

# RISK ASSESSMENT FOR THE Offa's Twisted Wye Kanter 2023 Version no 1

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## INTRODUCTION

### DETAILS OF THE EVENT

Main event: 16.04.23

Organised by South Wales LDWA

Main event start: Palmer Community Centre, Chepstow. Grid Reference ST 533 938

Main event finish: As Above.

Risk assessment coordinated by: David Morgan

### DESCRIPTION OF EVENT

A spring kanter with a 'twist' in the beautiful Wye Valley on the Wales / England border. The event uses established long distance routes such as Offa's Dyke, Wye Valley Walk and Gloucestershire Way as well as paths to link main routes. This event provides a choice of four routes where clues need to be gathered. The twist is this: If the entrant does not have the confidence to self-navigate, then gpx tracks and route descriptions will be provided to enable them to walk the route of their choice. They will still need to answer the clues to earn a certificate!

There will be **NO** checkpoints on the routes and entrants will need to ensure that they have sufficient food and drink for their chosen route.

The South Wales LDWA will supply a substantial hot meal and hospitality on entrants' return to Chepstow. Tea and toast provided at the start.

### AIM OF RISK ASSESSMENT AND WHO IT COVERS

The primary aim of the Risk Assessment is to ensure that those involved in the event will not suffer injury or harm as a result of their participation or involvement in the event. To this end the Risk Assessment looks at risks and hazards that could cause significant harm to those involved in the event. It also considers some of the risks not directly related to safety and welfare of those involved in the event but could affect the reputation of the LDWA and the Local Group, for example if the event was poorly run and if it made a dramatic financial loss.

The safety of anyone involved in the event, entrants, marshals and supporters will clearly need to be considered. However consideration also needs to be given to anyone who could be affected in any way including local residents, landowners and the general public.

## METHODOLOGY

An **Event Risk Assessment Form** is completed for all general risks associated with the event and a Route Risk Assessment completed for the route of the event. Guidance on the completion of the forms is given in Appendix A.

The **Event Risk Assessment form** requires systematic completion of the form as follows (see appendix A for further information):

Column A	identification of all significant hazards and risks associated with the event including financial and reputational risks
Column B	an assessment of the level of risk which these hazards/risks can impose of the event into <b>high</b> , <b>medium</b> and <b>low</b> risk <b>BEFORE</b> inserting the control measures (column D) This will also reflect the likelihood of the event occurring
Column C	an assessment of the level of risk which the same hazards/risks can impose on the event into <b>AFTER</b> inserting the control measures (column D)
Column D	the proposed measures to be undertaken in order to control the risk;
Column E	the timescales and identification of personnel in order to ensure that the measures proposed are actually implemented

A **Route Risk Assessment Form** is completed for the entire route and guidance is given in appendix A. It contains 6 columns as follows: **The Generic Route Risk Assessment Form shows only an example of how to complete the form**

Column A	paragraph number of the hazard/risk in the route description
Column B	grid reference of hazard/risk
Column C	description of hazard/risk
Column D	an assessment of the level of risk which the hazard/risk impose assessed as <b>high</b> , <b>medium</b> or <b>low</b> <b>BEFORE</b> inserting the control measures. This will also reflect the likelihood of an accident /incident occurring
Column E	an assessment of the level of risk which the hazard/risk impose assessed as <b>high</b> , <b>medium</b> or <b>low</b> <b>AFTER</b> inserting the control measures.
Column F	control measures suggested

