



GENERIC RISK ASSESSMENTS FOR TIMEKEEPING

GENERIC RISK ASSESSMENTS – TIMEKEEPING

In the following section you will find generic safety guidance risk assessments which highlight some of the common safety hazards associated with timekeeping duties and the suggested steps required in order to control the risks.

UKA recommends that every facility and event/competition provider conducts pre event risk assessments and it is important that the following generic risk assessments are not just copied and pasted with your facility/event name added at the top as this would not satisfy the legal requirement and would not protect participants. Every facility is different so you need to think about the hazards and controls relevant to your event and document accordingly. (Click [here](#) for templates and guidance on carrying out a risk assessment).

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions of your session/venue

HAZARD Standalone/Temporary/ Mobile Out-field locations

WHO/HOW AFFECTED:

Technical Officials, Athletes, General Public - Injury from falling and collision

CONTROL MEASURES

1. In the case of stand-alone/temporary/mobile timekeepers stands, ensure that the stand is constructed to the manufacturers specifications. For stand-alone and mobile stands of metal modular construction, ensure safety information plate is in place, legible and in date.
2. Ensure that the flooring of the working platforms (steps) are in good repair, of a non-slip material and securely attached to the stand framework.
3. Ensure that the safety rail to the sides and rear of modular constructed stands are securely attached to the main body of the stand, at a satisfactory height above the level of the platform floor that will not obscure the timekeepers view of the start and finish areas.
4. Ensure that the stand is stable upon the ground environment.
5. If wheels are fitted to a mobile stand and the stand is repositioned ensure that these are in the retracted position before use by the timekeeping team.
6. Ensure that a rope cordon wound with high visibility tape is positioned around the stand-alone/mobile stand, to prevent access by the general public.
7. Ensure that the ground environment surrounding the stand-alone/mobile stand is suitably surfaced for the safe movement of timekeepers whilst in that area.
8. Ensure that where an overhead weather protection facility is provided, the device is securely attached to the main body of the stand-alone/mobile stand.

Control Measure Responsibilities: 1,2,3,4,5,6,7,8 Facility staff, Technical Officials

HAZARD**Permanent Out-field locations****WHO/HOW AFFECTED:**

Technical Officials, General Public:-Injury from falling, tripping, collision

CONTROL MEASURES

1. Ensure that the timekeepers allocated position/seats are clearly defined as not for use by the General Public.
2. Ensure that the access and gangways to the timekeepers allocated position/ seats are kept free from obstruction and where practicable, not accessible by the General Public.
3. Ensure that the flooring of the working platforms (steps) are in good repair
4. Ensure that if the timekeepers' position is located at an extremity of a permanent stand, a safety wall and rail is securely attached to the main structure of the stand, at a satisfactory height above the level of the platform floor that will not obscure the timekeepers view of the start and finish areas.
5. Ensure that the seats provided are safe and free from defects.
6. Ensure that permanent and temporary overhead structures are free from birds and vermin

Control Measure Responsibilities:

1,3,4,5,6

Facility staff.

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Facility staff, Technical Officials

HAZARD**In-Field locations****WHO/HOW AFFECTED:**

Technical Officials:-Injury from slipping/tripping, falling, collision

CONTROL MEASURES

1. Ensure that the competition area is not used as a short cut to timekeepers' calling/recording positions.
2. Ensure that due care is taken when negotiating track inner kerbs.
3. Ensure that when positioned to call/record times, the progress of an athlete in competition is un-impeded.
4. Ensure that due notice is taken of the preparation and progress of field events and of warning horns.

Control Measure Responsibilities:

1,2,3,4

Technical Official