

## Event plan, including incident and emergency planning.

### Oxford Family Triathlon 2020

#### **Introduction:**

The Oxford Family Triathlon is a non competitive (participatory) community event involving families swimming, running and cycling around the South Oxford area. It covers 8 km in total, starting with a 200 metre (6 length) swim in Hinksey Pool, followed by 1.7km run through Hinksey Park and Dean's Ham meadow (3 laps), finishing with 6.1km cycling on a traffic-free course around Grandpont Nature Park and Whitehouse Road (4 laps). After the event there will be a community day at South Oxford Adventure Playground where participants can collect their certificates, enjoy refreshments and socialise. Families may have children of all ages participating. The event is run and organised for the "Grandpont Nursery School Association" charity number 1099661.

#### **Information:**

The event organisation will be coordinated by a committee of local volunteers. The chair of this committee is Yan Wong.

##### Contact details:

Main organiser: Yan Wong, 159 Marlborough Road, Oxford OX1 4LY (07701031888 / 01865 726111, [contact@sofr.org.uk](mailto:contact@sofr.org.uk)).

Central event coordinator: Karen Wilson, Grandpont Nursery School and Childcare, OX1 4QH (01865 242900 option 1 / 07413 092168, [coordinator@sofr.org.uk](mailto:coordinator@sofr.org.uk)).

The event will take place between 8.30am and 1pm on Sunday 28th June 2020. We expect to have a maximum of 270 participants, split roughly evenly between children (of all ages) and adults. All children need to be participating with an accompanying adult.

Participants are instructed to follow the "Public Timings" below. As an alternative to the positional information below, there is an online map available at <https://bit.ly/2spsZSc> giving locations, route, and position of marshals.

#### **Security**

The main foreseen security issues will be (a) Injuries/Medical considerations that will require first aid (b) Emergency vehicle access (c) Crowd management / evacuation procedures (d) Road closure management (e) Security of personal belongings & unattended bikes. These are discussed in the "methods" section below.

#### **Event Timeline:**

*September - December 2019:*

- Check with Hinksey Pool, e.g. at user's group, for appropriate dates, pool capacity, etc.
- Risk Assessment revision

Apply for insurance

*January 2020:*

- Draft leaflet/logo designs
- Approach members of community to take part in organisation of the event
- Approach potential sponsors

*February 2020:*

- Apply to [events@oxford.gov.uk](mailto:events@oxford.gov.uk) for event permission (including initial risk assessment submission).
- Liaise with Events to get signs for road closure.
- Update website
- Save the date - facebook
- Start registration of participants
- Approach previous participants to attend again and set up fundraising pages
- Approach members of community to take part in organisation of the event

*March 2019:*

- Contact organisations etc affected by road closure, including St Matthew's Church, Railtrack, Hinksey Football club (Pavillion), Pembroke College, etc.
- SAG
- 11th March finalise sponsors
- Contact Thames Valley police to ensure community team present
- Social Media - Facebook, twitter, webpage
- Contact press

*April 2019:*

- Leaflet distribution to Whitehouse Rd residents to notify of Whitehouse Road closure
- Apply for Whitehouse Road closure to Oxford City Council (deadline is 24th May, 6 weeks before the event)
- Hinksey Pool opening event - chance to recruit participants

*May 2019:*

- Order accessories & numbers: wristbands (incl for guests) etc.
- Finalise participant packs
- Sunday, 31st May: deadline for participant registration (if t-shirt required)

*June 2019*

- 1st June - order t-shirts (2 week delivery time)
- 4th June - promote participation at St Ebbes international evening.
- Organize picking up triathlon-related gear from City Council Sports team (gear stored in shed at Cutteslowe Park) - useful gear = large white/yellow signs

("caution cyclists" etc), small red direction signs, high-viz jackets, road cones, large street signs in frames (red "Road Closed", yellow "Sports Event", "Pedestrians this way", etc).

