



# **Cotswold Marathon**



53rd Cotswold Marathon

# **Risk Assessment 2026**

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12th January 2026

# Risk Assessment

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# Background

The Cotswold Marathon is a winter night hike around Gloucester and over the Cotswold Hills. There are 3 routes:- Bronze, Silver and Gold. There is a maximum time limit of 7, 10 and 16 hours respectively. The Marathon is over varying terrain making it necessary for team members to have a good knowledge of mapping and orienteering. There are checkpoints every few miles around the route where drinks will be provided.

The event has been held for the past 55 years (cancelled three times in that period) and learning takes place after each event. The event is a challenging event for young people to tackle and achieve. Therefore the safety of participants and volunteers remains a priority. The event is capped at 500 Walkers.

A staff briefing will be held to include details of safety procedures, changes to CP and route and highlights importance of prompt pick up for those who retire or finish.

All rules and guidance can be found on the CM website.

This risk assessment has been developed based on event planning guidance published by West Somerset Council and [The Purple Guide](#) using the general principles and good practice associated with a model called Integrated Safety Management (ISM).



## The components of integrated safety management

### Anticipation and assessment

The anticipation and assessment of risks to the walkers and volunteers is an integrated part of our risk management processes and assists in the identification and understanding of the risks of an incident occurring.

# Role Definitions

Marathon Controller – Responsible for the overall management of the event.

Walk Controller – Responsible for monitoring the progress of the walkers around the route, liaising with checkpoint staff and dealing with retirements and incidents. Based at Central Control at Birdlip.

Vehicle Controller – Responsible for managing the marathon vehicles to collect finishers and retirements and for returning them to Murray Hall. Also to manage the rescue, first aid, supply and control vehicles as directed by the walk controller. Based at Central Control at Birdlip.

Raynet Controller – responsible for managing the amateur radio operators based at Central Control, Murray Hall and in marathon vehicles. Amateur radio operators send and receive messages from/to the Walk Controller or Vehicle Controller. based at Central Control at Birdlip.

Murray Hall Controller – Manages Murray Hall during the event. This includes logging retirements and finishers, managing catering and first aid teams based at Murray Hall, supervising camping and dealing with radio and telephone messages. During the later stages of the event Central Control at Birdlip will be closed down and the Murray Hall Controller will assume the role of Walk and Vehicle controllers.

Administrator – Manages the booking system and processes the results for the event. Holds contact details for leaders responsible for those walking the event.

## General Hazards

### **G1: Extreme Weather/Exposure**

#### Description

The event takes place during a night in February and is therefore subject to winter conditions in the Cotswold Hills.

#### Measures to Reduce Risks

All participants will be kit checked prior to departure.

Should the weather deteriorate during the event, the walkers can be held at the checkpoints, where event vehicles can be used to return them to Murray Hall.

Each walker must wear appropriate footwear and clothing and carry an approved list of kit  
Each team walks in a group of no less than three people

#### Priority Measures

In the event of the weather seriously deteriorating during the event, the Marathon Controller will consider the available information from forecasts, local situation reports from checkpoints, feedback from mobile staff, Police, Local council highways information systems, and feedback

from other committee members. The Marathon Controller will then decide to continue with the event, amend the event (shorten) or suspend the event.

If the decision is made to suspend or shorten the event, walkers will be held at a checkpoint until an event vehicle arrives to return them to Murray Hall. Most checkpoints have access to some shelter whilst vehicles are dispatched to collect walkers. Where possible the checkpoints with buildings will be used as a priority to shelter walkers. The Vehicle Controller has access up to four, 4x4 vehicles and several other event vehicles during the period when the most walkers are out on the route to assist with repatriation if required.

## **G2: Slips Trips and Falls**

### Description

Throughout the route, walkers will cross a variety of terrain in possible wintery conditions at night.

The route may have been subject to extensive rainfall in the weeks prior to the event. The ground maybe sodden and very muddy in places.

### Measures to Reduce Risks

Each walker must wear appropriate footwear for the event and carry a torch with spare batteries, first aid kit.

Each team walks in a group of no less than three people .

Checkpoint staff give local advice when required.

Safety announcements are made prior to walkers starting.

Rescue Vehicles (4x4s) are deployed throughout the event by the Vehicle Controller. Each Rescue Vehicle is staffed by at least 2 adult leaders one (minimum) has an up to date first aid qualification. Each vehicle carries appropriate first aid equipment as outlined in the appendix-6.

For 2026, two 4x4 with dedicated scout first aiders will be deployed around the route.

Each official safety vehicle and checkpoint has as a minimum two methods of calling for help in an emergency. These include mobile phone and Scout and/or RAYNET radios.

### Specific Measures

CP0 Murray Hall. Flooring is covered in temporary surface to reduce the risk of slips.

## **G3: Overcrowding**

### Description

Overcrowding can occur at Checkpoints.

### Measures to Reduce Risks

Staggered start times.

Large indoor CP are utilised across the route where possible. Checkpoint staff process walkers as quickly as possible and encourage them to move on rather than congregate at checkpoints.

