

Health and safety



Now for the very important bit... health and safety. We want every Sainsbury's Sport Relief Mile to be fun-filled but in a safe environment. Below are some guidelines for you to follow as closely as possible to ensure this happens.



Welfare

Toilets and hand washing/changing facilities

You should be aware of exactly what amenities are available at your venue and ensure they are all unlocked and fully stocked on the day.

Disabled facilities

Where possible all facilities should be accessible for people with disabilities on the day of your event. Please see the 'Route & Venue' section of this guide.

Information

Consider having an information point or designated person to answer any questions.

First aid point

This should be located fairly centrally to your Mile route and if possible near to a water point. Your First Aiders will guide you on how they want this to be set up and you should try to address this prior to event day.

Water distribution

We will be providing you with bottled water for your Milers which you should distribute after their challenge but you should also try to have other drinking water available. Milers doing 3 or 6 miles will definitely appreciate a water station enroute to keep them hydrated throughout their challenge.

Lost child meeting point

Officials will be recognisable by their event team kit but please ensure all of your volunteers are briefed on where the lost children meeting point is. To make things easier for lost children and their parents please think about signage which will make the meeting point easily identifiable.

Baggage store

If your venue has secure lockers please ensure all of your volunteers know to tell people who ask for this facility.



Catering/refreshments

If you do intend to have refreshments or food available at your event please ensure it is stored properly and handled hygienically. All 3rd party suppliers must have the appropriate certificates and licences to trade at your event. Visit www.food.gov.uk or contact your local authority for more details.

Rubbish clearance and waste disposal

Please ensure you have plenty of bins (and recycling bags where possible) placed around the site. Please ensure your team of volunteers do a litter pick at the end of your event.

Child protection

To enter a Mile, everyone under the age of 16 will need their parent or guardian's written consent and must be accompanied by a responsible adult at the Mile. It is the responsibility of parents/guardians to decide whether a child under 16 is capable of doing the challenge selected.

Although this decision ultimately lies with the parents/guardians it is also important for you to be fully prepared for every eventuality and so we have put together the following guidelines for dealing with children at your Sainsbury's Sport Relief Mile:

- Keep a written record of any injuries that occur and any treatment given (this is good practice for adults as well as children).
- Try to avoid any situation where an adult could be left alone with a child/children. Activities involving children should always take place out in the open and there should always be at least two adults present at all times. You should also consider carrying out appropriate background checks if adults are to have unsupervised access to children.
- Keep a written record of staff and volunteers present on the day.
- If your organisation already has a Child Protection Policy in place, assign a member of staff to ensure all volunteers are aware of the policy.

Crowd management

Participant flows

The Mile controller should be watchful for any areas where participants become congested. Areas to watch out for are:

- The Start and Finish line
- The points immediately before and after Milers filter on and off the course
- Where multi-milers 'lap' other participants
- Any areas where the course narrows
- Any tight corners on the course

As entrants assemble at the Start Line, it's a good idea to make an announcement encouraging anyone planning to walk their Mile to move towards the back - this will minimise congestion and ensure a better experience for all Milers involved.

You should also have at least one volunteer situated at the Finish Line encouraging everyone filtering off the course to keep moving so as not to create a hazard around the Finish Line.



On the day entry desk setup

When situating your On the Day entry desk please consider that there may be queues and allow space for this. It may be a good idea to hand out entry forms on clipboards to people waiting to minimise queues.



Stewards and volunteers briefing and management

Please make sure your stewards are briefed to ensure that Milers completing their challenge are moving freely and that there are no obstacles or blockages. A happy, smiling steward cheering and clapping Milers as they pass will also create a great atmosphere.

Identification of officials

Please ensure your key team of volunteers are wearing their Event Staff apparel so that entrants know who to contact should they have a problem.

Warm up holding area

Please ensure there is enough room at the beginning of the Mile route for entrants to gather prior to their start time.

Spectator area

Some entrants may bring spectators to cheer them on as they complete their challenge so please consider where the spectators may accumulate and ensure marshals are briefed not to let spectators cross the course whilst Milers are going passed.

Messaging system/PA or loudspeaker

If your venue has this available then fantastic, you can use it for all of your announcements. If not, perhaps you can borrow a loud hailer from someone? Failing that please ensure your race controller has a good pair of lungs and a very loud voice!

Vehicle movement

You should restrict vehicles from driving anywhere near where participants or spectators are likely to be once your event is open. Liaise with your First Aiders to ensure you have at least one clear route for emergency vehicles and include details in your pre-event volunteer briefing.

Overcrowding

If your Mile is open to on the day entries, someone will need to monitor entries to make sure your event doesn't exceed its maximum capacity. If you fill your maximum number of entrants you will then need to let people know that there are no more places available either by positioning someone at the entrance or by making a sign.

Events procedures

Here are some top tips for ensuring your event is run safely and smoothly:

- Prior to your Sainsbury's Sport Relief Mile you should carry out a risk assessment. This will allow you to discover what the key risks associated with your Mile are and help you to minimise them. Take a look at www.hse.gov.uk for more information.
- Ensure all stewards and volunteers are aware of emergency and evacuation procedures. You probably won't need to put these into action but it's better to be on the safe side!
- Ensure that all volunteers know who to report to in case of emergency or someone injuring themselves.
- If possible, allocate one observant person to be the safety coordinator and keep a watchful eye throughout the event to ensure it remains safe at all times.
- If people turn up with bikes or on rollerblades etc please ask them to complete the Mile on foot (minus the wheels!).
- When carrying and lifting anything for your Mile please ensure you (and anyone volunteering at the event) act safely at all times and observe manual handling best practice – we do not want anyone to injure themselves.

“ It is fantastic to be able to organise a community event that involves people of all ages. It's just great to be able to see babies and the elderly sharing the same experience. ” David Hocking Okehampton Mile Organiser