



# RISK ASSESSMENT BOOKLET

This booklet has been provided to assist in the preparation, approval and maintenance of risk assessments for courses used for the running of Cycling Time Trials events.



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## **Introduction**

As a national organisation, Cycling Time Trials has identified that all courses used for type A (Open) or type B (club) time trial events, require a risk assessment to be completed as part of the course approval process. This booklet provides the background and guidance to assist in satisfying this requirement by addressing the following:

- What is a risk assessment?
- Why do we need to do them?
- What does an assessment involve?
- Who should do a risk assessment?
- Do we need to undertake any reviews?
- What are CTT regulation requirements?
- Do we need to consult with third parties?

## **What is assessment a risk assessment?**

In all walks of life, whether consciously or not, we are constantly assessing and making decisions if it is safe to do things, whether it is crossing the road, going out in the car in bad weather or going out in the country for a walk. We are required to adopt this same ethos when considering the design of a course on which to run a time trial. The process for making these deliberations is formally known as undertaking a risk assessment.

It's a formal, documented process that carefully examines what impact there is on competitors, officials or members of the public (including fellow road users) during the undertaking of activities associated with the holding of a Cycling Time Trial's event.

This process can be effectively applied to courses on both the open road or on a closed circuit.

The specific Cycle Time Trial Risk Assessment Form has been developed for use in completing the process in an efficient and effective manner, with minimum paperwork being required.

## **Why do we need to do them?**

When undertaking a risk assessment, there are key elements that need to be considered. These include:

- The identification of any issues (known as hazards) that may be encountered /associated with the proposed course. This may be road junctions/layout, Pedestrian controlled traffic lights or events taking place in the locality of the course.
- Following the identification of any issues, the assessor needs to decide, for each issue, who will be affected or put at risk by the event running on the proposed course.  
Those at risk may be:
  - the competing riders
  - officials and or marshals
  - other road users
  - the general public
- For each of the groups listed, decisions should be made, against each issue, on the perceived level of risk and what can be done to eliminate or reduce it.
- Finally, the issues identified and the actions to eliminate or reduce them need to be recorded somewhere. The Cycle Time Trial Risk Assessment Form has been specifically developed to make recording of this information simple.

Additionally, by ensuring that all courses used for the purpose of Cycling Time Trial's events have been subjected to a formal documented risk assessment process, it promotes with enquiring bodies that Cycling Time Trials operate in a responsible and safe manner.

Should there be an incident/accident associated with an event run under the rules and regulations of Cycling Time Trials, it is common practice for the police, solicitors, coroners, etc to request, amongst other documentation, a current copy of the formal documented risk assessment. Failure to produce a current copy, which is a requirement of the Cycling Time Trial Regulations, could also affect the validity of the Cycling Time Trial insurance covering the event. It is the relevant District Committees responsibility to ensure as part of their approval process, that all courses have a current approved risk assessment.

### **What does an assessment involve?**

Prior to any course design being finalised, ensure that in addition to considering the safety of competitors and officials participating in the event, that the course measurer(s) can undertake their task safely.

The process for completing a formal documented risk assessment is as follows:

- Prior to travelling the course, review the description – try and identify whether there are any areas of the course that appear to be of concern. These may be right hand turns or known busy sections of road or junctions. It is key that the assessment is undertaken by someone with local knowledge of the proposed course.
- The positioning of the start and finish should be considered to ensure that in addition to good visibility, no obstruction to other road users and/or to local residents is created.
- While it is preferable to cycle the course to undertake the assessment, it can be completed in a vehicle. The benefit of covering the course by cycle is that the condition of the road surface can be established. The timing of the undertaking of the assessment should also be considered, as some roads are extremely busy during the day, but fall well within permitted Cycling Time Trial traffic movements at the time the road is to be used. It is extremely important that the safety of those undertaking the assessment is not compromised by choosing a heavy congested time to undertake the task.
- When covering the course, whether by bike or vehicle, issues that could be considered as a hazard should be recorded. The type of hazard would include:
  - main road junctions
  - other places where vehicles may join or exit the course i.e. lay-by, garage forecourts, retail outlets etc.