## Specific Measures

### CP0 Murray Hall

- Staggered start times are used to reduce overcrowding at the location.
- First walkers can be released 15 minutes ahead of advertised time to help reduce risk of overcrowding if required once it is confirmed that the initial checkpoints are operational.
- Kit Check, administration, shop, walk-cards and team photos will be located in the main hall. No cars are to be parked inside MH main car park area from 15:00 – 19:00.
- A large tent outside the rear of CP0 will be used to shelter walkers waiting for the starts, walkers will be encouraged to wait in this area for the walk to begin. If weather permits additional queueing will be made outside.
- Marshalls will control flow into Kit Check and MH. There will be members of the CM team in Pink Hi-Vis to deal with walker queries.

### CP6 Birdlip / CP10 Bisley

- At Birdlip, the Silver and Gold checkpoint has been moved to a shelter away from the main hall to reduce crowding.
- Up to seven minibuses available at peak times to return walkers promptly to Murray Hall.
- By exception, parents and leaders can collect from the end of Bronze and Silver Routes subject to Check Point Procedures being followed. Additional 4x4 are available to support transport of walkers if needed (in addition to the rescue vehicles).

## **G4: Health and Wellbeing**

### Description

The event is physically demanding and is undertaken early evening and through the night during February. Several walkers may have existing medical conditions or may become ill during the event.

### Measures to Reduce Risks

The booking system requires a declaration of any known medical condition or not. If a condition is declared this is clearly visible to the Administrator and Walk Controller indicated by a blue box next to their details on the booking system. Clicking on the box reveals the condition declared. If a medical condition is declared walkers and staff are asked what help or treatment is required.

Controllers have access to this confidential information throughout the event. A list of declared medical conditions and advised treatment is issued to the first aid teams and wellbeing team in confidence.

All walkers are required to wear/have access to appropriate clothing and footwear as detailed in the entry requirements.

First Aid kits are carried by all walkers.

First Aid cover is provided by trained adult leaders and will include first aiders based at CP0. Mobile first aid teams will be deployed throughout the event. Each checkpoint to have a designated first aider that is responsible for monitoring walkers as they come through, treating any casualties and liaising with mobile first aid as required.

Each walker has a unique ID number on a secured wrist band enabling identification if the person is non communicative. The wrist band will be marked to indicate that the walker has declared a medical condition.

Each Walk Card has the Murray Hall telephone number displayed. This number is manned throughout the event.

Each walker will be issued with an emergency action card detailing what to do if an incident occurs.

A staff briefing is held prior to event where all key volunteers are asked to attend or send a representative where they are reminded of the control measures identified in this risk assessment including emergency and safety procedures. If a checkpoint is unable to attend, a copy of the meeting will be emailed to them.

Based on the nature of the event and considering the checklist in the Scout Green Card the event is an alcohol free event.

#### Specific Measures

CP0/16 (Murray Hall). All walkers/finishers not collected by a parent are returned to Murray Hall where the First Aid post is located.

CP0 Check point staff, oversee the general 'welfare' of returning walkers.

All checkpoint staff monitor the condition of walkers as they pass through the checkpoints and will advise Central Control if they consider that walkers are not fit to continue.

#### Priority Measures

In the event of any medical emergency first call 999 or 112 and ask for the Ambulance Service

Use a priority call to inform event controllers.

Incident Log maintained by Central Control and Murray Hall Controllers.

### **G5: Public health issues**

#### Description

Prior to the event checks will be made to confirm if any additional measures need to be taken into account regarding COVID-19 or other public health issues.

### **G6: Safeguarding**

#### Description

The Scout Association's [Safeguarding policy](#) is supported by the **Code of Behaviour**. It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm.

Accordingly, Cotswold Marathon is committed to:

- taking into account in all its considerations and activities, the interests and wellbeing of young people
- respecting the rights, wishes and feelings of the young people with whom it is working

- taking all reasonable, practicable steps to protect them from physical, sexual and emotional harm
- promoting the welfare of young people and their protection within a relationship of trust.

#### Measures to Reduce Risks

All staff will be reminded of the Scout Yellow Card during the staff briefings and made aware of the revised Yellow card issued in January 2024.

If any concerns are raised, they should be reported directly to the Scout Association's safeguarding team in accordance with the yellow card.

Any concerns involving members of Girlguiding will also be reported to the Girlguiding HQ safeguarding team in accordance with Girlguiding procedures.

Concerns should also be reported at the time to the Event Lead (Alan Faulkner) or designated event Safeguarding or Welfare Lead (Shell Vaughan). The UK HQ Safeguarding Team will then liaise with the Event Lead, Safeguarding/Welfare Lead or relevant Lead Volunteer about the concern.

All Staff including and Raynet members are issued with a copy of the Yellow Card.(Appendix 2).

All staff and adult walkers that are alone with young members must have a current DBS certificate and have completed the appropriate level of safeguarding training for their organisation.

### **G7: Contingency Planning for Staff and Committee Roles**

#### Description

On the day of the event, a key committee member (see roles on page 4) or several members of staff at a single checkpoint are unable to attend the event due to illness or family emergency putting the event at risk of not being able to run fully or safely.

#### Measures to Reduce Risks

Committee members or other volunteers can be found to step in at a checkpoint at short notice.

For most of the controller roles, there is a suitable person that could step in at short notice to cover well enough for the event to proceed. The event may be at risk if, for any reason, the marathon controller or walk controller could not attend.

