



KEEPING SAFE AS A VOLUNTEER

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General Guidance

- Do not volunteer if feeling unwell in any way
- Wash or sanitise your hands regularly.
- Consider the weather and plan appropriately – you may be outdoors for long periods.
- Do not volunteer alone – if you leave your position or the event then notify your supervisor.
- Your volunteer high vis vest must be worn when volunteering on the route or in areas where there may be live traffic.
- Be aware of event vehicles on the route including blue light vehicles.
- Make sure you know how to call in any incidents/emergencies on the route.
- Familiarise yourself with the site emergency signage/equipment/ exit routes and call points. Always follow instruction from security/medical.
- Do not enter work areas that are secured – i.e., marquee builds and similar unless you have been given express consent and have the suitable personal protective equipment (PPE)
- Manual Handling – do not lift anything that you are not comfortable lifting/ unsure of weight.
- Do not tamper with electrical connections or similar.
- If you identify any health & safety issues/incidents, please notify your supervisor.
- Store your belongings in suitable locations – do not leave them in areas that would result in a trip hazard and / or cause a security alert.
- Ensure you are aware of the lost child/vulnerable persons procedure (see below)

Health and Safety

Motiv Sports has both Employers and Public Liability Insurance that covers volunteers at our events. We also work very closely with our health and safety partners and local agencies and organisations including the emergency services who support in the run-up to and at each event.

Please do make sure that you keep health and safety an essential part of everything that you do on the day and remember to:

- Be alert at all times to hazards, particularly those arising from changed circumstances.
- Be prepared to ask whenever a health and safety measure is not fully understood or whenever faced by a problem or unforeseen situation. If in doubt, ask.
- Be aware of and make allowances for the effect of fatigue and stress.
- Have your own and others' health and safety in mind when volunteering.

Risk Assessments

A comprehensive risk assessment (a careful examination of what, on this event, could cause harm to people) is undertaken for every event and there is always an event Health and Safety Officer present throughout each event.

- Should you see something that is likely to cause harm or if you have any concerns around health and safety, please speak with your supervisor/team leader immediately.

Emergency Communications and Procedures

In the unlikely event of an emergency ensure you get yourself to a position of safety and notify your Supervisor / Team Leader or a member of the Security / Medical team. Please keep the following points in mind:

- Notify Supervisor.
- Make note of the specific location of the emergency/condition of an individual(s) involved. If on the route, please use a mile marker for assistance.
- Warn others if necessary.
- Try not to panic and keep calm
- Calmly report incident without using trigger words such as 'bomb, fire, death etc.' Request a call back on your mobile phone if necessary.
- If a participant falls ill, DO NOT call the emergency contact number on the back of runner bibs. A member of Management team will do this if necessary.

Venue Event Evacuation

If you hear that you are to evacuate the area from your supervisor do not go back and collect any personal belongings.

- Leave by the nearest exit
- Do not run or panic.
- Go to your designated assembly point/place of safety
- Do not go back into the event until told it is safe to do so

Emergency Procedures

In the event of an emergency your first point of contact should be your supervisor. Your supervisor works as part of a team with Event Control and will contact them.

If an incident occurs whereby, you need assistance please take the following actions: Report the incident immediately to your supervisor in one of the following ways:

Via mobile phone or direct contact with the nearest Team Member with Radio

Communicate the following clearly:

- Your name and position
- Exact Location – Are you on the course or in event? Where are you? Use distinguishable landmark, road name or postcode or What3Words if you have.

- Type of incident – Medical. Security concern. Poor weather conditions. Lost/found child. Damaged infrastructure
- Hazards present – Animals or vehicles on route. Aggressive persons. Fallen infrastructure.
- Access – are routes safe and are they accessible by vehicles.
- Number, type, severity of any casualties
- Emergency services or event staff present & those required
- Wait for instructions from your supervisor and Event Control

IMPORTANT NOTE FOR ALL VOLUNTEERS

- Do not telephone Emergency Services yourself. This should be done through EVENT CONTROL
- Do not comment on the incident to the public or the media
- Never put yourself or others in a violent or dangerous situation
- Familiarise yourself with your specific area and advise your Team Leader/Supervisor if you notice anything out of the ordinary

E Learning Links

As part of our safety preparations, we encourage all volunteers to complete the online training modules linked below ahead of the event weekend.

While this training is **optional** for volunteers, it's a great way to feel more confident and prepared on-site.