**The assessment is a living document. It is important to ensure that the most current version is always in use.**

## EVENT RISK ASSESSMENT

### PART 1 ORGANISING THE EVENT completed by David Morgan

A) HAZARD/RISK	B) INITIAL RISK LEVEL <span style="color: red;">H</span> / <span style="color: yellow;">M</span> / <span style="color: green;">L</span>	C) REVISED RISK LEVEL <span style="color: red;">H</span> / <span style="color: yellow;">M</span> / <span style="color: green;">L</span>	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
1.1 That the event organisers do not have the necessary skills and commitment to organise the event adequately	M	L	<ul style="list-style-type: none"> <li>➤ Organising Committee undertakes to adhere to rules and guidelines, use standard documents including the rules and seek assistance if required.</li> <li>➤ Organising Committee to recruit additional marshals to take responsibility for those areas not directly covered by Committee Members. This could include risk assessment, first aid, and organisation of sweepers.</li> </ul>	<p>Rules written and published on website.</p> <p>Event being organised by South Wales committee and family members.</p>
1.2 Persons attempt the event that are not appropriately qualified or equipped for the event leading to accident, injuries and placing extreme pressure on organisation of event	M	L	<ul style="list-style-type: none"> <li>➤ Organisers to make information on route etc available in advance, to help entrants determine nature &amp; difficulty of route.</li> <li>➤ Entrants obliged to carry required kit (see rules) and Committee to ensure it is used</li> </ul>	<p>Information and rules of event published on website, including minimum recommended kit for spring.</p>
1.3 That event marshals are not appropriately briefed or supported leading to organisational failures	M	L	<ul style="list-style-type: none"> <li>➤ Briefing Packs supplied well in advance to checkpoint marshals.</li> <li>➤ Consideration given to possible lone working in checkpoints.</li> </ul>	<p>South Wales committee and friends aware of roles on day of event. Spreadsheet produced that identifies roles.</p>

			<ul style="list-style-type: none"> <li>➤ Rotas and guidance to be drawn up for HQ marshals</li> </ul>	
1.4 Event cancelled at last minute due to non-availability of key accommodation, major problems on route, prevailing poor weather. Major reputational damage to LDWA if procedures not in hand to deal with this.	L	L	<ul style="list-style-type: none"> <li>➤ Procedures in place to rapidly inform entrants and marshals of cancellation. Registration documents to include contact information and entrants asked to keep this up to date. Collate contact information for marshals.</li> <li>➤ Contacts to be maintained with organisations letting the accommodation to ensure that building remains available and in good condition.</li> <li>➤ Assign sections of route to guardians so as they can keep regular check on route</li> </ul>	<p>Decision will be taken prior to entrants travelling. Entrants have been required to supply email addresses and will be contacted.</p> <p>Relationship developed with caretaker of Palmer Community Hall.</p> <p>This is a kanter so there is no set route. A suggested route description has been provided but there no entrant is required to follow the suggested route.</p>
1.5 Budget for event is inadequate leading to cut backs on facilities and loss of flexibility to respond to emergencies	M	L	<ul style="list-style-type: none"> <li>➤ Event Treasurer needs to have suitable background.</li> </ul>	<p>Budget designed to make small profit for South Wales LDWA. Accounts overseen by group treasurer.</p>
1.6 Access approvals could be refused, local residents raise objections to event. Could cause major disruption to event and cause reputational damage. There is a history of last minute major changes to route etc. on this event.	H	M	<ul style="list-style-type: none"> <li>➤ Early contact to be established with local landowners, Parks Authorities and local residents etc to build good relationships and determine problems.</li> <li>➤ Local Safety Liaison Group to be contacted before event.</li> <li>➤ Local residents /councils etc to be contacted shortly before event to remind them of its dates and time etc.</li> </ul>	<p>Route is a kanter so entrants are accountable for their own navigation. No permissive paths are being used and all routes use public rights of way.</p> <p>Monmouthshire County Council guidelines visited and on-line Event Safety Advisory Group</p>