All paperwork is prepared in advance and stored on DropBox. Other members of the committee have access to the files if needed.

#### Specific Measures

Plans are in place to document the responsibilities and actions of each committee member/controller role on the day of and days leading up to the event so that an experienced member of the team could take on the role if needed.

A succession plan and deputies are being drawn up for each role to ensure that contingencies are in place for future events.

### **G8: Transport of Walkers**



### Description

Staff are using personal vehicles or troop minibuses to transport young people and others at a voluntary event. The maintenance, insurance and state of the vehicle is not known to the organisers. Due to the timing of the event, drivers will experience fatigue, putting them at greater risk of having an accident.

### Measures to Reduce Risks

All minibuses are provided with a Scout Association minibus permit.

All drivers are required to check that their insurance and driving license are valid for this activity and are reminded of their legal obligations regarding road safety.

Most vehicles have a radio operator with them in contact with Central Control. Minibuses without radio operators use mobile phones and are deployed by Murray Hall or checkpoint staff.

Drivers have regular refreshment and rest breaks throughout the event to prevent fatigue. Where possible, a relief driver is also present.

Once the bronze walkers have returned, the frequency and number of trips is significantly reduced and vehicles are stood down as required.

### Specific Measures

In case of an incident or breakdown, drivers should contact central control for assistance. Recovery of the vehicle is the responsibility of the driver but any participants present in the vehicle will be recovered at the earliest convenience.

## Location Hazards

### **L1: Access to Checkpoints and Vehicle Parking**

#### Description

Checkpoints along the route may be situated near roads which may also be unlit.

Many locations do not have appropriate parking facilities.

#### Measures to Reduce Risks

Parents and Leaders are not allowed to follow walkers around the route.

Access to checkpoints is limited to official event vehicles only.

All walkers and staff must wear visible reflective clothing.

All walkers are reminded and prompted to follow the Highway Code

'Walkers on Road' signs are placed around the route at all busy crossing points by the 'Advance Car'. (See Route Hazards).

Some checkpoints are not accessible by road. All rescue vehicles are 4x4's and can access all checkpoints.

On approach, locations where required will either be sign posted or be visible by a flashing light.

### Specific Measures

CP0 Car Park is controlled by issuing passes to limited staff only.

CP0 Car park is used throughout the night by Official Vehicles and pedestrians accessing the building, the Car Park is therefore lit throughout the night.

CP0. Additional parking has been arranged in Secret Garden Nursery, Grange Primary School and The English Martyrs Church in Tuffley Lane.

'No parking' signs will be displayed

CP2,4, & 9: Parking in the car park is limited to official event vehicles

CP6 – Limited parking is available for control and checkpoint staff only – Minibuses and visiting mobiles to park on the main road which is a cul-de-sac.

## **L2: Lighting**

### Description

Not all checkpoint locations have access to mains electricity.

### Measures to Reduce Risks

Alternative light sources to be provided/listed as essential equipment for location staff.

Opening Vehicle ensures all Checkpoints are functional prior to the arrival of first walkers.

## **L3: Farm Machinery**

### Description

Walkers may have access to some farm machinery in some locations.

### Measures to Reduce Risks

No machinery is in use during the event.

Locations to be checked prior to walkers' arrival by check point staff.

## **L4: Fire / Explosions**

### Description

Some locations are required to provide heating and cooking facilities.

### Measures to Reduce Risks

All fire exits to be checked as being able to open prior to rooms becoming operational.

Fire Exits to be kept clear at all times.

Restricted access to areas where there is cooking taking place.

Restricted access to areas where generators are in operation.

No Smoking in any building or temporary accommodation used in the event.

Buildings will have access to fire extinguishers as per existing regulations.

### Specific Measures

CP0 - MH Fire risk assessment completed

CP2, 4, 6, 7 & 8 – copies of risk assessments requested from hall providers and reviewed prior to event for unforeseen hazards.

CP9 – Possible agrochemical storage on the farm site (not the specific location used for the Checkpoint). No Smoking and restricted access is in place.

## **L5. Barbed Wire**

### Description

Barbed wire maybe be present in the vicinity of checkpoints and along the route.

### Measures to Reduce Risks

Where a specific hazard is identified, In addition to the actions detailed, walkers will be alerted to it on approach with 'warning signs'.

All walkers reminded to follow the Countryside Code via announcements at the start.

## **Route Hazards**

### **R1: Vehicles and Highways**

#### Description

Walkers and Staff are using vehicles and highways in the dark and at night.

#### Measures to Reduce Risks

All walkers and staff must wear appropriate reflective and high visibility clothing during the event.

Walkers must follow the Highway Code.

'Advance Car or supply vehicle will place 'Walkers on Road' signs at both sides of junctions where walkers cross busy roads.(see Specific Measures)

### Specific Measures

CP0 Murray Hall: 'Police - no waiting' signs at the busy junction outside Murray Hall. Additional car parking at Secret Garden Nursery, Tuffley Lane.

