Policy 1: Event Safety & Duty of Care

1. Purpose

To define the Charity's overarching safety framework and duty-of-care approach for planning and delivering the LTC JOGLE Pub Run across multiple locations and dates.

Objectives

- Maintain safe conditions for participants, volunteers, staff, and members of the public throughout all stages of the LTC JOGLE Pub Run.
- Prevent accidents, injuries, and incidents through effective risk assessment and implementation of mitigation strategies.
- Comply with all legal and regulatory obligations related to health and safety.
- Provide or ensure provision of necessary training, supervision, and information to all parties involved with the LTC JOGLE Pub Run, including volunteers, staff, and contractors.
- Ensure adequate insurance coverage, including public liability insurance for third-party claims and personal accident insurance for volunteers.

2. Scope

- Applies to all event legs, pub stops and associated activities delivered or controlled by the Charity.
- Applies to participants, volunteers, staff, contractors and any members of the public affected by event operations.

3. Definitions

- Event leg: A defined participation segment operated under The LTC JOGLE Pub Run brand, where individuals may join the route at designated points and take part over a distance of their choosing.
- Local delivery pack: The leg-specific operational pack (route notes, risk addendum, contacts, timings).
- Dynamic risk assessment: On-the-day adjustment based on live conditions (weather, crowding, route issues).
- Medical Emergencies: exhaustion, dehydration, heat stroke, heart attacks, musculoskeletal injuries.
- Traffic Safety: risks from shared-use roads, crossings, and vehicle interactions.
- Terrain Hazards: uneven pavements, potholes, or sharp turns.
- Crowd Safety: risks stemming from congestion near high-traffic areas.
- Adverse Weather Conditions

4. Legal / Regulatory Context (summary)

- Health and safety duties apply to the extent the Charity is an organiser/employer/controller of activities and sites.
- The Charity will operate to a 'reasonably practicable' standard, proportional to risk and scale.
- This section is a non-exhaustive summary and not legal advice.

5. Policy Statement

The Charity is committed to taking all reasonably practicable steps to prevent foreseeable harm. Safety considerations take precedence over fundraising, publicity and schedule. The Charity will not proceed with an activity where risks cannot be reduced to an acceptable level.

6. Minimum Safety Standards

- A Master Event Management Plan (MEMP) will be maintained for the overall challenge.
- Each leg will have a leg-specific plan (local delivery pack) including a risk addendum and emergency contacts.
- Clear roles and escalation routes will be in place (Event Director, Safety Lead, Leg Lead).
- Incident, near-miss and hazard reporting will be used for learning and improvement.
- Participants will receive clear pre-leg safety information (route, hydration, conduct, emergency actions).

7. Roles & Responsibilities

- Event Director: Overall accountability; final decision-maker for suspend/modify/cancel decisions.
- Health & Safety Lead: Maintains risk framework; assurance that minimum standards are met.
- Leg Lead: Implements leg controls; confirms local arrangements (water, marshal points, comms).
- Volunteers: Operate within role descriptions; escalate hazards; do not undertake prohibited activities.
- Contractors (e.g., traffic/medical): Provide specialist services under contract and evidence of competence/insurance.
- Participants (to follow instructions set out in the Participant Terms and Conditions and any other guidance document or policy and notify staff of safety concerns.

8. Decision-Making & Escalation

- Any person may raise a safety concern at any time.
- Leg Leads must escalate to the Safety Lead/Event Director where risk exceeds planned controls.
- The Charity may modify routes, change start times, reduce distances, pause activity, or cancel a leg.
- Stop/Go criteria must be documented for material hazards (e.g., extreme heat, unsafe traffic conditions).

9. Training, Briefings & Communications

- Volunteer and staff briefing content will include: roles, limits, safeguarding, incident reporting, emergency steps.
- Participant communications will include: route hazards, hydration guidance, behaviour expectations, emergency contact method.
- A single nominated spokesperson will be appointed for serious incident communications.

10. Records & Evidence

- MEMP and leg delivery packs (version controlled).
- Risk assessments (master + leg addenda + dynamic notes).
- Briefing records (who briefed, when, and key content).
- Incident/near-miss logs and post-leg reviews.

11. Compliance

The Charity acknowledges its obligations under the **Health and Safety at Work etc Act 1974**, **Management of Health and Safety at Work Regulations 1999**, and any other relevant UK laws, regulations, or codes of practice. The Charity and the Charity's employees, contractors and volunteers shall ensure compliance with statutory and regulatory requirements to minimise risks and provide a safe and healthy environment during the Event.

Failure to adhere to health and safety regulations may result in disciplinary measures or civil and/or criminal liability in accordance with applicable laws.

11. Review

This policy will be reviewed following any serious incident or material change to the event model, and after the event concludes to incorporate lessons learned.