				form completed. Electronic form submitted to Monmouthshire CC.
1.7 Extreme weather conditions (very wet, very hot) create difficulties	M	L	<ul style="list-style-type: none"> <li>➤ Rules for event to be enforced</li> <li>➤ Checkpoints located appropriately and use of outdoor checkpoints minimised</li> <li>➤ Transport plans need to be robust to cope with high number of retirements</li> <li>➤ Contingency plans to be developed for extreme conditions to cover support of entrants, alternative route etc.</li> </ul>	<p>This is a kanter so there are no checkpoints.</p> <p>Emergency telephone number will be provided and lost entrants collected.</p>
1.8 Transport arrangements are inadequate. Supplies for checkpoints are not delivered in time, baggage is not delivered, entrants are transported without due delay. Drivers may also may become unduly tired and may not have adequate local knowledge. Failures in any of these areas can cause major disruption to the event.	M	L	<ul style="list-style-type: none"> <li>➤ Transport Officer needs to consider the numbers and types of vehicles required taking account of road conditions, distances etc and cost the different options.</li> </ul>	<p>Event based on Wye Valley. Furthest location from Walk HQ is 8 miles.</p>
There may be a risk from tick bites, snakes or other farm animals causing injuries	L	L	<ul style="list-style-type: none"> <li>➤ Ensure medical procedures are provided to deal with these risks</li> <li>➤ Route Risk Assessment to pay attention to these issues</li> </ul>	<p>Spring event. Entrants advised to carry First Aid kits and understand how to treat such injuries.</p>

**PART 2 FACILITIES, ROUTE AND STAFFING** completed by **David Morgan**

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
2.1 That the headquarters facilities available for the event are not suitable or sufficient.	M	L	<ul style="list-style-type: none"> <li>➤ Key members of Organising Committee need to visit site to check facilities against brief. Factors to consider include suitable areas for registration, feeding and kitchens, admin facilities and medical, sleeping areas (entrants and marshals), toilets and showers and car parking.</li> <li>➤ Particular attention to be given to the size of building and adequacy of car parking given the anticipated numbers of entrants and supporters.</li> <li>➤ A Health and Safety check needs to be made of premises before the event to check for any hazards and to confirm means of escape procedures as well as insurance arrangements where appropriate</li> <li>➤ Agreement must be obtained with persons letting the accommodation to cover areas of use, timings, emergency maintenance, hours of access and price. This needs to be confirmed in writing.</li> </ul>	<p>Walk HQ located. Ample facilities for entrants and volunteers.</p> <p>Car parking costs £1 in public car parks.</p> <p>Walk HQ is a public building and is subject to a RA and fire safety facilities.</p>
2.2 That the checkpoints are not suitable or sufficient.	M	L	<ul style="list-style-type: none"> <li>➤ Before booking checkpoints need to be inspected by checkpoint marshal and terms and conditions agreed (see HQ above).</li> <li>➤ Confirm letting in writing and shortly before event check building for H and S hazards, means of escape. Need to ascertain how shortly before checks are needed – and needs a further check when marshals arrive.</li> </ul>	<p>N/A No checkpoints</p>

			<ul style="list-style-type: none"> <li>➤ Check that building sufficiently large enough to cope with number of anticipated entrants</li> <li>➤ Consider if checkpoint is suitable for access by supporters</li> </ul>	
2.3 That the breakfast stop is not suitable or sufficient	M	L	<ul style="list-style-type: none"> <li>➤ As for checkpoints above but assessment needs to be made to ensure that the baggage accommodation is adequate and that it can be handled without risk to the marshals.</li> </ul>	N/A
2.4 That the route is not appropriate for an LDWA event. It may be too difficult in terms of the terrain and it may be inadequately described and not signed in key areas. This could lead to accident/injury, people getting lost. Walkers/runners could inadvertently cause disruption to local residents and public causing severe reputational damage to LDWA and Local Group.	M	L	<ul style="list-style-type: none"> <li>➤ Route is devised and written by local group member(s) with good knowledge of the area.</li> <li>➤ Route is walked out by other persons prior to the event including some who have little knowledge of the area.</li> <li>➤ Route risk assessment undertaken and findings implemented. This latter to include possible re-routing, signage and recommendations for marshals en route.</li> <li>➤ Route is measured for length and ascent/descent calculated.</li> <li>➤ Route description is made available in good time for people to walk out route.</li> <li>➤ Marshals are available en route to manage the event.</li> <li>➤ Marshals' walk approx. 4 weeks in advance of main event makes final check of route</li> <li>➤ Entrants required to carry route description and maps (see rules)</li> </ul>	<p>The Offa's Twisted Wye Kanter has four routes.</p> <p>Route descriptions have been provided for entrants who do not wish to self-navigate.</p> <p>Distances and height ascent checked.</p> <p>Clues to be solved all checked and grid references checked by GPS.</p> <p>No marshals' event.</p>
2.5 Food and drink is not adequate to meet needs of entrants causing problems with dehydration, loss of energy etc.	M	L	<ul style="list-style-type: none"> <li>➤ Location and distribution of checkpoints needs to be adequately planned, particularly at end of event.</li> <li>➤ Food menus need to be adequately planned to provide balanced food offer.</li> <li>➤ Entrants to carry water and spare food (see rules)</li> <li>➤ Facilities are made available to transport entrants'</li> </ul>	<p>No checkpoints.</p> <p>Food provided at the start and at the finish when entrants return.</p>

