**EVENT NOTIFICATION AND RISK ASSESSMENT COURSE S3/25S (A) (2023)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CYCLING TIME TRIALS** |  | Devon & Cornwall Constabulary |  | Police/Safety Advisory Group |
| Type of event: | ¨INDIVIDUAL TIME TRIAL | ¨ 2 UP TEAM TIME TRIAL |
|  | ¨ 3 UP TEAM TIME TRIAL | ¨ 4 UP TEAM TIME TRIAL |
|  |  | ¨ OTHER |
| Event Headquarters | Modbury A.R.S. |
| Name of event: | Merlin |
| Promoting Club: | Mid Devon CC |
| Date of event: | Sunday 11th June 2023 |
| Time of start: | 08:00 | Estimated time of finish: | Last man expected to finish by 10::30 |
| Organiser/Promoter: | Forename: | Mark | Surname: | Sanders |
| Address: | The Retreat |
| Address: | 49 Old Exeter Stree |
| Address: | Chudleigh |
| Postcode: | TQ13 0JX | E- mail: | Marksanders.ctt@gmail.com |
| Telephone: | 07732643472 |
| Safety Officer: | Forename: | Mark | Surname: | Sanders |
| Address: |  |
| Address: |  |
| Address: |  |
| Postcode: |  | E- mail: |  |
| Telephone: |  |
| Route ¨ Circuit ¨ Venue ¨ Name: **S3/25S(A)** | Start on B3207 (Brownston Street) approx. 100 yards from junction with Dark Lane at entrance to field. Continue to join B3196 at California Cross. Remain on B3196 to Kitterford Cross Roundabout (M) where take first exit on to the A3121, Plymouth direction, to pass Ermington, then take the first exit at Hollowcombe Cross Roundabout (M), to join A379 (M) eastwards towards Modbury, in Modbury turn left at Palm Cross (M) onto Barrack Road signed "Dartmouth” and continue to Dark Lane, where turn right. At the end of Dark Lane turn left and pass through the start to repeat the circuit.On the second lap turn left at Palm Cross (M) onto Barrack Road again, and finish 10 yards past junction with Long Park (on left).  |
| Estimated number of participants: | 60 Max 120 |
| Senior Official on the day: | Mark Sanders |
| Person(s) conducting Original Risk Assessment: | Rob Scott |  |
| Date of original Risk Assessment: | Feb 2023 | Date of last review: | Feb 2023 |
| All event marshals will be trained and briefed |
| Signed – Event Organiser/Promoter/Risk Assessor |  | Date: |  |

**RISK ASSESSMENT** is controlling the level of risk; it might be summarised as follows:

### LOOK…EVALUATE…ACT…REVIEW

## Generic Risk Assessment Codes

|  |  |  |
| --- | --- | --- |
| COLUMN A |  | COLUMN C |
| Measures to reduce risk to low |
| Hazard Risk rating level | **1** | Code of Practice advanced signing on approach to course | These measures apply **to all events, and the** **whole course** |
| H = HIGH | **2** | **Code of Practice safety signs as determined by risk assessment** |
|  | **3** | **Safety briefing for all competitors** |
| M = MEDIUM | **4** | **Safety briefing for all marshals** |
|  | **5** | **Competitors/Marshals WILL comply with traffic law** |
| L = LOW | **6** | **All marshals to wear Hi-Vis clothing** |
|  | **7** | **Advanced liaison with interested parties** |
| **8** | **Event vehicles to be identifiable** |
| COLUMN B | 9 | Road closure |
| PERSONS AT RISK | 10 | Additional approach signs |
|  | 11 | Junction to be marshalled by : |  | Number of marshals |
| A. COMPETITORS | 12 | Traffic signals to be manually controlled |
|  | 13 | Traffic signals to be marshalled |
| B. SPECTATORS | 14 | Motorcycle Police escort |
|  | 15 | Motorcycle safety marshal |
| C. ORGANISERS/MARSHALS | 16 | Pedestrian crossings to be marshalled |
| 17 | Marshals to have method of communication |
|  | 18 | Officials to be identifiable |
| D. ON COMING TRAFFIC | 19 | Not open during event |
|  | 20 | Establish time of other events and review |
| E. PASSING TRAFFIC | 21 | Protective barriers in front of spectators |
|  | 22 | Physical protection (straw bales) |
| F. CROSSING FROM RIGHT | 23 | Signposted for competitors |
|  | 24 | Protection afforded by lines of cones |
| G. CROSSING FROM LEFT | 25 | Protect access/egress for emergency vehicles |
|  | 26 | Uniformed Police/ Traffic Warden |
| H. OTHERS - SPECIFY | 27 | Marshal with authority to stop traffic (if legislation allows) |
|  | 28 | Specify: | At the start, competitors must wait in single file alongside road edge/kerb at the specified point at least 4 metres from the timekeeper.  |
|  | 29 | Specify: |  |