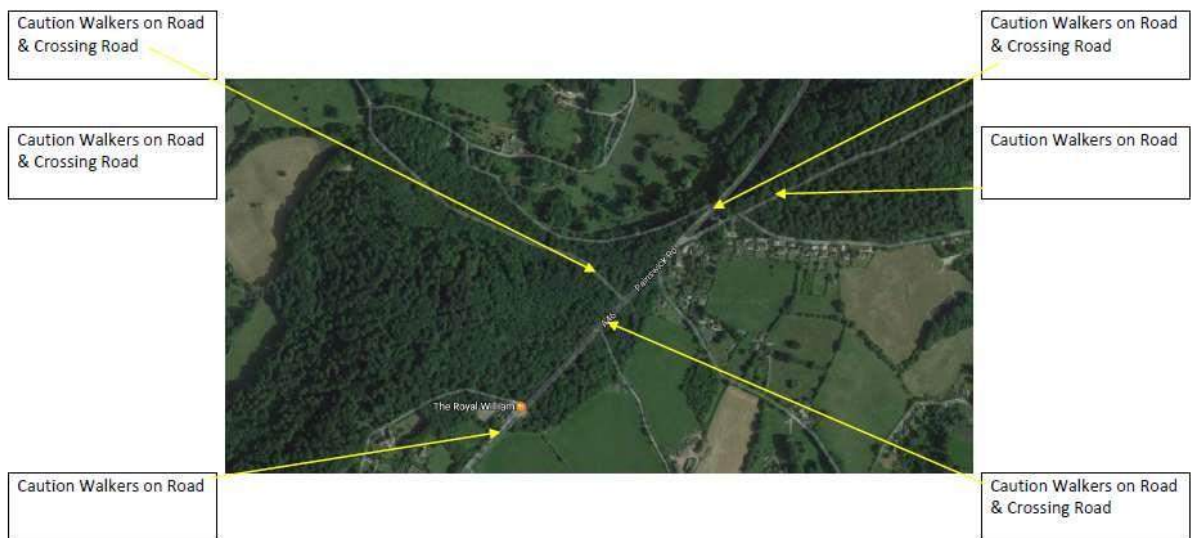
CP3 Approach

### Walkers on Road signs for Checkpoint 3



CP3-4

### Caution Walkers on Road signs Checkpoint 3 to 4



CP5 Approaches

### Caution Walkers on road signs Checkpoint 5



CP0 and CP6 - Access to car park limited to Official Vehicles only.

CP12 – Walkers will cross the A46. Walkers on Road signs placed either side of the checkpoint.

## **R2: Personal Security**

### Description

Young people participating in the Marathon have on extremely rare occasions, been subject to personal verbal abuse.

On extremely rare occasions, intoxicated people walking past CP0 have been abusive to staff and damaged property.

### Measures to Reduce Risks

All walkers must walk in teams of three as a minimum if one of the team members retires, and that takes a team below three members, that they must join up with another team for the remainder of the walk.

Youngest walkers (under 13s) must walk accompanied by a responsible person

Checkpoints are approximately 4 miles apart.

No Lone Walking.

### Specific Measures

CP0 - MH Controller undertakes routine security checks of the site and camping field between 19:00 and 03:00.

Mobile event vehicles can be deployed to area if any reports of concern are received.

## **R3: Lost Walkers / Off Route**

### Description

Walkers, many of whom are young people will be expected to navigate their way between checkpoints. An ability to map read is an important skill required. Walkers may however still become lost between Checkpoints.

### Measures to Reduce Risks

Route and Checkpoint information made available prior to event.

All walkers progress is monitored via a central control process which will identify any walker who is assessed as 'overdue' therefore enabling staff to start looking for delayed walkers early.

An emergency phone line number is made available to all walkers on the walk card and on the Emergency Action Card. The telephones are staffed throughout the duration of the event.

Rescue vehicles are on the route at all times.

No Checkpoint is closed until all walkers have passed through the next checkpoint or a suitable vehicle has been put in its place at the request of the walk controller.

Communications between Checkpoints, Controllers and Official Vehicles is maintained via two separate systems (RAYNET and Nationwide Scout Communication Team).

Checkpoint staff follow agreed procedure for processing walker information. This is issued to them in their pre-event briefing

All walkers have been advised to download 'What Three Words' app. The W3W locations of all checkpoints is detailed on the route section of the website.

All walkers that are carrying mobile phones have provided their number to the organisers so that they can be contacted, if needed.

Each registered team will be issued with a GPS Tracker.

#### Specific Measures

Checkpoint staff and Rescue Staff can undertake search procedures if required to do so by central control.

CP11-CP12 note - Walkers have previously gone off route and often end up on the Stroud Road and Rescue Teams are aware that this location is a good starting point to look for lost walkers in this situation.

### **R4: Livestock**

#### Description

Walkers may pass through fields with livestock.

Fields containing livestock will likely have faeces on footpaths and elsewhere that may present a risk of illness if walkers come into contact with it.

All checkpoints are supplied with hand sanitizer, and some checkpoints have hand washing facilities.

#### Measures to Reduce Risks

All walkers informed of route prior to departure

All of the route is on roads or footpaths with public access.

Walkers must follow the Country Code .

## **Incident Management**

The incident management processes have been informed by the best practice described in Chapter 4 of The Purple Guide. The purpose of Incident Control is to reduce risks and harm, reduce length of interruption to the event, provide a framework to plan, prepare and respond to an incident and support emergency services if required.

### **I1: Incident Team**

In response to an emerging incident or an actual incident the Marathon Controller will take strategic command (Gold Command).