	M	L	special food (see rules).	
2.6 Kitchen facilities are inadequate (including for handwashing) and food preparation does not take account of hygiene requirements leading to illness	M	L	<ul style="list-style-type: none"> <li>➤ Booking of facilities need to take account of suitability of kitchens and if necessary menus tailored accordingly.</li> <li>➤ Guidance to be issued to marshals on basic food hygiene do breakfast marshals need basic food hygiene qualification? Will depend on type of food prep and service provided</li> </ul>	Kitchen has a microwave, cooker and kettle enabling hot food to be served to entrants.



**PART 3 MANAGEMENT OF THE EVENT** completed by **David Morgan**

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
3.1 That incidents and possible emergencies are not managed on the day leading to escalation of problems.	M	L	<ul style="list-style-type: none"> <li>➤ Event HQ to be adequately staffed at all times. Incident log to be maintained.</li> <li>➤ Key staff to ensure that they have deputies who can deal with issues in their absence.</li> <li>➤ Communication systems to be set up (including setting up emergency number)</li> <li>➤ Check availability of mobile phone signals and WIFI.</li> </ul>	<p>Walk HQ will be permanently staffed. PACER being used to monitor entrants and produce results. EE is the service provider for area. No WiFi at Walk HQ.</p>
3.2 Entrants become lost and or are unaccounted for	H	L	<ul style="list-style-type: none"> <li>➤ Event Monitoring System to be used (PACER)</li> <li>➤ Raynet to be used to facilitate communications.</li> <li>➤ Sweepers to be used to assist with ensuring safety of entrants at back of field.</li> <li>➤ Entrants encouraged to carry mobile phone (see kit check in rules) and given emergency number to contact if lost/injured</li> </ul>	<p>Yes Raynet not being used. Sweepers not being used as entrants can create their own route. Mobile phone numbers will be obtained from all entrants.</p>
3.3 Entrants (or possibly marshals) require medical treatment beyond the scope of their own medical kit (see rules)	H	M	<ul style="list-style-type: none"> <li>➤ Suitable and sufficient first aid facilities to be available to include:</li> <li>➤ First aid kits to be provided and persons able/wiling identifies to administer first aid at all checkpoints. Consider training additional first aiders in Group</li> <li>➤ Establish first aid post at HQ (essential) and breakfast (desirable). Outside organisation likely to be appointed to deal with this.</li> </ul>	<p>Walk HQ will have First Aid Kit.  Rules of event require minimum first aid kit.  Volunteers at Walk HQ will be provided with details of nearest A&amp;E.</p>