##### EXAMPLE

|  |  |  |  |
| --- | --- | --- | --- |
| **Whole event codes (1-8) 1,2,3,4,5,6** | **A** | **B** | **C** |
| **ID NO.** | **Miles/kms from start location** | **Detail of hazard** | **Risk rating level** | **Persons at risk from hazard** | **Additional measures to reduce risk to LOW** |
| **1** | **2.3 m** | **Cross roads** | **M** | **A** | **11 (2),23** |

NOTES TO BE READ IN CONJUNCTION WITH THE RISK ASSESSMENTS

**On all courses using the A30 and A38 dual carrigeways**

**When putting out signs park vehicle in lay-bys or prior to the clearway signs in the approach roads. On no circumstances should you park on the main carriageway. In no way should the person putting out and reclaiming the signs put themselves and other road users at risk. The notes below have been drawn up to minimise any risk to all road users.**

Signs warning traffic of the race will need to be put in position. They will need to be both along the course and at points outside the course. These signs should be placed out in the hour preceding the race and removed as soon as possible after the race has concluded.

(The signs used are CTT standard warning signs unless stated otherwise.)

Persons placing signs on the dual carriageway section are recommended to wear reflective jackets that have full length sleeves and reflective bands on the body and sleeve to the following specification: - Class 3 to BS EN 471. (Available from Impsport and other suppliers)

Signs should be placed at least 1.5 metres away from the main carriageway and secured so they do not twist or become dislodged by the draft from passing vehicles.

It is recommended that the placement and retrieval of the signs is delegated to a team of members from the promoting club and not left to the event secretary or one other individual to place and retrieve. Typically this would be as follows: -

 Timekeepers and pusher off – signs between HQ and the start

 Turn marshals – all signs in the vicinity of the turn

 Timekeeper and recording clerk – signs prior to the finish and between there and the HQ

 2 volunteers – to place other signs between start and turn and turn and finish

**The 3 notes below must be printed on the start sheet and also placed at the signing on point.**

**Note 1** – The course used for this event is on a high-speed road. Overtaking traffic will be moving fast. For your own safety keep well to the left and as close to the fog line as possible (1m. max.)

**Note 2** – There will be times when the traffic will be leaving the main road and filtering off to the left – be aware of this possibility every time you cross any exit road.

**Note 3** – There will be times when the traffic will be coming on to the main road and filtering in from your left – be aware of this possibility every time you cross any entry road.

**GENERIC RISK ASSESSMENT**

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider or participant error, and such incidents may result in serious personal injury.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** **identification:** | **S3/25S(A) (2023)** | **A** | **B** | **C** |
| **Whole event codes (1-11):** | **H/M/L** | **A - H** | **9 to 29 (only)** |
| **ID NO.** | **Miles/kms from start and/or location** | **Detail of hazard** | **Risk rating level****H/M/L** | **Persons at risk from hazard** | **Additional** **measures** **to reduce risk** **to LOW** |
| **0** | **Whole course** | **Overtaking traffic** | **M** | **A – E** | **See note on start sheet - 1** |
| **1** | **Whole course** | **Traffic filtering left off main road – see points below** | **M** | **A – E** | **See note on start sheet – 2** |
| **2** | **Whole course** | **Traffic filtering right on to main road – see points below** | **M** | **A – E** | **See note on start sheet - 3** |
| **3** | **Pre-race route** | **Traffic on road approaching route** | **M** | **A – E** | **Sign at Barrack Road (10 x 1 Med)** |
| **4** | **Pre-race route** | **Traffic on road approaching route** | **M** | **A – E** | Sign at Dark Lane entry point (10 x 1 Med) |
| **5** | **0** | **Riders waiting to start** | **L** | **A – B – C - E** | **Sign (10 x 1 Med)– at start** |
| **6** | **5.6 & 18.4** | **Kitterford Cross Roundabout** | **M** | **A-E** | **4 Signs on the roundabout****2 Marshals** |
| **7** | **10.4 & 23.2** | **Hollowcombe Cross Roundabout** | **L** | **A – E – F - G** | **4 Signs on the roundabout****2 Marshals** |
| **8** | **12 & 25** | **Traffic at Palm Cross** | **L** | **A – E – F - G** | **Left Arrow on t-junction****1 Marshal** |
| **9** | **25.6** | **T-junction Old Dartmouth Road** | **M** | **A – E – F - G** | **Two 10 x 1 Med) signs** |
| **10** | **25.2** | **Finish Area** | **M** | **A-E** | **Signs at finish** |

## SPECIFIC RISK ASSESSMENT

**To be used in case of any additional risk that is identified before event.**

|  |  |
| --- | --- |
| **Route ¨ Circuit ¨ Venue ¨ :** |  |
| **Date of event:** |  |
| **NO.** | **Location** | **Detail of hazard** | **Persons at risk**  | **Risk rating** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **New control measures to reduce the above risk to low:** |
|  |
|  |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **Location** | **Detail of hazard** | **Persons at risk**  | **Risk rating** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **New control measures to reduce the above risk to low:** |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed –Event Organiser/Promoter/Making specific risk assessment |  | Date: |  |