



Date: July 2015

### Formal Risk Assessment (RA)

When an event is organised, a duty of care exists to demonstrate that actions and conditions have been considered and, where appropriate, reasonable precautions taken, to ensure the safety of those participating in the event and any others who may be affected by it taking place.

**Background:** Following the Hillsborough disaster and subsequent publication of the Taylor Report, it was deemed in the context of events that “safety transcends all other issues”. This impacted upon the organisation of Cycle Time Trials events in two ways. These being:

- **Personal liability:** In 2002 the RTTC became Cycling Time Trials, a Company Limited by Guarantee, without share capital. This was done in order to divert liability away from the individual and direct it towards the Company. The RTTC was an unincorporated body which could not be pursued through the courts. Hence event organisers and or club officials were more likely to be sued instead. The change to a Company Limited by Guarantee along with the purchase of robust insurance policies continue to combine to offer a high degree of protection for all Clubs, Districts and National Officials.
- **Risk Assessment:** Formal Risk Assessment had to be introduced to identify the risks posed by organising CTT events on a specific road/circuit. Risk Assessment is the identification and recording of the control measures required at all the potential hazards on a course, in respect to their likelihood of causing harm to riders, officials and the general public, who all may be affected by the event taking place.

A template has been prepared for the completion of a risk assessment and is attached as Appendix 2 to this guidance note.

**Undertaking an assessment:** A competent person, who would generally be an experienced cyclist, should undertake the risk assessment. No formal qualification is required and they do not need to be a member of the District Committee.

To gain a perspective of all other road users it is desirable to ride the course to get a rider perspective and drive over the course in both directions (particularly on a circuit course) to get a driver perspective.

As all the decisions reached are subjective rather than objective, it is recommended that more than one opinion is sought/considered.

It is important to be able to demonstrate through this assessment process that all known aspects in the use of the course have been considered and assessed. You do not have to record the reasoning behind the decisions made.

**A Formal Risk Assessment entails:** The recording of all potential hazards on a course and identifying a rating of low, medium or high. Where the risk is deemed to be high or medium, control measures **MUST** be introduced to reduce the risk to low. No stretch of road

should be used for an event unless through introducing active measures, the risk can be reduced to low.

As part of assessment process, traffic flows and any known history of the course/event should be considered and recorded. This information should be available from the appropriate district officials.

**Risk Assessment Approval:** Approval of the risk assessment document lies with the District Committee. It is incumbent on the district officials to ensure that all events, each year, are approved and carry an appropriate risk assessment that satisfies the controlling District Committee that safety is not being compromised.

Under the provisions of Article 26 of the CTT constitution, ultimate responsibility for ensuring this process is implemented lies with the CTT Board of Directors.

**Defining levels of risk:** In considering a course, the following risk ratings should be used:

- **LOW RISK:** is where other road users would not reasonably be impeded by the normal progress of competitors.
- **MEDIUM RISK:** is where other road users may be impeded by the progress of competitors or the actions of other road users may impact on a competitor's progress. The consequences of any such interference might be overcome by rider action alone.
- **HIGH RISK:** where competitor's actions alone are not likely to reduce the risk to low.

**Hazards Identification:** It is not intended that this list is exhaustive or definitive, but is provided solely as a guide to identifying common hazards.

The factors to take into account include:

- Road junctions and other places where vehicles may join or leave the course i.e. lay-bys, garage forecourts, retail outlets, etc.
- the number of other road users at the times the competitors will be negotiating the junction/roundabout.
- forward vision, e.g. hidden dips in the road or obstacles, that may obstruct the view of another road user from seeing competitors clearly.
- sharp bends and steep descents.
- the speed and type of traffic.
- the amount of traffic - Cycling Time Trials imposes restrictions based on the number of units of traffic. Although originally introduced to support fairness of competition, they now have an increased bearing on whether or not the course is safe to use. It should be noted that just because the traffic on a road is below the restricted level, it does not necessarily make the course safe to use.
- the width of the road.
- the condition of the road surface.
- rising and setting sun e.g. riding east into the sun early morning may affect other road users ability to see riders clearly, conversely in an evening riding west against a setting sun may have the same issues.

It is also important to take into consideration the time of the year, time of day, and day of the week that the course is going to be used, as conditions may vary widely and affect the level of risk.

In addition, the safety of officials, (wearing High - Viz jackets) in being able to place and remove signage at the side of roads safely and without obstruction to other road users should also be taken into consideration when identifying where signage is to be located.

**It is strongly recommended that signage erectors wear Hi-viz upper garments that meet either the BS EN 1150, BS EN 471 or ISO EN 20471:2013 standard.**

Some consideration needs to be given to local events (whether weekly, monthly or annually), such as car boot sales, horse race meetings, village shows and other similar events that may impact by increasing traffic movement.

Examples of risks and suggested actions are included as Appendix 1

**Control Measures to be considered:** The two principle control measures to be considered are:

- safety signs (see Guidance Note No 17)
- marshals (wearing high visibility jackets). The aim is to increase the awareness of other road users that the event is taking place.

