



Best Practice Guidance

To assist District Committees to comply with the requirements of Cycling Time Trials National Committee that all courses used for both Type A (Open) and Type B (Club) events, should have a formal and documented risk assessment completed as part of the course approval process, a risk assessment package has been produced.

The package consists of this Best Practice Guidance, together with the following documents:

- A Microsoft Powerpoint Presentation, consisting of 11 slides
- A Risk Assessment Booklet consisting of 8 pages.

In addition, the previously published and circulated Guidance Note 22 "Formal Risk Assessment" should be considered as a support document to this Package.

The slide presentation has been produced for delivery within a District or clubs to explain the requirement for a formal documented risk assessment. The slides consists of the key points that answer the questions raised on why, how and who should do them. To accompany the presentation, a booklet has been prepared, that provides the detailed answers to the questions and key points raised in the presentation.

It is anticipated that the presentation is delivered by a member of the District Committee or other appropriate person, embracing their local knowledge, to provide examples to clarify details, where required. No script or notes have been prepared to accompany the slides, as it is anticipated that the person presenting the slides will, using the accompanying booklet, be conversant with the risk assessment process.

If the District Committee can not identify someone to make the presentation, then either of the National Secretaries or a member of a panel from the National Committee, is available to deliver the presentation on the Districts behalf. If assistance is required, please do not hesitate in the first instance to contact one of the National Secretaries. You can also email: ra@cyclingt看metrials.org.uk with a request for assistance.

Whilst it is entirely in the hands of the District Committee who should be invited to attend and how the Risk Assessment Presentation should be delivered, it is suggested that in the first instance, it may be targeted at the Event Organisers, who are integral to the success of maintaining the currency of the course risk assessment..

The booklet has been prepared for issue at the end of the presentation, so that participants can take away with them the information that has been imparted to them. The booklet can then be used as an aide memoir during the course of the season, not only at events but when considering the design of future or alternative courses.

Any Question or Queries?

If you require any assistance, have queries you require an answer to or just want to talk through any aspect of the process, please contact one of the National Secretaries or you can make contact through:

ra@cyclingt看metrials.org.uk

Please give your contact details and you will be contacted without delay.