The Marathon Controller (Gold) will liaise directly with the incident response team (Silver Command) which will consist of the following core members and will include other team members as required in response to the nature of the incident.

- Walk Controller
- Vehicle Controller
- Raynet Controller
- Loggist – A member of CM staff at either Central Control or Murray Hall

Operational duties (Bronze) will be undertaken by the Raynet Controller, Scout Communications Team Leader, Checkpoint Leads, Murray Hall Controller and CM Team Members.

To maintain the running of the event during an incident the incident team members main roles will be covered by their deputy.

In the event of an incident, the Marathon Controller will contact the Gloucester District Scout Commissioner and advise them accordingly.

## **I2: Leadership Responsibilities**

The main functional requirements of a leader at any of the 3 levels of command and control are to ensure that they understand the situation to the greatest extent possible, in terms of:

- What is happening?
- What does it mean (i.e. what are the implications?)
- What might happen next?

The Cotswold Marathon Incident Management Form should be completed to inform Incident Management Meetings and Communications (Appendix 3).

## **I3: Incident Plan(s)**

An event incident plan deals with issues around the venue and the ability of the event to take place or continue.

Incident	Plan
Show Stopper / Cancellation	<p>Marathon Controller based on the advice of the District / County Lead Volunteers and County Advisors can cancel the marathon if required.</p> <p>All walkers will be notified via email and via Social Media.</p> <p>Last Minute Cancellations – if assessed as necessary, the Murray Hall Checkpoint staff will attend MH from 15:00 – 18:00 on the day of the event to inform any walkers who arrive.</p>
Weather Deterioration during the event	<p>The procedure for making a decision regarding weather deterioration during the event is detailed in section G1.</p>



Accidents / Route Blocked	<p><u>Accidents</u></p> <p>Staff are briefed to call 999 or 112 in the event of an emergency (see staff briefing)</p> <p>A 'Priority Call' should be used to contact Central Control and handover information</p> <p>An Incident Report and Incident Management forms will be completed.</p> <p>No Walker names are to be used over the radio airwaves. (Walker Numbers Only)</p> <p>The recorded medical alerts will be checked and information shared with those assisting with the accident / injured walker(s).</p> <p>All media requests for information MUST be directed to the Gloucester District Scout Commissioner.</p> <p><u>Routes Blocked</u></p> <p>Note: There are no specified routes in the CM .</p> <p>The same procedure for halting the event of deteriorating weather (see above) will be implemented if required.</p> <p>Where an alternative route can be identified between Checkpoints , All walkers will be informed of the closed route and informed of the new route.</p> <p>CM Staff / Marshall will be deployed to ensure walkers do not attempt to utilise the blocked route.</p>
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#### Other Types of Incidents:

An Incident Plan should be developed by the Incident Team in the event of an incident not listed above and addresses the following area:

- alerting and mobilization of resources
- summoning and assisting emergency services
- where appropriate (safe) to do so, containment of the situation and initial response moving people away from immediate danger treatment of casualties
- dealing with the displaced/non-injured
- ongoing liaison with the emergency services and other authorities (and where the situation is serious, transfer of primacy for the emergency)
- management of public information and media/press releases

## **I4 Feedback and Review**

During the event new risks may come to light and should be assessed and managed accordingly. CM Team members and event staff should record observations about how all systems and measures are performing. Post event all CM Team members will meet to discuss the event and feedback on any problems with how risks are managed.



A risk assessment / review will take place prior to the start of each event within one month of the day of the event and will include information fed back from the previous year.

## **Risk Assessment**

Completed by Alan Faulkner/Rebecca Stevens/Callum Tompkins on behalf of the Marathon Team.

### **Version Control**

- Initial completed – 31<sup>st</sup> January 2022
- Updated – 1st January 2023
- Updated – 31<sup>st</sup> January 2024
- Updated – 21 January 2025
- Current version – 12<sup>th</sup> January 2026\*
- Next review January 2027

\*and as required in response to changing situation.

# Appendix 1 – Safety Announcement

The following safety announcement should be made at regular intervals (20 minutes) from 15:45 through to 17:15 using the public address system.

*“Welcome to the 53rd Cotswold Marathon.  
We hope you have an enjoyable evening.*

*Please make your way to Kit Check if you have not already passed through it on arrival. If you have any amendments to your team please report first to Administration”*

## Checkpoints

*CP1 you must ensure that the metal tags are handed in at CP1.*

*CP6 – Bronze finish is in the marquee at the cricket club. Silver and Gold Checkpoint is located in the shelter on the school grounds . Please follow the signs.*

*CP7 –in the village hall*

*{In the event of adverse weather insert - The weather forecast for the event is [ detail summary of forecasted weather and any specific details required – Marathon Controller will have the most up to date forecast]. }*

*“Your safety during the event is our priority  
Please ensure that you carry and wear the required kit at all times Ensure that your reflective safety wear is visible at all times”*

*As a minimum you must walk in a group of three people*

*In the event of any problems whilst out on the route inform check point staff or call Murray Hall, the number is printed on the walk card and Emergency Action Card.”*

*On behalf of the organisers, we hope you have a successful Cotswold Marathon.*

## Appendix 2 - Safeguarding

It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm. Checks are made to confirm that all adults entering the event have a current DBS disclosure. The Yellow card was updated in January 2024.