			<ul style="list-style-type: none"> <li>➤ Checkpoint information packs to contain details of nearby accident and emergency departments</li> <li>➤ Additionally entrants are asked to supply (in confidence) any relevant medical information</li> </ul>	
3.4 Disposal of Rubbish and recycling is not managed leading to reputational damage to LDWA and Local Group Additionally gates are left open on route and items dropped on route	L	L	<ul style="list-style-type: none"> <li>➤ Member of Organising Committee to be identified to have responsibility for ensuring that this is managed.</li> <li>➤ Entrants reminded to follow Countryside Code</li> <li>➤ Sweepers to close gates and pick up items dropped by walkers</li> </ul>	Rubbish will be disposed of via Monmouthshire recycling processes.
3.5 That Supporters crowd a check point and/or park inappropriately. Operation of checkpoint could be affected and local residents affected causing reputational damage.	M	L	<ul style="list-style-type: none"> <li>➤ Guidance to supporters to be drawn up and enforced. Needs to include information on which CPs are suitable for supporters and those that are not.</li> <li>➤ Entrants to be informed (in rules) that they have a responsibility for the actions of their supporters.</li> </ul>	N/A

**PART 4 COVID-19 REQUIREMENTS** completed by **David Morgan**

A) HAZARD/RISK	B) INITIAL RISK LEVEL H/M/L	C) REVISED RISK LEVEL H/M/L	D) MANAGING THE RISK PROPOSED ACTION/CONTROL MEASURES	E) FURTHER ACTION NEEDED/BY DATE
4.1 Entrants and supporters at risk of transmitting and catching Covid-19.	H	L	<ul style="list-style-type: none"> <li>➤ All entrants advised in advance of event to NOT attend if either positively tested for Covid-19 OR displaying symptoms on day of event.</li> <li>➤ Entrants advised to carry personal supply of hand sanitiser.</li> <li>➤ All entrants and marshals to wear face coverings when inside Palmer Community Centre EXCEPT</li> </ul>	

			<p>when sat down and eating.</p> <ul style="list-style-type: none"><li>➤ Windows and doors will be kept open in order to ensure building is kept well ventilated.</li><li>➤ Event Organisers will supply hand sanitiser at all dining tables inside.</li><li>➤ Event organisers will regularly clean toilet areas with bleach in order to reduce chance of Covid-19 transmission.</li><li>➤ Event organisers will serve food to entrants and there will be no communal food bowls.</li><li>➤ Some food served will be in factory packaging in order to avoid cross contamination.</li></ul>	
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## APPENDIX A

### 1. ASSESSING RISK - GENERAL

1.1 The purpose of risk assessment is to minimise the likelihood of injuries and accidents occurring, and to reduce the possible severity of injury, as far as is reasonably practicable. You cannot eliminate risk entirely, but if you ensure that you do all you can to prevent it happening in the first place, and to ensure that the likely result is minor rather than major injury, you will probably have kept the risk to an acceptable level.

1.2 Risk assessment is a noun, whereas assessing risk is a verb. The actual process is the important part – the written document then forms a record of the action. Think about assessing, not assessment - always consider risk assessment as an activity, not a piece of paper. It remains live and can be altered at any time – for instance a change in weather could dramatically change the risk profile of parts of the event and increase a previously acceptable risk to unacceptable.

1.3 To assess risks, consider the most likely scenario, not just the worst case. There is a risk of fatal consequences with almost everything – but a simple fall on the same level would normally result in bruising and/or cuts, rather than major fractures or death! Work on reducing the risk of the fall itself, and that will automatically reduce the risk of severe injury as well in the majority of cases.

1.4 For example:

Road crossings on an event always cause concern to organisers. There is a fear that an entrant may be distracted by reading his/her route description or being keen not to lose time he/she may take a greater than normal risk in crossing a road. There may also be other reasons, say poor sight lines that make a road difficult to cross. Take for example a case when a footpath drops quickly onto a road with little warning and poor visibility for both the entrant and an oncoming vehicle. Assume the road is reasonably well used. A likely scenario could be that an entrant moving quickly down a slope could emerge without warning onto the road in front of a car. With any road, being hit by a vehicle can be fatal, but certainly a major injury is likely. So, the risk is certainly within the yellow (medium) level at least. Now consider the actual area of the crossing. In this example, it is clearly a distinct possibility that an entrant could stray or stumble onto the road inadvertently – especially if they are tired. This makes the risk unacceptable, so action must be taken. Now you must consider what controls you can put in place to reduce the risk. Ideally, you would eliminate it entirely – perhaps you could amend the route so it crosses by a bridge instead? This would be the best solution, however, normally risks cannot be eliminated, so think about other effective controls.