On identifying these issues the following factors should be taken into account:

- 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 width of the road
- the condition of the road surface

It is important that once identified, these main interfaces with other road users should be revisited, at the actual time on the day(s) that the events would be taking place. This/these visit(s) would consider the amount of traffic at junction(s)/ roundabout(s) that would likely be experienced during the actual events. This will provide a realistic reflection of the level of the hazard to be addressed. Many roads are extremely heavily trafficked during weekdays, but experience lower levels in evenings and at weekends, sufficiently for the roads to comply with current Cycling Time Trial traffic movement requirements.

To aid in the identification and level of risk that needs to be recorded in the risk assessment, refer to APPENDIX A – “Definition of Risk” at the back of this booklet.

It is important that through local knowledge, known accident history relating to the roads to be covered by the riders, both during the event and when travelling to the start and from the finish to the headquarters is considered. Obviously, only accidents that occur during the times and periods that events would be organised and that would have an impact on course usage should be reviewed. Instances of accidents during the dark hours and during the winter off season months, although worth noting on the risk assessment, should have no impact on the normal running of an event during summer evenings or daytime events. Should there be instances where accidents have occurred, whether event orientated or involving other third party road users, at times normally used for events, then consideration must be given whether cycling on the roads should be reconsidered.

If an accident occurs during an event, again whether to a competitor or involving other third party road users, details must be included within the risk assessment, together with the outcome of the enquiry held by the local district committee, as new restrictions or advice may have been imposed on the use of a section of a road used as part of a course.

Additionally, it is prudent to establish if any local events, such as village shows, pop concerts, equestrian events, car boot sales, football matches, etc. are being held on dates that events are to be organised, as this can have an effect of increasing the levels of traffic movement significantly at certain times during the day or evening.

Where appropriate, during the undertaking of a risk assessment, positioning of signage, advising other road users and the general public of a cycle event taking place should be identified and recorded.

In recommending the positioning of signage, the following should be considered:

- Most dual carriageways and some extremely busy single carriageways are designated as Clearways. It is against the law to stop on these roads, other than in an emergency. The police will prosecute cars who stop for no valid reason. Unfortunately the placing of signage does not constitute an emergency or valid reason. Should an accident occur when placing signage on Clearways, regardless of who caused it, motor and personal insurance companies may consider their position and invalidate insurance cover, as halting to place the signage would be identified as breaking the law.
- Most authorities will not object to the placing of signage on slip roads or side lanes/roads leading onto dual carriageways or main roads. When considering the positioning of signage on slip roads and side lanes, consider the speed at which the traffic may be approaching the junction. As a guide, where traffic is approaching the junction at 70mph, signage should be approximately 100metres/yards before the junction. Where the traffic is at lower speeds, then the distance can be reduced to approximately 50metres/yards.
- All signage should be securely tethered to available posts, so that they can not be blown or sucked into the carriageway by passing traffic, so causing a hazard to other road users. Generally the post carrying the signage, indicating a clearway, is a good place to attach the Cycling Time Trial signage, as long as it does not obstruct in any way the Highway Agency signage.
- Although not universally accepted by all organisers and competitors, if appropriate signage is placed at junctions along a dual carriageway or main road, it is not necessary to place signage on dual carriageways and main roads, to advise other road users of the event in progress. Riding a time trial is no different to riding along the road if an event was not taking place.

The positioning of marshals wearing Hi-Viz jackets can dramatically change driver's habits and cause them to slow down. It is therefore good practice to identify in the risk assessment the positioning of marshals at key points, where the sight by other road users of a marshal wearing a Hi-Viz jacket can reduce a perceived risk. It should be made very clear to all

marshals that they are in position to direct the riders and must not in any way interfere with the moving traffic. Interfering with the traffic movement is dangerous, as marshals have not been trained to carry out this role and can in certain instances be considered as obstruction under the road traffic act.

The use and positioning of arrows at perceived low risk junctions should be identified in the risk assessment.

