be easily identifiable and must report to the Games secretary prior to beginning work. They should only be allowed on to the competition area with the secretary's, games field convener or SHGA reps permission.

Photographers entering the competition area must:

1. Report presence to officials in charge of event.
2. Comply with requests from officials to move location.
3. Be aware of roped restrictions.
4. Take notice of and acknowledge warning horns or announcements.
5. Look both ways before crossing tracks and runways.
6. Not use the centre field as a short cut.
7. Not obstruct the progress of any event.

## **SAFETY RECOMMENDATIONS FOR GAMES ORGANISERS**

### **Track and Field Events - Prior to Games organizers should ensure:**

1. That tracks have a current safety and risk assessment document.
2. That the timetable of the meeting takes into account possible event conflicts.
3. That all facilities meet the requirements as set out in the Code of Practice for Track and Field Events or that suitable alternatives are available.

### **During Games organisers should ensure:**

1. That consideration is given to the safety of athletes, officials, spectators and other personnel while the hammer or caber toss event is in progress. Depending upon the location of the hammer or caber toss competition and the competence of the competitors it may be necessary to restrict the use of the track and any other event sites in the vicinity of the hammer or caber events.
2. That in the event of non-qualified personnel being used to assist in officiating, prior to starting the event all such persons must be added to the meeting organizer's list of officials and should be made aware of any safety issues associated with their events. Only in exceptional circumstances should non-qualified personnel be used in the proximity of landing implements in the long throwing events and then only under the direct supervision of a suitably experienced SHGA rep.
3. That the recommendations regarding personnel entering the competition area are complied with.

During Games the SHGA reps should ensure that athletes have sufficient competence in their events such that they do not pose a danger either to themselves or to others.

## **SAFETY RECOMMENDATIONS**

### **Personnel entering the competition area at games**

The following information will be displayed and made available to all athletes and officials:

- a. In the Secretary's tent
  - b. On the Games website.
  - c. Printed in the programme.
1. No-one other than the relevant appointed SHGA Officials, Games committee or appointed helpers and Field Event athletes should enter the competition area without authorisation..
  2. Visits by guests/dignitaries must be led by a competent authorised person.

### **SPECIFIC RULES**

1. Press/photographers must be easily identifiable and must report to the official in charge of the event and should only be allowed on to the

- competition area with the meeting organiser's permission.
2. In the event of doctors or first aiders needing to enter the competition area they must make their presence known to the event officials.
  3. No-one must ever use the central competition area as a short cut.
  4. There shall be a statutory public H & S announcement at the beginning of the Games with repeated announcements at suitable intervals.
  5. It is recommended that while in a competition area walkmans and similar devices should not be used.

### **MEDICAL PROVISION AT GAMES**

The minimum provision at Games meetings will be the following:

1. First aiders - number to be determined by meeting organiser.
2. Ability to contact emergency services.