Yellow Card Version 8 1<sup>st</sup> January 2024

### Safeguarding

#### Code of Conduct for Volunteers

In Scouts, the welfare of children and young people is our priority. Everyone has a duty to report safeguarding concerns, and adults must follow this Safeguarding Code of Conduct.

**Children and young people first.**  
**If in doubt, report it.**

Find out more at  
[scouts.org.uk/safeguarding](https://scouts.org.uk/safeguarding)



**If a child or young person tells you about a concern, you must do the following.**

1. Allow them to speak without interruption, and accept what they say.
2. Be understanding and reassuring, but do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words used. Don't ask leading questions or try to find out whether the concern is justified.
5. Make sure that Scout activities do not cause further risk to their welfare.
6. Contact the Safeguarding Team.

**If you are concerned about the welfare of a child or young person, or if there is a concern, complaint or allegation, about you or another adult, inside or outside of Scouts, you must do the following.**

1. Write careful notes of what was said using the actual words used.
2. Do not ask leading questions or try to find out whether the concern is justified.
3. Make sure that Scouting does not cause further risk to your or their welfare.
4. Contact the Safeguarding Team.

**Procedure for reporting safeguarding concerns**

1. **Gather the necessary information**
  - Make sure that you have the name, date of birth, address and phone number of each person involved with the concern.
  - Find out when the people involved will next be at a Scout meeting or activity.
2. **Contact the Safeguarding Team**
  - Use the reporting form on the Scouts website to report the concern to the Safeguarding Team. Include as much information as possible.
  - If you can't fill in the form online, call +44(0)20 8433 7164

- (8am to 5pm, Monday to Friday) or email [safeguarding@scouts.org.uk](mailto:safeguarding@scouts.org.uk)
- In an emergency outside the above times, you can contact the Safeguarding Team by calling the Scouts Support Centre on +44(0)345 300 1818.
- Follow the Safeguarding Team's advice and take no further action unless they tell you to.
- Ask questions if you're not sure what to do.

**It is your duty to report all safeguarding concerns, whether you are told about them directly or indirectly, as soon as possible (always within 24 hours). If you are not sure what to do, or you are not sure if a concern has been reported, contact the Safeguarding Team.**

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police. Tell the Safeguarding Team you have done this.

You can also call the NSPCC on 0800 800 5000 or email them at [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

# Girl Guiding Safe Space card.

### How to handle a disclosure

**Do**

- Listen carefully and trust that what is being said is correct.
- Reflect back key phrases to check your understanding.
- Offer immediate support and reassurance.
- Record a factual account of the conversation immediately, using the person's actual words wherever possible. Sign, date and keep the record safe.
- Share the report with your unit leader immediately and contact your commissioner or the HQ Safeguarding team to report the disclosure.

**Don't**

- Tell the person that you can keep it a secret. Do explain that you may need to pass the information on to keep them or other people safe.
- Panic, overreact, be judgemental or make assumptions.
- Investigate, repeatedly question or ask the individual to repeat the disclosure.
- Discuss the disclosure with people who do not need to know.

### Your Code of Conduct

As a Girlguiding volunteer you must always:

- Be a good role model
- Comply with all applicable UK laws and guidance as well as those of the country your unit or activity is based.
- Follow Girlguiding policies and procedures and re-read them regularly so you are aware of updates.
- Deliver the Girlguiding programme, and support other adults to meet the Girlguiding programme requirements.
- Be responsible and accountable
- Be fair and treat everyone with respect and dignity
- Respect privacy in line with our policies and guidance
- Communicate with others in an open and respectful way
- Work together with Girlguiding members, their parents/carers and members of the public.

### Important contact details

**Girlguiding HQ Safeguarding Team**  
 Office hours  
 (+44) 0207 834 6242 ext.3037  
 Out of hours (emergencies)  
 5pm-10pm UK time on weekdays  
 9am-10pm UK time, Saturdays, Sundays, and on English bank holidays  
 (+44) 07508 032997  
 Email  
[safeguarding@girlguiding.org.uk](mailto:safeguarding@girlguiding.org.uk)  
 Web  
[girlguiding.org.uk/safeguarding](http://girlguiding.org.uk/safeguarding)

Printed version of this guide is available. Please email the HQ safeguarding team to request a copy that you can conveniently carry with you.

© Girlguiding | Published August 2023  
Replaces advice version 2019

## A Safe Space safeguarding pocket guide

What to do if you have a concern about a girl, young woman or adult member within Girlguiding

As a Girlguiding volunteer, member or member of staff you share a responsibility to protect and promote the safety and wellbeing of girls, young women and adults as you help them reach their full potential through great guiding experiences.

So, it's extremely important that you're clear about your safeguarding responsibilities, and about Girlguiding's commitment to safeguarding.

Your Volunteer Code of Conduct maps out what is expected of you at all times. This is Girlguiding's expectation of how you work with others in Girlguiding (including girls, young women and adults) and members of the public (including parents and partner organisations).

By following it you will be able to check that you are always doing the right thing and behaving in the right way.

You will be reminded of what Girlguiding stands for, of our mission, Promise and values, to be caring, challenging, empowering, fun, inclusive and inspiring.

