



Formal Risk Assessment (RA)

Whenever an event is organised a Duty of Care exists to demonstrate that reasonable precautions have been taken to ensure the safety of those participating in the event and any others who may be affected by it.

Background: Following publication of the Taylor Report, arising from the Hillsborough Disaster, it was deemed in the context of events that “safety transcends all other issues”. This impacted upon Cycling Time Trial 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 supporting purchase of robust insurance policies together with the existence of the Indemnity Clause (Article 51) continue to combine to offer a high degree of protection for all club, district and national officials.
- **Risk Assessment:** Formal risk assessment has been introduced to identify the risks posed by organizing events on a specific road/circuit. Risk assessment is the identification and recording of the control measures required at all potential hazards on a course, in respect to riders, officials and the general public, who may be affected by the event taking place.

Who does the assessment? Any competent person can carry out a Risk Assessment. Such person would normally be an experienced cyclist. No formal qualification is required, and they do not need to be a member of the District Committee. As all the decisions are subjective rather than objective it is recommended that more than one opinion is obtained.

Who approves the Risk Assessment Document? District Committees have always been the authority for approving events and courses. All events that are approved must carry a Risk Assessment that satisfies the controlling District Committee that safety is not being compromised. Approval of the Generic Risk Assessment Document therefore lies with the District Committee. The ultimate

responsibility lies with the Board of Cycling Time Trials under the provisions of Article 26.

What is formal Risk Assessment? Formal Risk Assessment is the identification and recording of the control measures required at all the potential hazards on a course giving them a rating of low, medium or high risk, in respect to their likelihood of causing harm.

Why write down the assessment? It is important to be able to demonstrate that every aspect of the course has been considered and assessed. You do not have to record the reasoning behind your decisions.

What does Formal Risk Assessment entail? The process involves recording all potential hazards on a course giving them a rating of low, medium or high. Where the risk is deemed to be high or medium, control measures **MUST** be taken to reduce the risk to low. If the risk cannot be reduced to low, the event should not take place on that course.

Can you define the levels of risk?

- **LOW RISK:** is where other road users would not be reasonably anticipated to impede the normal progress of competitors.
- **MEDIUM RISK:** is where other road users may impede progress, but where the consequences of such interference might be overcome by rider action alone.
- **HIGH RISK:** where rider action alone is not likely to reduce the risk to low.

What Control Measures can be taken? The two principle control measures are safety signs (see Guidance Note 17) and marshals (wearing high visibility jackets). The aim is to increase the awareness of other road users that the event is taking place.

Instructions can also be added to 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 from the headquarters to the start and back from the finish.

Details regarding the positioning of safety signs and essential marshals should be recorded on the RA for the course.

What sort of hazards am I looking for: Mainly road junctions and other places where vehicles may join the course, ie. lay-by, garage forecourts, retail outlets, etc.

The factors to take into account include:

- the amount of traffic (how busy is a junction / roundabout)
- forward vision (are there any hidden dips in the road or obstacles that may obstruct the view of another road user from seeing a rider clearly)
- sharp bends and steep descents
- the speed and type of traffic
- the amount of traffic*
- the width of the road
- the condition of the road surface

This list is not intended to be exhaustive.

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.

Is it only rider safety that I have to consider? The safety of all other road users, pedestrians and event officials has to be taken into account. In particular the risk to people erecting and taking down safety signs, timekeepers, marshals, observers and spectators must be considered.

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.

Keeping the Risk Assessment Document live: It is vital that the Generic Risk Assessment Document is current and up-to-date. The decisions recorded in the original document are not set in stone and may be modified with the approval of the District Committee. All event organisers should complete a simple safety report which will highlight any problems with the course. Whenever the RA is reviewed a note should be made, whether or not any change to the document was made.

** Cycling Time Trials imposes restrictions based on the number of units of traffic. These were introduced to ensure fairness of competition, but may also have a bearing on whether or not the course is safe to use. However, just because the traffic on a road is below the restricted level, it does not necessarily make the course safe to use.*

APPENDICES

- Appendix 1: Examples of Risk and Suggested Actions
- Appendix 2: Generic Risk Assessment Form
- Appendix 3: On the Day Risk Assessment Form

Appendix 1 - Examples of Risks and Suggested Actions

Risk	Scenario	Action
Low	Where a minor road that carries only light traffic joins a more major road.	No action required
Low	Where a course crosses a small traffic island using the predominant route	No action required
Low	Where a course passes a business premises that is normally busy, but at a time when the business is closed	No action required
Medium	Where a minor road that carries frequent traffic joins a more major road. Possibly a local "short cut" route (rat run).	Place warning sign on the side road prior to the junction (approximately 50 yards prior).
Medium	Where a course crosses a small traffic island using the recessive route.	Place warning signs on both approaches to the traffic island on the dominant route.
Medium	Where a course passes a business premises that is normally busy.	Contact the business owners for permission to place warning signs immediately prior to the exits to the road.
High	Where two or more major roads meet at a busy traffic island.	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.
High	When riders join a dual carriageway road at a spear-point junction.	Place LARGE warning signs on the dual carriageway prior to the intersection.
High	Where a course is very narrow or twists around tight corners or steep descents.	Warn riders on the start sheet and on the signing-on sheet. Place standard safety signs prior to the hazard.

Appendix 2 – Generic Risk Assessment Form



Risk Assessment

Course/Road(s) Assessed:

Date of Assessment/Review:

Name of Assessor:

Course Description: Start at

Traffic Flows:

Course/Event History:

Key Identified Risks

Distance	Location	Identified Significant Risk/Hazards	Level of Risk Low/Med/High	Measures to reduce Risk (if applicable)
0 miles	START: Start at			

10 miles	FINISH:			

The small junctions or entrances to farms/ facilities 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:

Appendix 2 – ‘On the Day’ Risk Assessment Form

(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)

Promoting Club			
Course No.	Date	Day of Week	Start Time

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 have been placed in correct 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.