- Check state of course and contact Oxford City Council to verify that any work needed (e.g. vegetation cutting) can be done just before 28th June.
- Send out participant packs by email & check if any families need restricted start times (should by default be in inverse order of age of youngest child)
- Ask for cake donations
- Ask permission from St Ebbe's School to use hi-viz vests.
- Posters advising road closure to be put up

#### *Week commencing 15th June:*

- Fri, 19th June: deadline for late participant registration (no t-shirts)
- Sat 20th June: finalise starting order & email starting order list. Promote sponsorship at EbbesFest happening this day.
- Sun 21st June: deliver printed participant packs + starting order list + t-shirts by hand

#### *Week Commencing 22nd June:*

- Marshal induction
- Pick up keys for the 3 gates around the course (gates are: Hinksey Park (squire #3), Dean's Ham, Grandpont Nature Park)
- Liaise with Parks and Events teams to finalise last arrangements - check condition of course is OK (e.g. council have cut back vegetation, condition of tracks).
- Advanced warning road closure sign to be put in place.
- Prepare certificates for the day of the event
- Pick up hi-viz vests
- Test comms (walkie-talkies)
- Fill in any large holes in running route (Dean's Ham) to avoid twisted ankles.

#### **Running Time doc (for organisers, marshalls and volunteers)**

##### *Previous day (27th June):*

Morning: check in with pool, sort out arrangements for entry, lane ropes, etc. Talk to lifeguard that will be on duty on the day to sort out lane changes, pool clearing, etc.

Print out any remaining signs, marshal pamphlets, etc

11am: marshal induction (walk around course) + cut back any extra brambles, check unevenness of course, dog fouling, collect existing rubbish in black sack, etc.

2pm: set up run/bike transition zone in Grandpont Nursery (print name sheets), including laying out table for water.

4pm (Optional) participant tour of course. (NB: participants can also come around the course at 11am with marshals).

Cone off east side of parking on section of Whitehouse Road to be closed, with explanatory notice

One table for water to be made available in a garden backing onto Dean's Ham, with some disposable water bottles. Any requirements for pool to be moved (e.g. chairs for marshals)

Late evening: set up non-road signage on trees etc (see sign placement in risk assessment). Move barriers to near site and lock to prevent vandalism. Set up tables as appropriate at SOAP.

*On day (Sun 28th June)*

6.00 last tour of course (check e.g. no extra obstacles accumulated overnight, all non-road signage still in place: take shears for pruning). Ensure all road signage is located near but not preventing road use. Tie protective mat to fence near Tuckwell's crossing. Unlock all necessary gates.

6.50 - arrange all paperwork for bike reception marshal (e.g. participant packs to pick up, forms to sign, etc)

7.00am: Press interview slot

7.20: Event coordinator to check in at swimming pool, introduce to lifeguards & explain schedule (& to let in people with wristbands after 12 noon), ensure lane signs are in place, tape out area of grass for bags etc. provide chair & signage for gate marshal.

7.30: Final tour of course by main event organiser (e.g. ensuring no obstacles, signage still present from previous evening, tables for water in-situ). Main event organiser to end up at pool, 7.50 and set up banner above entrance.

8.20 Lead bike marshal at Nursery to organise bike storage as participants arrive.

8.30 Most other marshals arrive on site (Nursery School), meet and greet press @ Grandpont

8.40: Portable signage, tables (1 in Dean's Ham, 1 on Grandpont Rec) & water bottles to be moved into place

8.50: Warm up

9am: Designated road marshals move road signs & barriers into place according to road signage plan. Then they can move cones from parking spaces to places marked in plan. However, cars can come through until the first cyclist sets off, estimated ~ 9.15

9am: Pool organisers start participants off. All marshals should be in place

10am onwards: Finish: certificates and refreshments at SOAP.

11am-1pm: Recovery of bikes from SOAP, organised by designated finish attendant

1pm: Designated road marshals remove road signage. Lead marshal to sweep round course to make sure all participants are finished, and to relieve cycle and run marshals of duty.

1pm: Remove non-road signage, posters, & walk around course to finalise and clear rubbish.

2pm: Debrief at SOAP (central coordinator / organisers / selection of marshals & participants)

### Public Timeline: on day of event

#### **Triathlon**

8.30-8.50am: drop off bikes at Grandpont Nursery School and Childcare, 47 Whitehouse Road, Oxford OX1 4QH. The car park area of 200 square metres will be available for temporary bike storage. There will be a designated official guarding bikes from 8.30 - 10.30.