**It is strongly recommended that signage erectors wear Hi-viz upper garments that meet either the BS EN 1150, BS EN 471 or ISO EN 20471:2013 standard.**

Instructions may also be included in the course details and to the event Signing-on Sheet warning riders of hazards on the course, detailing parking instructions, warming-up routes and mandatory routes (where appropriate) from the headquarters to the start and return from the finish.

Details regarding the positioning of safety signs and essential marshals should be recorded on the risk assessment

The safety of all road users, pedestrians and event officials, especially people erecting and taking down safety signage, timekeepers, marshals, observers and spectators should be taken into account, when considering and identifying the control measures to be introduced.

**Maintaining the Risk Assessment Document:** It is vital that the approved risk assessment documentation is maintained up-to-date. The decisions recorded in the document are not set in stone and may be modified with the approval of the District Committee. Event organisers should complete a simple on the day risk assessment form (Appendix 3) which highlights any identified issues with the course. The risk assessment should be reviewed as a minimum annually, with a note made of the date of last review.

## **APPENDICES**

- Appendix 1: Examples of Risk and possible actions
- Appendix 2: Generic Risk Assessment Form (also available on CTT website).
- Appendix 3: On the Day Risk Assessment Form (Safety Report) (also available on CTT website).

Appendix 1

Examples of Risks and suggested Actions

Please note: This list is not exhaustive

<b>Risk</b>	<b>Scenario</b>	<b>Action</b>
<i>Low</i>	<i>Where a minor road that carries only light traffic joins a more major road.</i>	<i>No action required</i>
<i>Low</i>	<i>Where a course crosses a small traffic island using the predominant route</i>	<i>No action required</i>
<i>Low</i>	<i>Where a courses passes a business premises that is normally busy, but at a time when the business is closed</i>	<i>No action required</i>
<i>Medium</i>	<i>Where a minor road that carries frequent traffic joins a more major road. Possible a local "short cut" route (rat run).</i>	<i>Place warning sign on the side road prior to the junction (approximately 50 yards prior).</i>
<i>Medium</i>	<i>Where a course crosses a small traffic island using the recessive route</i>	<i>Place warning signs on both approaches to the traffic island on the dominant route.</i>
<i>Medium</i>	<i>Where a course passes a business premises that is normally busy.</i>	<i>Contact the business owners for permission to place warning signs immediately prior to the exits to the road.</i>
<i>High</i>	<i>Where two or more major roads meet at a busy traffic island.</i>	<i>Place warning signs on the approach roads not being used by the riders, prior to cars joining the traffic island. Position marshals wearing high visibility vests on all points of the island.</i>
<i>High</i>	<i>When riders join a dual carriageway road at a spear-point junction.</i>	<i>Place LARGE warning signs on the slip road.</i>
<i>High</i>	<i>Where a course is very narrow or twists around tight corners or steep descents.</i>	<i>Warn riders on the start sheet and on the signing-on sheet. Place standard safety signs prior to the hazard.</i>



# Risk Assessment

**Course/Road(s) Assessed:**

**Course:**

**Date of Assessment/Review:**

**Name of Assessor:**

**Course Description:**

**Traffic Flows:**

**Course/Event History:**

## Key Identified Risks

Distance	Location	Identified Significant	Level of Risk Low/Med/Hig	Measures to reduce Risk (if applicable)
0 miles	<b>START</b> : Start at mark	Traffic passing riders awaiting to start.	LOW	<b>Sign</b> at side of road 100 metres north of start, to inform vehicles of cycle event. <b>Officials to wear high visibility jackets</b>
0 miles	<b>START</b> : Start at mark	Traffic passing riders awaiting to start.	LOW	<b>Riders to wear fluorescent numbers on their backs</b> to attract attention. Riders attention raised to traffic


The small junctions or entrances to farms/ facilities (garage, eatery, etc) that are not identified in this risk assessment have been considered, however are not considered significant to pose a risk and therefore have not been noted.

**Date of original Assessment:**

	<h2 style="margin: 0;">Risk Assessment of Event, “On The Day”</h2>
--	--

*(To be completed by the Event Secretary or the Chief Marshal and returned to the designated District official as soon as possible after the event)*

<b>Promoting Club</b>			
<b>Course No.</b>	<b>Date</b>	<b>Day of Week</b>	<b>Start Time</b>

Please tick box if no problems were encountered and sign at the bottom of page   
If problems were encountered please give details using the boxes below as appropriate.

Action	Details of Hazard found (if any)	Risk H/M/L	Measures to reduce Risk
1	Check course for unforeseen hazards e.g. temporary road works, unreported potholes, broken grid, mud, hedge clippings, parked vehicles, etc.		
2	Ensure all marshals, observers and warning signs were in <b>correct</b> position.		
3	Any other incidents on the course or in the vicinity which affected the event e.g. adverse weather, diverted traffic, road traffic accident, local event or festival, etc.		
4	Others		

Signed..... Dated.....

**Completion of this form**

The purpose of this form is to forward details of any incidents that occurred during your event, that may require an amendment to the Generic Risk Assessment Document Also to record any measures taken to reduce the risk from unforeseen hazards. In particular:

- please record parts of the course where you felt it necessary to deploy more marshals or signs.
- comment on the positioning and effectiveness of marshals and signs.
- any areas where rider behaviour requires correction

**This form should be completed, whether or not you found any extra hazards/ took any extra measures**