List them, fill in the details in the action required section, and allocate somebody to take each action, with a deadline target date. In this instance it might be possible to vary the route, this would be the best solution. If not you will need to consider how best walkers can be prevented from walking or running directly into the road. A note in the route description or a large sign at the bottom of the path might help. It may even be necessary to use a marshal to warn entrants of the coming danger. Other factors will also need to be considered. What time of day will the walkers reach it, will the section be slippery if there is rain etc. Your aim must be to reduce the risk rating to an acceptable level/low risk.

1.5 Risk assessment form(s) should be used to record all significant hazards, the nature and extent of the risk and the actions required to control them. Follow up the actions to make sure they are completed on time, and record this on the assessment form.

1.6 If the risks change they will need to be reviewed before the event.

## 2. HOW TO COMPLETE THE FORMS

### 2.1 THE EVENT RISKS FORM

You can use the generic risk assessment form to help you complete your own risk assessment by adapting it. Remember however that the generic risk assessment shows how it has been possible, by working out a programme for coping with the risks, to bring the risks for the event (shown in the 2<sup>nd</sup> column) to an acceptable level (in the 3<sup>rd</sup> column), that is a majority of low risk (green) ratings and certainly no red (high risk) ratings but working out the reassures you need to enforce to reduce the risk.

2.2 The Generic Event Risk Assessment form contains 5 columns. You first need to look at **column A**. Column A lists all risks and hazards associated with the event. You need to go through the suggested risks and confirm that they apply to your event (they probably will) and think carefully if there are other risks particularly pertinent to your event but not already listed. For example if due to the nature of the terrain, or the proximity of a river, flooding could occur. This could cause considerable disruption to an event and a contingency plan may need to be put in place. You need to put it down as a risk

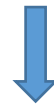


You then need to look at **column B** to assign a risk rating to your risk/hazard. You have three options:

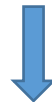
High Risk (Red)	This is an unacceptable risk. It cannot be accepted and must be reduced; if it is not possible to reduce then event cannot proceed
Medium Risk (Yellow)	A significant risk exists. Action must be taken to reduce the risk, as far as reasonably practicable
Low Risk (Green)	There exists a minimal but acceptable risk. Risk is never totally eliminated, but is controlled within tolerable limits.

In assigning a risk level you need also to consider the likelihood of the event happening since that will influence you in deciding the risk level. To use the example of flooding on a route. If you know that this area floods nearly every year in May and causes significant disruption is likely that the risk will be high. However if the area has not flooded in May for over 30 years then the risk could be considered medium or low.

Column C shows how the risk rating can change when you look at measures to control or manage the risk. You need to look again at this column when you have completed column D.



You now need to look at **Column D**. This looks at how you can manage the risk. The generic risk assessment gives suggestions as to how this can be done. It makes several references to the rules of the event which is attached as appendix B and is a key document.



**Column E** gives details of who and when will be responsible for implementing the suggested actions. This section will need to be kept up to date and is a useful check to see if actions are implemented.



Obviously all of the Organising Committee will need to be involved in agreeing the actions and taking responsibility for their implementation. Risk Management needs to be a team issue.

Having completed columns A, B D and E you are now able to return to **column D** to look at how, as a result of your proposed measures, you can reassess the risk identified earlier in column C. The revised risk needs to be inserted in **column D**. If any high risk items still remain as high they need to be targeted and further measures considered.

### 3.1 THE ROUTE RISKS FORM

The route risks form works in a similar way to the Event Risks Form except that it is solely concerned with the route. It should be undertaken when the route has been virtually agreed but before it is finalised since if any major hazards are identified there needs to be sufficient time for measures to ameliorate the risk to be introduced. The assessment could be undertaken by one person or by several but if the latter they will need to agree a common approach. It is best if the assessors have not been heavily involved in the drawing up of the route since they will be able to look at the route with a 'fresh eye'.