8.30-9.00am: participants proceed on foot to Hinksey Outdoor Pool, Hinksey Park, Oxford, OX1 4RP

9.00-9.45am: swim section at Hinksey Outdoor Pool, Hinksey Park, Oxford, OX1 4RP. Families will be staggered, starting at 30 second intervals. Entry to Hinksey Pool is provided via a large side gate in the centre of the north-west side of the pool perimeter, and leads directly on to a large grassed area by the pool of 2100 square metres, which can be used for participants and supporters to gather.

9.10-10.15am: run section - from Hinksey Outdoor Pool Hinksey Park, Oxford, OX1 4RP to Grandpont Nursery School and Childcare, 47 Whitehouse Road, Oxford OX1 4QH via Dean's Ham meadow (see map)

Transition from run to cycle: at Grandpont Nursery School and Childcare, 47 Whitehouse Road, Oxford OX1 4QH (main car park). There will be a designated official in charge of this transition section.

9.30-12.00: cycle section - from Grandpont Nursery School and Childcare along Whitehouse Road to its northernmost, through Grandpont Nature Park (OX1 4QJ), down to the path that leads to SOAP. The course finishes next to Grandpont Nursery School, at the South Oxford Adventure Playground, Whitehouse Road, OX1 4QH, where there is a 500 square metre area in which bikes can be left. There will be a designated attendant guarding bikes between 9am and 12 noon.

10.00 - 13.00: issuing of certificates, refreshments, etc. at SOAP.

#### Other considerations

Temporary structures: none.

Permanent buildings: First aid coordination will be from within the South Oxford Family Room, the designated official ("central coordinator") is Karen Wilson.

### **3. Intention**

The aim of the event is primarily to raise essential funds to continue the work of SOFR and OBS. The role of these organisations is to provide support for families in the locality: the event will therefore focus on bringing the community together, while at the same time giving opportunity for families to participate in a community sporting event safely and without incident. We also aim to minimise disruption to local residents & park/pool users.

#### **Objectives:**

##### **Measurable**

Raise £10,000 to continue the work of SOFR and OBS.

Have minimum of 200 participants and up to 270 participants in the event.

Raise awareness of the work of SOFR and OBS.

No major injuries on the day of the event.

*All families should have fun participating in the event, and over 50% of them will return next year.*

##### **General**

*Physical safety of participants (in particular children) should be maintained at all times. First aid should be available for minor problems, and contingencies for more major issues (e.g. use of emergency services) should be thought about.*

*Organisers should make reasonable attempts to ensure security of items left by participants (especially bikes and personal effects when swimming)*

*Safety of volunteer marshals should be maintained*

*Disruption to existing residents should be minimised, with adequate warning given beforehand and on the day.*

*The Triathlon should, where possible, include provision for disabled participants.*

### **4. Method**

#### ***General incidents***

3 classes of incident may occur. (1) On site **disruption** should be dealt with by marshals and lead marshals in liaison with the central coordinator. This includes minor first aid incidents, traffic wanting to access the closed road, lost children, etc. (2) On site **minor emergencies** will require assistance by Emergency Services: it is the responsibility of the central coordinator to alert and liaise with services. There will be a community policing

team on site during the event, who should also be involved should any emergency services be called - one of the roles of the central coordinator is to establish a means of immediate communication with them prior to the start of the event. (3) **Major emergencies** require control to be assumed by Emergency Services. It is the responsibility of the central coordinator to alert all marshals and the community policing team of such an incident, and the responsibility of marshals to inform participants. For details, please see "*Major Emergencies*" at the end of this section.