1. Protect UK – ACT Security E-Learning:

<https://www.protectuk.police.uk/group/90?type=catalog>

2. Sudden Cardiac Arrest E-Learning:

<https://www.ukcoaching.org/our-courses/courses/tksca/>

3. SCaN For All Staff

<https://www.protectuk.police.uk/advice-and-guidance/security/scan-all-staff>

4. How to CPR

<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/how-to-do-cpr/learn-cpr-in-15-minutes>

Safeguarding

Safeguarding:

Safeguarding refers to measures taken to protect the wellbeing safety and rights of individuals, particularly those of children and vulnerable adults.

Safeguarding is the prevention, early intervention, investigation and support.

What to do if you see or hear of a safeguarding concern?

5R's

1. Recognise
2. Respond
3. Report
4. Record
5. Refer

Please report all suspicions of poor practice or abuse to your Manager or H&S Officer.

Possible Scenarios

Here are a few examples of the possible scenarios that could happen during the event and how you should respond:

Medical Situations involving injured participants

During your briefing your Supervisor / Team Leader will tell you the location of the nearest first aid point. In the event of someone in your area requiring medical assistance please use the following procedures:

Minor Incident:

- Check that the participant is ok to carry on.
- Suggest that they continue to the first aid point nearest to your location.
- If they are not comfortable to carry on but are not in critical condition, contact your Supervisor/Team Leader.
- Your Supervisor/Team Leader will decide about what action should be taken.
- If the participant chooses to continue, please make a note of their number.

Major Incident:

Contact your Supervisor/Team Leader to inform them of the situation, make sure you provide information on the following:

- Exact location o Conscious/not conscious
- Bib number
- Gender o Approximate age
- Nature of injury/illness

Your Supervisor/Team Leader will contact Event Control who will arrange for medical assistance to be sent to your location.

Please stay with the participant until medical assistance arrives and inform your Supervisor/Team leader if their condition changes in any way.

If the participant chooses to continue, make a note of their bib number.

Fire:

Any fire, no matter how small, must be reported to your Supervisor/Team Leader.

All messages must include the precise location and the scale of the fire identified.

Your Supervisor/Team Leader will give you information about:

- Where the nearest fire evacuation point is.
- Where to assemble. This location will be pointed out by your team leader/supervisor onsite.
- How to raise the alarm.
- Where the fire extinguishers are and how to use them correctly.

Lost child/vulnerable adult:

If you come across a lost child/vulnerable adult:

- Take down full details of found person/child and description, including age, gender, clothing, distinguishing features
- Try to establish where last left parents / guardian. Keep the child/person with you but do not be alone with the child/person. **Children and vulnerable adults must always be accompanied by two members of staff where reasonably possible.**
- Report the missing person to your team leader/supervisor who will report the incident to Event Control via **0303 0401 402**.

If you have a parent/guardian report that they have lost a child/person:

- Take down full details of missing person/child and description including age, gender, last seen location, clothing, distinguishing features
- Report the missing person to your team leader/supervisor who will report the incident to Event Control via **0303 0401 402**.
- Keep the person looking for the child with you and assure that search is underway. Direct to Information if appropriate
- Try to make the parent/guardian remain calm and reassure them

Unattended / Suspicious bag or package: You may come across a bag which has been left unattended. Use HOT to decide if it looks suspicious:

UNATTENDED ITEMS: LOST... or **SUSPICIOUS?**



H

Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



O

Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



T

Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If after applying the HOT protocols you still believe the item to be suspicious, call 999.



NATIONAL
COUNTER TERRORISM
SECURITY OFFICE



BRITISH
TRANSPORT
POLICE

Firearms or weapons attack: In the unlikely event of such an incident.



**COUNTER
TERRORISM
POLICING**

ACT

**ACTION
COUNTERS
TERRORISM**

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.

If you think someone has been exposed to a **HAZARDOUS SUBSTANCE**

Use caution and keep a safe distance to avoid exposure yourself.

TELL THOSE AFFECTED TO:



REMOVE THEMSELVES...

...from the immediate area to avoid further exposure to the substance. Fresh air is important.

If the skin is itchy or painful, find a water source.

REPORT... to the emergency services.



REMOVE OUTER CLOTHING...

...if affected by the substance.

Try to avoid pulling clothing over the head if possible.

Do not smoke, eat or drink.

Do not pull off clothing stuck to skin.



REMOVE THE SUBSTANCE...

...from skin using a dry absorbent material to either soak it up or brush it off.

RINSE continually with water if the skin is itchy or painful.

ACT QUICKLY. These actions can **SAVE LIVES.**

Defibrillator Heart Restarter

Anyone can use it
No training necessary



For an unconscious person
NOT breathing normally



Call
999

Start
CPR

Switch on
defibrillator

Follow its
instructions



Resuscitation Council (UK)

