

Risk guidance for checkpoints (second draft)

Risk	Who	Level	What	Action
Slips, trips and falls	All	M	Loose floor coverings, mats, floor tiles, cables, uneven or worn stairs, obstructions Externally-unprotected drops, pot holes, tree roots	All protective floor covering to be securely taped down. Ensure cables in areas of traffic are secured and out of way. Hazard warning notices if necessary
Working at height	marshals	M	Extracting items from tall cupboards	Check steps are available and in good condition.
Vehicles and access to CPs	All	M	Congestion. Reversing vehicles at night. Keeping walkers and vehicles separate	Advance notice to supporters about availability or not for parking at CP Ensure access/exit for emergency vehicles is kept clear at all times. Use second marshal for any difficult manoeuvres
Electricity and gas	Potentially all, but mainly marshals	M	Worn wiring, leaks.	Appliances visibly checked for any damage to wiring. Any temporary items brought to CP should be PAT tested. Check location of master switches for gas and electricity in event of emergency.
Heating and ventilation	All	L	Balance between adequate heating etc for marshals and over heating when risk of faints from walkers	Check thermostatic controls. Open windows (with eye to building security). Check from time to time by marshals leaving hall, and re-entering from outdoors.
Lighting	All	L	Missing bulbs, unlit areas	Check which areas are lit, especially higher risk areas such as toilets, porches. Steps. Identify where spare bulbs kept.
Fire	All	M	Blocked exits	Check fire notices on arrival at CP. Keep fire exits clear Locate fire extinguishers (NB should only be used by trained personnel) & fire blankets
Chairs and tables	All	L	Wobbly or worn furniture. Broken chairs	Check to be made as CP readied. Damaged items to be put aside.
Manual handling	M	M	Injuries to backs with heavy or awkward lifting	Beware particularly of heavy water containers. Use sack trucks if available.
Kitchen	M	M	Crowded, and hazards through bumping into one another, slipping on wet/greasy floors	Access to kitchen restricted to essential staff. Ensure floor spills wiped up promptly
Hazardous substances	M	L	Mixing cleaners inappropriately	Ensure materials appropriately stored. Do not mix bleach and other cleaners
Food hygiene	All	M	Improper preparation and storage of food Inadequate personal hygiene	CP staff to be advised of care with foodstuffs and thorough cooking if plan requires. Supply cool boxes if CP fridge capacity insufficient. Supply hand gel, ensure aprons worn (not just in kitchen). Food plan avoids risky things (e.g. chicken). Non catering staff kept out of kitchen. Location of hand washing identified. Hot water supply checked.
Toilets	All	M	Illness through poor hygiene and hand washing arrangements	Toilets to be checked on arrival and throughout opening of CP, and cleaned if necessary. Adequate toilet rolls to be supplied. No communal use of hand towels-supply paper towels if necessary. Portable toilets: ensure antibacterial gel supplied if not by hirer
Security	All	L	Intrusion by others-curious locals, supporters	Check that entrances are secured if not used. Marshal entrance at all times. Check any non participant strangers who want to come in (name, reason). Refer to CP instructions for supporters if CP crowded.