#### *Physical safety of participants:*

- **General issues & contact with organisers:** volunteer marshals are present around the course should there be any minor incidents / disruption. All marshals will have a basic first aid kit, and should be able to communicate instantly with lead marshals and central base (e.g. via mobile phone). Road marshals are also in contact with each other by walkie talkie. All incidents should be reported back to the base coordinator, from where decisions can be made about first aid, evacuation, emergency services, etc. There will be an optional warm-up session to prepare participants if they require it. All participants will have numbers and identifiable wrist bands with contact details for the central coordinator, which will allow them access to the pool (via a manned side gate, see risk assessment).
- **Weather issues:** the weather forecast will be consulted 5, 3 and 1 day prior to the event, and necessary precautions take, including calling off the event *in extremis* (see *cancellation* below). For hot weather, sufficient water supplies should be made available to all participants. Water bottles will be provided at 2 locations around the course (one for running and one for cycling).
- **First aid:** there will be both a paediatric first aider and a paramedic in a central location, at the main event base. First aid kits and a defibrillator are available for use by trained staff. All calls for first aid should go through the coordinator - contactable either by landline, mobile phone or walkie talkie (in case the coordinator is away from base attending other incidents). For minor incidents, local marshals will be responsible for alerting the central coordinator to send the paramedic, who will be responsible for moving and treating casualties / injuries, with the aid of local marshals. For emergencies, once emergency services arrive, they should assume responsibility for movement and treatment of casualties / injuries.
- **Bodies of water:** lifeguards at the pool are responsible for problems in the water at the pool. The rest of the course is well separated from bodies of water. It is the responsibility of specific local marshals to ensure that participants, especially children, do not divert along routes that lead to the river, or to the duck pond.
- **Participant preparation:** all participants will be issued with a detailed information pack detailing what to do in case of accident or emergency. The central contact number will also be placed on wristbands, so that contacting is made easy. There will be two chances for participants to familiarise themselves with the course on the day before, should any wish to do so.
- **Children & safeguarding:** although lifeguards (in the pool) and first aiders are available, it must be stressed in participant packs that adults are responsible for child participants at all times, and children must always be within sight of a parent or guardian. All organisers have been DBS checked. Although marshals will not be left in

charge of children, it is best practice for marshals to also be DBS checked. Names of marshals & any other volunteers who have been DBS checked will be kept by the coordinator. Although children should always be within sight of a parent or guardian, there is a slight chance of children becoming lost or separated. If so, the central coordinator should be informed first. Within the pool confines, the pool "lost children" policy should be followed. Outside of the pool area, a DBS-checked marshal should take the child to the South Oxford Family Room. Participant packs will include information about where to find lost children.

- Signage: where there are risks on the course, or where there is the potential for participants to go in the wrong direction, appropriate signage should be clearly visible. Particulars are detailed in the Triathlon Risk Assessment. Where there is a risk of collision with cyclists, "Caution, cyclists" signs should be displayed - in particular at any junctions on the close road section.
- Course free from obstacles. Prior to the event, organisers should coordinate with Oxford City Council to prepare the course (in particular, vegetation along the railway track cut back, and the surface smoothed where necessary). Both on the previous day and on the same morning, the course will be checked for any additional obstacles (e.g. rocks, brambles, litter), and these should be removed or otherwise dealt with. Note that syringes etc should not be disposed of by marshals but should be reported and removed using the City Council "sharps" hotline ([https://www.oxford.gov.uk/info/20060/street\\_cleaning/180/report\\_discarded\\_needles\\_and\\_syringes](https://www.oxford.gov.uk/info/20060/street_cleaning/180/report_discarded_needles_and_syringes)).
- Tables & seating: 2 tables are present on the course route, to provide water, sunscreen, and a communication point. These are (1) in Dean's Ham (2) by the Nursery School car park. These tables will be manned by marshals, should not obstruct the course, and are not used to sit at. Tables and seating for finishers will be put out at SOAP. If necessary, extra tables and seating will be obtained from St Ebbe's school, as regularly happens with activities at SOAP. Tables and seating will be erected by volunteer marshals who have previously done this with the same equipment at SOAP.
- Road closure: The lead road marshal is responsible for (a) ensuring that the traffic signs plan is implemented at 9am (b) ensuring that traffic into Whitehouse Road is stopped and informed of the closure (c) allowing local residents and emergency vehicles into the closed area and coordinating with the 4 other road marshals to stop cyclists as necessary (d) allowing emergency vehicles through and ensuring the other road marshals stop cyclists in the area (e) clearing traffic signs to the side at 1am. The organisers can then, later in the day, remove any signs set aside. Further details are listed in the triathlon risk assessment (Road Closure section)
- Emergency services coordination: emergency services will have been notified beforehand of the event (especially as regards road closure). There will be a police team at the event, in prior communication with the event organiser, and with the central coordinator on the day. It is the role of the communications coordinator to liaise with these services and hand over responsibility (if necessary). Marshals should contact the central coordinator to alert emergency services, unless they deem it necessary to ring immediately, in which case they should alert the control coordinator as soon as possible thereafter.

