



MAVERICK RACE STAFF POLICY

At Maverick Race, we rely on volunteers like you to help with the smooth running of our events and the events could simply not function without you, so thank you again for offering up your time to be with us.

In order to work for us at Maverick Race, you must read through the following document and adhere to the policies in place. Towards the end of this document you will also find a section on Covid-19, which will be imposed if restrictions are re-introduced.

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STAFF CONDUCT

All staff working as part of a Maverick Race event must:

1. Adhere to the Maverick Race values by promoting inclusivity and creating a friendly and supportive environment for all participants.
2. Always behave in a professional manner.
3. Always treat participants of the event and the general public with courtesy and respect.
4. Arrive on time, please let us know as soon as possible if you are likely to arrive late for any reason.
5. Report any incidents or accidents to the Event Manager. Your marshal information pack given to you on the event day will include the relevant contact numbers you need.
6. Monitor your area before and after your role to make sure there is no litter left behind.
7. Adhere to the [Highway Code](#) at all times.





UNATTENDED AND SUSPICIOUS ITEMS

When dealing with suspicious items, please follow the 4 C's protocol (Confirm, Clear, Communicate, Control)

1. **CONFIRM** whether or not the item exhibits recognisably suspicious characteristics.

In particular, consider whether the item is:

Is the item Hidden - Has the item been deliberately hidden, or has a deliberate attempt been made to conceal it from view?

Could it be an Improvised Explosive Device (IED); for example are there wires, circuit boards, batteries, tape, liquids or putty-like substances visible?

Has the item been found after seeing suspicious behaviour?

Based upon what you can see, do you think the item poses an immediate threat to life? If so, see point 2 below.

Typical of what you would expect to find in this location?

Ask if anyone nearby has left the item or saw who did.

If the item is assessed to be unattended rather than suspicious, then examine further, paying particular attention to the contents, before applying lost property procedures. However, if you believe the item represents a possible risk to life, then follow the protocol as follows.

2. **CLEAR** the immediate area

Do not touch it further. Take charge and move people away from the hazard. Move at least 100 meters away from a small item, such as a rucksack; at least 200 metres from a small vehicle or large item, such as a car or a wheelie bin; and at least 400 metres from a large vehicle, such as a van or lorry.

Keep yourself and other people out of line of sight of the item.

Think about what you can shelter behind. Pick something substantial, such as concrete or brick, and keep away from glass such as windows and skylights.

Cordon off the area as best you can in advance of police attendance.



3. **COMMUNICATE** – Call 999

Inform the Event Manager and/or Site Manager , be prepared to explain why you consider the item suspicious. Give precise details of the location. Call 999.

Do not use radios within 15 metres of the item and place yourself out of line of sight.

4. **CONTROL** access to the cordoned area

Members of the public should not be able to approach the area until it is deemed safe.

Try and keep eyewitnesses on hand so they can tell police what they saw, or try and get contact details before witnesses move away.



COVID-19 STAFF TRAINING

Consistent failure to comply and promote our COVID policies will result in you being sent home from the event.

What we have done...

- Identified what activities or situations might cause transmission of the virus within Maverick Race events.
- Identified who could be at risk during our events.
- Decide how likely it is that someone could be exposed.
- Acted to remove the activity or situation, or if this isn't possible, control and minimise the risk.





What we have in place...

New measures that you will see in place around the Maverick Race venue and at feed stations include:

- Social distancing measures (at registration, at the start line, at feed station queues and at toilets)
- Staggering of runner start times (strict starting waves for all runners)
- Providing additional handwashing facilities (hand sanitiser stations around our venue)
- Additional cleaning processes
- Availability of PPE (personal protective equipment) for all staff
- Venue and Feed Station 'flows' (one-way directional flow of all runners and staff to move around the venue)
- Additional Signage (COVID specific reminders for handwashing, keeping your distance and wearing a face mask).
- Additional staff at the venue to ensure adherence to COVID procedures.





What you must do...

Throughout your working day with us here at Maverick Race you will be required to comply with our COVID procedures AND promote them to our runners. These include;

- Remaining socially distant from anyone not in your own household.
- Wearing a Face Covering at all times when indoors, at a feed station or at registration
- Wearing gloves if you are handing runners items (front numbers, drinks, finish line giveaways)
- Frequently sanitise your hands.
- Follow the one-way directional flow through the event venue.
- Not attending work if you consider yourself 'vulnerable' and give us plenty of notice of your non-attendance (we ask for at least 2 week's notice of non-attendance for this reason)
- Inform a Manager if you see runners disregarding the COVID procedures.
- **DO NOT come to work if you have had any of the following symptoms in the past 14 days;**
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- Inform a manager if you feel at all unwell during your shift, so you can be relieved from your role and go home.



Check List for staff...

We have put together a number of statements that you need to be able to answer 'yes' to throughout the day.

By working for us here at Maverick Race you agree to the following 6 statements.

- 1) I am remaining socially distant from all other staff and all runners.
- 2) I am wearing a Face Mask whilst indoors at the Venue / at a Feed Station / at Registration
- 3) I am wearing gloves whilst handing runners items (front numbers, drinks, finisher giveaways).
- 4) I am regularly washing / sanitising my hands.
- 5) I am following the directional flow of the event venue at all times UNLESS there is an emergency that requires me to act quickly.
- 6) I am making a Manager aware of any runners that fail to adhere to the Maverick Race Covid-19 procedures.