**IMPORTANT NOTE**  
 As a Girlguiding volunteer you must not act impulsively or emotionally, or do anything which brings (or is likely to bring) Girlguiding into disrepute or have a negative impact on Girlguiding or its reputation.

### Safeguarding allegations, concerns and disclosures

**Reporting concerns**

If you're made aware of an allegation, concern or disclosure of harm or abuse, or if you have a concern about a young person's or volunteer's wellbeing, it is extremely important that you understand your responsibilities. It is your responsibility to seek advice and support from your commissioner or HQ Safeguarding team and to follow the process for reporting an allegation, concern or disclosure.

Under relevant statutory guidance, voluntary organisations are recognised as playing an important role in safeguarding children.

The guidance also makes it clear that volunteers have the same safeguarding responsibilities as those who work with children in a paid capacity.

For that reason, we ask that you complete the 'Process for reporting an allegation, concern or disclosure' within 24-hours, or sooner if it is an emergency or there is an immediate risk of harm.

**Concerns about a volunteer**

Any safeguarding allegation, concern or disclosure about a Girlguiding volunteer must be immediately referred to your commissioner or HQ Safeguarding team.

You must inform your commissioner or the HQ Safeguarding team of any ongoing or past investigation into you or someone you have a significant relationship with, which relates to any child or adult safeguarding allegation, concern or disclosure. The investigation may have been carried out by the police, Social Services, an employer, or another organisation you volunteer for. Someone you have a

'significant relationship' with may include, but isn't limited to, a family member, partner, or member of the same household. You must inform the HQ Safeguarding team or your commissioner without delay. And commissioners must pass this information on to the HQ Safeguarding team.

**Honest conversations**

The Safeguarding team may ask you to speak to the parent/carer of the young person or the adult member about the concern raised. This conversation might have to take place before the concern can be progressed by the Safeguarding team or other external agencies. Your local commissioners and country/region safeguarding volunteers are available to provide you with support.

You can find more information on how we handle concerns, including tips for honest conversations, in the Safeguarding Procedures on the Girlguiding website.

### Process for reporting an allegation, concern or disclosure

Is there an emergency and/or immediate risk of harm?

**YES** → Inform the emergency services, i.e. the police. Then contact the HQ Safeguarding team as soon as possible.

**NO** → Complete a written report. Make sure to include names and membership numbers and email to: [safeguarding@girlguiding.org.uk](mailto:safeguarding@girlguiding.org.uk)

→ Contact your commissioner or the HQ safeguarding team, within 24 hours.

The HQ team will record and work with volunteers, such as commissioners, to manage all allegations, concerns and disclosures

## Appendix 3 - Incident Management Form.



# Cotswold Marathon



## Incident Management Form

Date	Time	Name of Person Completing Form

<b>E</b> Exact location	
<b>T</b> Type of Incident	
<b>H</b> HazardS	
<b>A</b> Access	
<b>N</b> Number of casualties	
<b>E</b> Emergency Services	

C/10-01/25

## Appendix 4 – Incident report form.



# Cotswold Marathon



## INCIDENT REPORT FORM

Time.....Date.....Operators Name.....		
Telephone/C.P. Calling From .....		
Location of Caller (Map Ref or W3W) .....		
<u>By Telephone</u> Name of Caller .....		
Walk Number .....		
<u>By Radio</u> Walk Number .....(Do not pass names via the Radio)		
Location of Incident (Map Ref or W3W) .....		
Time of incident .....		
<u>Nature of Incident / Injuries</u> .....		
<u>Action already taken at the Incident</u>		
<u>Action Taken by Caller</u>		
<u>Emergency Services Required</u>	<u>Time Contacted</u>	<u>By (NAME)</u>
<u>Action Taken / Persons informed</u>	<u>Time Contacted</u>	<u>By (NAME)</u>
C/9 – 12/23		

## Appendix 5 – Role allocations

Marathon Controller – Alan Faulkner

Deputy – Callum Tompkins

Walk Controller – Richard Large

Deputy – Callum Tompkins

Vehicle Controller – Hillary Wignall

Deputy – Mick Seamarks (in training)

Raynet Controller – Andrew Webb

Deputy – Appointed by the RAYNET controller

Murray Hall Controller – Will Day

Deputy – Matt Wadley

Administrator – Rosemary Trott.

Deputy – Dom Trott, Paul Gait



# Appendix 6 – First Aid Requirements and advice.

## Advised First Aid Provision

Cotswold Marathon – Overnight Scout Hike

### Purpose

To ensure appropriate first aid provision is available at checkpoints during the Cotswold Marathon in accordance with The Scout Association Policy, Organisation and Rules (POR) and current best practice for walking and expedition activities.

First aid provision at checkpoints is intended to:

- Treat minor injuries and conditions commonly associated with long-distance walking.
- Provide initial care and monitoring for more serious incidents until handover to Emergency Services.
- Reduce escalation of preventable issues (e.g. blisters, exposure)

### Compliance with POR

First aid provision will comply with:

- POR Chapter 2 – Key Policies
- POR Rule 9.57 – First Aid arrangements for activities
- Nights Away Permit Scheme (NAPS) guidance
- Scout Activity First Aid Guidance

Key principles:

- At least one appropriately first-aid trained adult present at each checkpoint.
- First aid provided is within the limits of training.
- No medication will be issued or administered.
- Serious incidents will be escalated via Event Control and emergency services where required.
- All incidents will be recorded.
- Ensure you know where your nearest Defib can be found, <https://www.defibfinder.uk>

## Checkpoint First Aid Kit – Advised Contents

### Core Contents (All Checkpoints)

The following items should be available at every checkpoint, regardless of participant numbers. All items must be in date and packaging intact.