- Emergency vehicle access: a 4m wide carriageway should be maintained at all times along Whitehouse Road. The 4 gates along the course will stay open throughout, and lead marshals will be given the appropriate keys.

### *Safety of belongings*

- Bikes at the start (in the Nursery School car park, 8.30-10.30) and at the end (in the South Oxford Adventure Playground, 10-12.30) will be guarded by a specific marshal.
- Personal belongings left in the pool area in the designated space will be under the supervision of a pool marshal (note that the area is only accessible by paying members of the public). However, participants will be strongly advised to leave valuables with a supporter rather than in the pool area.

### *Safety of marshals, stewards, and other volunteers*

- **Induction** to include:

Introduction to each other. Tour of course route, and how to ensure participants go in the right direction. Chain of command (marshal -> lead marshal -> coordinator) - minor local decisions (e.g. improving signage visibility, clearing obstacles). Phone numbers to use to contact lead marshals and coordinator. First aid availability & procedure. Dealing with passers-by / members of the public. Lost children outside the pool area to be taken to SOFR by a DBS-checked marshal. How to alert and assist emergency services. How to stop participants and evacuate if necessary (e.g. local exits from each area). Procedures for dealing with vehicles on closed sections of road (for road marshals)

- Marshals instructed to take account of their own safety (e.g. clearing rubbish, attending to minor disruptions while the course is going on).

### *Minimising disruption to the public*

- Adequate warning to be posted individually, many weeks beforehand, to residents affected by the closure.
- Posters about the road closure to be displayed a week beforehand in relevant areas
- "Caution, cyclist" signs to be posted where members of the public may come into contact with cyclists (see road signs plan, and risk assessment which contains a mapped list of sign locations and details).
- Walkers to be diverted along alternative routes where narrow sections of track means that cyclists and pedestrians cannot both pass.
- A separate entrance to the pool will be used by participants/supporters as opposed to normal members of the public.
- A PA system will be used at SOAP to make announcements (where necessary) to finishers. Use of the PA system will be restricted to 10-12. Community activities at SOAP regularly involve the use of a PA system, so this is not unfamiliar for residents.

## *Major emergencies*

In the event of a major emergency, the main objectives should be (a) to get people away from immediate danger (b) to alert others of the danger.

The on-site community police team, paramedic, and central coordinator must be informed and where practicable, rapidly consulted on the best course of action should there be a major emergency on or near to the course. Where evacuation is deemed necessary, the following guidelines should be taken into account:

- Evacuation at the pool is the responsibility of employed pool staff. Marshals will be instructed to help and cooperate with pool staff where requested. The central coordinator must be notified of any major incidents at the pool. This notification is the responsibility of the lead pool marshal.
- Evacuation in the SOFR building is the responsibility of the central coordinator, who has knowledge of the emergency procedures for this building
- All marshals will be briefed on how to inform the central coordinator if a major emergency should arise. Marshals must have been briefed beforehand on how to stop the course and direct participants to the nearest safe exit (where applicable). Marshals may stop the course if they deem it necessary, but should immediately inform the central controller if they have done so. As evacuation with insufficient information may result in participants moving towards areas of danger, marshals should generally *not* order an evacuation of an area without first consulting with the central coordinator, lead marshals, on-site police presence, or other emergency services as to the best course of action.
- The *availability* of evacuation routes from elsewhere on the course is unlikely to be a restriction, as most of the course occurs outside in open public spaces (fields & parks). Nevertheless, it should be ensured that marshals in each area know exit routes from their local position (where possible, marshals with local knowledge of the area should be used).
- Participant packs will detail how participants should recognise marshals and follow their instructions.
- In the event of a major emergency, children are to remain with parents & guardians, who will all be evacuated together: once participants are away from immediate danger, they can make their way safely home with their family. When safe to do so, the course will be checked for remaining participants.
- General assembly: given the size of the course, it is inappropriate and unsafe to assemble all participants together, or to keep a constant tally of all participants in a given area. However, all participants are required to leave a contact number, and these will be passed to emergency services to ensure that all participants are safely accounted for after any incident.
- Signage of emergency exits will be displayed clearly at SOAP during handing out the certificates.