3.2 The Event risks form contains 6 columns. The assessor first needs to complete columns A B and C giving details of the hazard and risk located along the route and its location. Only significant risks or hazards should be listed, items of real concern that could cause injury or harm to persons walking/running on the route. The assessor also has to consider whether the risk could be considerably worse in different weather conditions and will have to bear in mind whether the hazard is most likely to be reached in darkness and/or when the entrants are likely to be very tired.

The assessor then needs to make an assessment as to whether the risk/hazard poses a **high** **medium** or **low** risk. A factor here needs to be the likelihood of the event happening since that will affect the risk rating. The choices are as for the Event Risk Assessment (para 2.2 above).

The first step is to fill in columns A to D



The next step is to complete F, the control measures.



Finally E can be completed. This should show how as a result of implementing the control measures, the risk can be reduced.

## APPENDIX B

### RULES OF THE EVENT

1. **ENTRIES:** Can only be made online.
2. **EVENT IS OPEN TO:** All persons aged 18 years or over on the day. Younger entrants are welcome on the event but they must have their entry form signed, and be accompanied by their parent or legal guardian.
3. **ROUTE DESCRIPTIONS:** Will be available on the event website approximately two weeks prior to the event. GPX tracks of the route will also be available on-line. The route descriptions are provided to assist those entrants who are not completely confident in their ability to self-navigate. Please do not climb fences or walls, take shortcuts, or trespass.
4. **RETIREMENTS:** If you cannot complete your chosen distance, and it is essential that you retire, then the organisers will make arrangements to collect you. We would urge you to consider the route distance when you enter the event. The emergency telephone number will be made available on the day of the event.
5. **CHECK-IN AT THE FINISH:** **All entrants, including retirees, must check in at Palmer Community Centre before journeying home.**
6. **EQUIPMENT:** All entrants must carry the following items:- **OS Landranger Map 162 & 171 (or Outdoor Leisure 14)**, compass, whistle, waterproofs, suitable footwear with good tread, simple first aid kit, change for the telephone, food and drink to supplement that provided at the control points. There will not be a kit check at the start, but the organisers reserve the right to carry out a check during the course of the event. **THIS IS A WINTER EVENT AND THE EQUIPMENT LISTED ABOVE IS THE MINIMUM THAT WE WOULD EXPECT YOU TO CARRY.**
7. **MUGS:** **Please bring a mug for breakfast / evening meal drinks.**
8. **DOGS:** Dogs are very welcome on the event. But, owners must ensure that they are insured and are personally responsible for their animals. We recommend that dogs are kept on leads. **ABSOLUTELY NO DOGS IN HALL PLEASE.**
9. **SAFETY:** The organisers reserve the right to refuse entry, require an entrant to retire on safety or other grounds, postpone or cancel the event if weather conditions are bad, disqualify an entrant for infringing the Country Code, or taking shortcuts over fences or farmland off the right of way.

**COUNTRY CODE:** Be safe, plan ahead and follow any signs. Leave gates and property as you find them. Protect plants and animals and take your litter home. Keep dogs under close control. Consider other people.

Entrants understand and agree that their personal information submitted as part of their entry will be held by the event organisers for a period of up to three years after the event and is held for the purposes of managing this event only. Entrants further understand that photographs are likely to be taken the event, which may be featured in Strider magazine or on LDWA websites. Additionally, entrants understand that Summary Information\* may be published immediately and may be held in perpetuity for the purposes of providing a record of the event. Entrants have the right to contact the organisers and request that all of their personal Summary Information\* is anonymised.

\* Summary information is limited to the entrants name, age, gender, postal town, LDWA membership number, event name and date, distance covered, time recorded as well as any other linked walking achievement.

Entrants can choose to remain anonymous during any of the event live progress reporting. However, for operational and safety reasons the organisers will need to store entrants personal information on a computer. This is a pre-condition of entry and by entering the participant agrees to this temporary storage. This information will be held by the teams helping to plan and marshals' managing the event, on a strictly need-to-know basis and will be erased after any report and results have been published.