When some roads are subjected to heavy or persistent rain, whilst flooding may not occur, some road surfaces retain an amount of water that can cause unacceptable levels of spray. Local knowledge, known by cyclists from the local area can identify these roads and how they perform under inclement conditions. This information should be solicited and incorporated into the risk assessment if deemed appropriate.

Whilst not a mandatory requirement, it may be beneficial to countenance advice from the local authorities and police, who may be willing to proffer advice and guidance on any problems experienced on certain roads. Only those officials with local knowledge of the standing of time trials with these bodies will be able to advise on whether an approach should be made.

#### **Who should do a risk 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.

#### **Do we need to undertake any reviews?**

YES – All risk assessments require to be reviewed prior to them being available to organisers. The review, undertaken by an identified individual(s) should entail:

- Ensuring that all perceived risks have been identified and satisfactorily addressed
- Identifying any additional risks that have been omitted from the submitted risk assessment and considering what requires to be put in place to address them

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 National Committee under the provisions of Article 26.

In addition, before each event, the organiser (or his proxy) should undertake an "on the day" risk assessment using the appropriate Cycling Time Trial "on The Day" Risk assessment Form. Any additional issues (broken down car, cones, etc) identified on the course or indeed on the route to the start or from the finish, should be recorded on the form and placed local to the signing on sheet so that all those who sign on can view it prior to starting. It is extremely important that all additional information is communicated to all competitors and relevant officials prior to the start.

If the issue(s) identified on the day are considered to be a semi or permanent risk that will impact on future events, then the event organiser should inform the District Official responsible for controlling Risk Assessments, so that the generic risk assessment can be amended.

Should unfortunately there be an accident, the Risk Assessment should be revisited and reviewed to:

- Record the details of the accident
- and

- where considered appropriate amend any recommendations contained within the Risk Assessment or add further restriction if required

On completion, the risk assessment should be re-issued to previous recipients.

Annually, to ensure that all the previous season's feedback has been captured, each Risk Assessment for courses to be used during the forthcoming season should be revisited to ensure that their currency and status and status is maintained. Whenever the Risk Assessment is reviewed annotation should be made, whether or not any change to the document was made.

### **What are Cycling Time Trials regulation requirements?**

Cycling Time Trials imposes restrictions based on the number of units of traffic. Although these were introduced initially to ensure fairness in competition, they also have a bearing on whether or not the course is considered 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.

To establish how safe a course is for Cycling Time Trials the following requirements are in place:

- All courses used for CTT events must be risk assessed
- All Courses and corresponding risk assessments must be approved by the Local Cycling Time Trials District Committee.
- Traffic movements on the roads being used for the course must be within CTT set Limits
- All Risk Assessments must be reviewed at appropriate intervals
- "On the day" risk assessments must be completed before each event, with any significant implications communicated to riders and officials

### **Do we need to consult with third parties?**

No – Under current legislation, no requirements exist that we have to consult with any authority other than the Police Authorities, through whose area the course passes. The only requirement is that we issue the police with notification of a proposed event 28 days prior to the date of it taking place. Cycling Time Trials have amended this in their own regulation, to 42 days, so as to give the opportunity to officials to chase an Organiser for a notification, if it has not been issued

It is a good ethos for District Officials to establish contact with authority/management contractors who maintain and service the roads being used for events. Whilst there is no requirement to establish this, there are some benefits to be gained.

These include:

- Notice of forthcoming road works
  - Notice of any events that may have an impact on traffic movement
- and
- The provision of traffic movement data from their many monitoring points (that are permanently set in the road surface. These can be used in conjunction with manually taken traffic counts, as well as received retrospectively to confirm traffic flows that may have raised concerns with event participants and attendees

### **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 your District Secretary or if you wish make contact through:

[ra@cyclingt看metrials.org.uk](mailto:ra@cyclingt看metrials.org.uk)

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

## APPENDIX A - Definition of 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 is signage (refer to Guidance Note 17) and marshals (wearing high visibility jackets). The aim is to increase the awareness of other road users that an 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.

### 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 courses 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. Possible 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 warning signs prior to the hazard.  |

**Notes:**