## *Accessibility*

- Participant packs will include details on accessibility, and provide pre-course information to encourage participation by all.
- The triathlon is participatory rather than competitive, so disabled participants can complete only those stages which suit them (e.g. only swimming, or only running).
- Disabled participants will be encouraged to contact the event organisers in advance so that any necessary alterations can be made. This includes organising start times to suit the participant.
- Disabled participants can be included as part of other teams completing the entire course - this will be arranged by the event organisers where desired.

## *Cancellation*

- Participants can cancel up to the last registration date (19th June) for a full refund of registration fee (not including any T-shirts, if ordered). After that date cancellation is possible, but fees will not by default be refunded.
- If unforeseen circumstances cause us to cancel the entire event, all participants will be informed as soon as possible, and a full registration fee refund will be made.
- The weather forecast will be checked 5 days, 3 days, and 1 day beforehand: if severely inclement weather is forecast, we will consult with the Events team at the city council and if deemed too dangerous to proceed, the event will be cancelled.

## **5. Administration**

Marshals will be briefed and inducted the day before the event. They will be instructed to turn up at 8.15 on the day to be allocated vests, introduced to all members of the team, given refreshments, toilet break, etc. All marshals will be on duty from 8.45 - 11.45am. Pool marshals, coordinator, & paramedic will be on duty from 8.30 - 12am. The bike drop-off marshal will be on duty from 9.30 - 1pm.

After the event, a debrief session will be held at SOAP, with lessons learned to be recorded, in particular for passing to the British Triathlon Federation.

Marshalls should be recognisable in hi-viz clothing.

Refreshments (tea, squash, cake, ice-creams) provided by volunteers and donations, will be provided at SOAP from 10.30am. Any marshals who are available after 11.15 are encouraged to come and help with refreshments.

Public plans and documents (including this one) should be made available online at <http://triathlon.sofr.org.uk> - this is the responsibility of the event organiser, Yan Wong.

Entry forms, telephone numbers, and other private paperwork is to be kept in the South Oxford Family Room, under the management of the central coordinator.

## **6. Risk**

Please see the accompanying risk assessment. Note that the participant profile is likely to include a large number of children, so particular emphasis should be placed on safeguarding and management of families. We must re-emphasise in all material that children must be in visual contact with a parent or guardian at all times.

Insurance is in place to cover both participants (maximum 500) and volunteers (maximum 25), including requirements necessary to cover Oxford City road closure legislation.

## **7. Communication**

The communications coordinator will be based in the SOFR building along with the designated paramedic. Communication between marshals should go through this central point. All marshals must carry a working and charged mobile phone, and will be given a minimum of 3 numbers to ring (1 landline, + 2 mobile numbers) in case of emergency. Lead marshals (see below) will also have walkie-talkies to contact base, and will be trained in their use during the marshal briefing.

Within certain areas, certain "lead marshals" are locally responsible, but should keep the coordinator abreast of any problems. These areas are (1) the pool, with a designated "lead pool marshal"; (2) Hinksey Park and Dean's Ham field, with a designated "lead run marshal"; (3) the closed road section, with a designated "lead road marshal"; (4) the bike transition area and bike course, with a designated "lead bike marshal".

Note that in the swimming pool, the pool staff have ultimate authority for safety, and should be deferred to at all times.

All staff / volunteers will be inducted, given a tour of the course, and given numbers plus instruction of what to do & who to contact in an emergency. They can receive instruction from the designated lead marshal for their area, or from the central communications coordinator.

Since this is an outdoor event, the only specific safety equipment used by volunteers (i.e. not paramedic or pool staff) is road signage. The 3 road marshals will be inducted into the traffic sign plan and instructed for how to direct residents cars in the "sterile area" that is closed to traffic, and how to safely stop cyclists.

## **8. Appendices**