#### Personal Protective Equipment (PPE)

- Disposable nitrile gloves
- CPR face shield or pocket mask
- Alcohol hand sanitiser
- Clinical waste bags or suitable alternative

#### Wound Care

- Assorted adhesive plasters (wash proof)
- Sterile gauze pads
- Low-adherent dressings
- Sterile wound dressings (medium and large)
- Adhesive tape (microporous / zinc oxide)
- Sterile saline pods (wound and eye irrigation)
- Antiseptic wipes or spray



## Sprains, Strains and Support

- Crepe bandages (various sizes)
- Cohesive elastic bandages
- Triangular bandages (slings / immobilisation)
- Instant cold packs

## Casualty Care and Monitoring

- Foil survival blankets
- Incident / casualty report forms
- Waterproof notepad and pen
- Torch or head torch (overnight use)
- Whistle
- Survival bags
- Chemical heat packs

## Consumable item list:

This is a recommended consumable list and should be scaled by the number of walkers expected at checkpoints.

- Adhesive plasters: 50
- Sterile gauze pads: 20
- Medium wound dressings: 10
- Large wound dressings: 4
- Blister dressings: 20
- Blister padding sheets: 5
- Crepe bandages: 6
- Triangular bandages: 4
- Instant cold packs: 4
- Foil survival blankets: 6
- Gloves: 50 pairs

## Items Not to be Held at Checkpoints

In line with Scout guidance and first aid best practice, the following will not be held or issued:

- Oral medications (e.g. paracetamol, ibuprofen, aspirin)
- Prescription medication
- Antibiotic creams
- Tourniquets (unless staffed by appropriately trained responders)

## Incident Management

- All first aid interventions will be recorded.
- Participants requiring ongoing care will be referred to Event Control.
- Emergency services will be contacted where injuries exceed first aid provision. To help with this, please fill out the ETHANE card in your checkpoint kit to allow for easy transmission to Central Control

Parents / carers will be informed in line with event procedures.

# Appendix 7 – Quick reference document for first aiders

## CHECKPOINT FIRST AIDER – QUICK GUIDE

### Your Role

- Provide **supportive first aid only**
- Work **within your training**
- **Record all first aid**
- **Escalate early** if concerned
- Do Not provide medication
- Do Not Provide diagnosis
- Do not pressure participants to continue

### COMMON ISSUES

- Blisters & foot damage
- Cuts & grazes
- Sprains & strains
- Fatigue & dehydration
- **Heat illness (hyperthermia)**
- **Cold illness (hypothermia)**

### GENERAL APPROACH

1. **Stop** the participant
2. **Protect yourself** (gloves)
3. **Assess & reassure**
4. **Warm or cool** as needed
5. **Monitor**
6. If unsure → **Event Control**

## COLD ILLNESS (HYPOTHERMIA)

### Early Signs – Mild

- Shivering
- Cold, pale skin
- Slurred speech
- Clumsiness
- Quiet or withdrawn

### Serious Signs

- Shivering stops
- Confusion
- Drowsiness
- Collapse / unresponsive

### Treatment – Mild Hypothermia

- **Stop**
- Shelter from wind/rain
- Insulate from ground
- Remove wet layers if possible
- Dry layers + foil blanket
- Warm, sweet drinks **if fully conscious**
- **Do not allow to continue until rewarmed**

## Moderate/Severe Hypothermia 🚨

- Call **Event Control**
- Keep casualty still & horizontal
- Insulate & shelter
- **No active limb rewarming**
- No food or drink

## HEAT ILLNESS (HYPERTHERMIA)

### Early Signs – Heat Exhaustion

- Heavy sweating
- Headache / dizziness
- Nausea
- Muscle cramps
- Pale or clammy skin

### Serious Signs – Heat Stroke 🚨

- Hot, flushed skin
- Confusion or agitation
- Collapse / seizures
- Reduced consciousness

### Treatment – Heat Exhaustion

- **Stop immediately**
- Shade / cool area
- Loosen clothing
- Small sips of water (if alert)
- Cool packs (neck/armpits/groin)
- **Do not allow to continue until fully recovered**

### Suspected Heat Stroke 🚨

- Call **Event Control**
- Prepare for **999**
- Active cooling
- No fluids if confused/unconscious

## STOP A PARTICIPANT CONTINUING IF:

- Confused or disoriented
- Unsafe walking
- Excessively hot or cold
- Ongoing vomiting
- Pain alters gait
- **You are concerned**

👉 This is a **welfare decision**, not a failure.

## RECORD & REPORT

Record:

- Name / group
- Time
- Issue
- Treatment
- Outcome

Report **all significant concerns** to Event Control.

**REMEMBER** Most serious incidents start as **minor warning signs**. Stopping someone early is **good Scouting practice**.