

# CTT MATTERS

# SAFETY

APRIL 2014

Now that the 2014 racing season is upon us, the purpose of this newsletter is intended to act as a reminder about the safety aspects of certain aspects of organising an event.

## RISK ASSESSMENTS

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.

The wording within the box above is the header to the CTT Guidance Note GN22.

CTT introduced formal risk assessment over 10 years ago, so as to identify the risks posed when organising CTT events on a specific road/circuit. Risk assessment is the identification and recording of the potential hazards on a course, and the action required, to eliminate or reduce the potential risk to riders, officials and the general public, who all may be affected by the event taking place.

In most cases, the safety measures put in place around the course will be:

- 1) safety signs; and
- 2) marshals (wearing high visibility jackets).

The aim is to increase the awareness to other road users that the event is taking place.

The safety of competitors is paramount. Compliance with the requirements of the risk assessment may prevent an accident.

In addition, if there is an accident involving a competitor and a third party in an event, and the third party intends to make a claim against that competitor or against CTT, a copy of the risk assessment usually is asked for by that third party (typically by solicitors instructed), and in all cases will be asked for by CTT's insurers.

If the safety measures identified in the risk assessment have not been put in place it will be considerably more difficult for CTT's insurers to defend any claim made against a competitor or against CTT.

**It is essential when organising an event that the risk assessment is followed. If the risk assessment identifies that a sign must be used at a specific point, whether that be a warning sign or a direction arrow, then such sign MUST be in place.**

**Similarly, if the risk assessment identifies that a marshal should be standing at a specific point or road junction, such marshal MUST also be in place.**

**The risk assessment MUST be followed whether the event is a Type A (“open”) event or a Type B (“club”) event.**

All marshals should wear a high visibility jacket preferably with sleeves. It is recommended that marshals’ jackets are certified to one of the following standards EN471, ISOEN20471 or EN1150. Jackets should be kept clean and in good repair.

In addition to ensuring that the appropriate signage has been positioned in accordance with the requirements of the risk assessment, an “on the day” risk assessment should also be carried out. If any additional hazards are identified, a notice should be placed alongside the signing on sheet so as to draw the attention of such hazards to competitors. That may not be possible if a Type B event, in which case details of the hazard should be communicated verbally to the competitors and a written record kept to confirm that was done.

## **REPORTING ACCIDENTS**

In the event of an accident that involves:

- 1) personal injury; or
- 2) a third party; or
- 3) is reported to the police

an accident report form must be completed and a copy sent to both the appropriate District Secretary and to the National Secretary (Legal & Corporate).

A copy of all documents relating to the event should be kept by the event organiser, and sent to the National Secretary (Legal & Corporate), if requested, to include:

1. copy of the police notification form sent to the police
2. any letter of acknowledgement from the police
3. start sheet
4. signing on sheet
5. “on the day” risk assessment
6. any warning notice given to the competitors on the day (usually displayed alongside the signing on sheet)

If any formal notification of a claim is received, no response should be given by the organiser, but the form should be sent without delay to the National Secretary (Legal & Corporate). A scanned copy sent by email to [nick.sharpe@cyclingt看timetrials.org.uk](mailto:nick.sharpe@cyclingt看timetrials.org.uk) is preferable. The National Secretary (Legal & Corporate) will deal with the matter in conjunction with CTT’s insurers and a reply will be sent as appropriate.

In all cases where an accident is reported, the District Secretary must notify the National Secretary (Legal & Corporate) of the District Committee’s findings when its investigations

into the accident have been concluded. Even if it is decided that no action is to be taken, that should still be notified to the National Secretary (Legal & Corporate).

## **CYCLE EVENT SIGNAGE**

Warning signs are an integral part of ensuring the safety of competitors in an event. Other road users are warned that an event is taking place and are put on notice to expect cyclists on the road.

CTT has in stock supplies of cycle event signage that meet the requirements as set out in the Traffic Signs Regulations & General Directions 2002. These signs are available for purchase from David Barry ([signs@cyclingtimestrials.org.uk](mailto:signs@cyclingtimestrials.org.uk))

Size and cost of cycle event signage is as follows:

### **750 mm Triangle – suitable for roads with a speed limit up to and including 40 mph**

Size of sign: 1060mm high x 850mm wide

Cost of sign: £11.50 + carriage

### **900 mm Triangle – suitable for roads with a speed limit greater than 40 mph**

Size of sign: 1270mm high x 1018mm wide

Cost of sign: £17.50 + carriage

The cost of carriage will vary dependent upon the number of signs purchased. Please contact David Barry. Upon receipt of payment for both signs and carriage, signs will be dispatched to the buyer.

750mm warning signs will have six eyelets punched to aid the erection and stabilisation.

900mm signs will have eight punched eyelets.

All signage will be cropped along the upper sides of the triangle, with the rectangular lower box enclosing the wording "Cycle Event".

The signs are also able to be loaded into the rear of a small vehicle (eg, Fiat Seicento), with the rear seating folded down, and without obstructing the rear view of the driver.

### **Direction arrows**

Size of sign: 420mm x 300mm

Cost of sign: £2.50 (with four punched eyelets) + carriage

## **Starter Pack**

A starter pack will be given free of charge to any CTT affiliated club which promotes a CTT event for the first time, whether that be a Type A or Type B event.

The starter pack comprises 6 x 900 mm signs, 4 x 750 mm signs, 10 x direction arrows, 1 x “head up” warning sign and 1 x chequered finish board.

Contact: David Barry ([signs@cyclingt看metrials.org.uk](mailto:signs@cyclingt看metrials.org.uk))



Note: A promoting club will need to check the course risk assessment to identify signage requirements. Additional signs may be required.

## USEFUL TELEPHONE NUMBERS

If you dial **112** from a mobile phone this will identify the exact location of the caller to the emergency services (ambulance, fire and rescue, police).

You can dial **101** to report an incident that does not require an emergency response, eg. a minor traffic collision.