
Formal Risk Assessment (RA)

Introduction

When an event is organised, a Duty of Care exists to demonstrate that actions and conditions have been considered and, where appropriate, reasonable precautions are taken to ensure the safety of those participating in the event and any others who may be affected by it taking place.

Background: Following the Hillsborough Disaster and subsequent publication of the Taylor Report, it was deemed in the context of events that "safety transcends all other issues". This impacted on the organisation of Cycle Time Trials 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 purchase of robust insurance policies and the existence of the Indemnity Clause (CTT Article 51) continue to combine to offer a high degree of protection for all Clubs, Districts and National Officials.
- **Risk Assessment:** Formal Risk Assessment was introduced to identify the risks posed by organising CTT events on a specific road/circuit. Risk Assessment is the identification and recording of the control measures required at all the potential hazards on a course, in respect to their likelihood of causing harm to riders, officials and the general public, who all may be affected by the event taking place.

A template has been prepared for the completion of a risk assessment and is attached as Appendix 2 to this guidance note.

Undertaking an assessment:

- A competent person, who would generally be an experienced cyclist, should undertake the risk assessment. No formal qualification is required and they do not need to be a member of the District Committee.
- 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.
- As all the decisions reached are subjective rather than objective, it is recommended that more than one opinion is sought / considered.
- It is important to be able to demonstrate through this assessment process that all known aspects in the use of the course have been considered and assessed. You do not have to record the reasoning behind the decisions made.

A Formal Risk Assessment entails: The recording of all potential hazards on a course and identifying a rating of low, medium, or high. Where the risk is deemed to be high or medium, control measures **MUST** be introduced to reduce the risk to low. No stretch of road should be used for an event unless through introducing active measures, the risk can be reduced to low.

As part of assessment process, traffic flows and any known history of the course/event should be considered and recorded. This information should be available from the appropriate district officials.

Risk Assessment Approval: Approval of the risk assessment document lies with the District Committee. It is incumbent on the district officials to ensure that all events, each year, are approved and carry an appropriate risk assessment that satisfies the controlling District Committee that safety is not being compromised.

Under the provisions of CTT Article 35, ultimate responsibility for ensuring this process is implemented lies with the CTT Board of Directors.

Defining levels of risk: In considering a course, the following risk ratings should be used:

- **LOW RISK:** is where other road users would not reasonably be impeded by the normal progress of competitors.
- **MEDIUM RISK:** is where other road users may be impeded by the progress of competitors or the actions of other road users may impact on a competitor's progress. The consequences of any such interference might be overcome by rider action alone.
- **HIGH RISK:** where competitor's actions alone are not likely to reduce the risk to low.

Hazards Identification: It is not intended that this list is exhaustive or definitive but is provided solely as a guide to identifying common hazards.

The factors to consider include:

- Road junctions and other places where vehicles may join or leave the course i.e., lay-bys, garage forecourts, retail outlets, etc.
- the number of other road users at the times the competitors will be negotiating the junction/roundabout
- forward vision, e.g., hidden dips in the road or obstacles, which may obstruct the view of another road user from seeing competitors clearly.
- sharp bends and steep descents
- the speed and type of traffic

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- the amount of traffic - CTT imposes restrictions based on the number of units of traffic. Although originally introduced to support fairness of competition, they now have an increased bearing on whether or not the course is safe to use.

It should be noted that just because the traffic on a road is below the restricted level, it does not necessarily make the course safe to use.

- the width of the road
- the condition of the road surface
- rising and setting sun e.g., riding East into the sun early morning may affect other road users' ability to see riders clearly, conversely in an evening riding west against a setting sun may have the same issues

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.

In addition, the safety of officials, (wearing High - Viz jackets) in being able to place and remove signage at the side of roads safely and without obstruction to other road users should also be taken into consideration when identifying where signage is to be located.

Some consideration needs to be given to local events (whether weekly, monthly, or annually), such as car boot sales, horse race meetings, village shows and other similar events that may impact by increasing traffic movement.

Examples of Risks and suggested Actions are included as Appendix 1

Control Measures to be considered:

The two principal control measures to be considered are:

- safety (warning) signs (see CTT Guidance Note 17)
- marshals (wearing high visibility jackets). The aim is to increase the awareness of other road users that the event is taking place.

Instructions may also be included in 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 (where appropriate) from the headquarters to the start and return from the finish.

Details regarding the positioning of safety signs and essential marshals should be recorded on the risk assessment

The safety of all road users, pedestrians, and event officials, especially people erecting and taking down safety signage, timekeepers, marshals, observers, and spectators should be considered, when considering and identifying the control measures to be introduced.

Maintaining the Risk Assessment Document:

It is vital that the approved risk assessment documentation is maintained up to date. The decisions recorded in the document are not set in stone and may be modified with the approval of the District Committee. Event organisers should complete an "On the Day risk assessment" form (Appendix 3) which highlights any identified issues with the course. The risk assessment should be reviewed as a minimum when a reportable accident has occurred, or every two - three years, with a note made of the date of last review.

Appendix 1

Examples of Risks and suggested Actions

Please note: This list is not exhaustive

Risk	Scenario	Action
<i>Low</i>	<i>Where a minor road that carries only light traffic joins a more major road.</i>	<i>No action required</i>
<i>Low</i>	<i>Where a course crosses a small traffic island using the predominant route</i>	<i>No action required</i>
<i>Low</i>	<i>Where a courses passes a business premises that is normally busy, but at a time when the business is closed</i>	<i>No action required</i>
<i>Medium</i>	<i>Where a minor road that carries frequent traffic joins a more major road. Possibly a local "short cut" route (rat run).</i>	<i>Place warning sign on the side road prior to the junction (approximately 50 yards prior).</i>
<i>Medium</i>	<i>Where a course crosses a small traffic island using the recessive route</i>	<i>Place warning signs on both approaches to the traffic island on the dominant route.</i>
<i>Medium</i>	<i>Where a course passes a business premises that is normally busy.</i>	<i>Contact the business owners for permission to place warning signs immediately prior to the exits to the road.</i>
<i>High</i>	<i>Where two or more major roads meet at a busy traffic island.</i>	<i>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.</i>
<i>High</i>	<i>When riders join a dual carriageway road at a spear-point junction.</i>	<i>Place LARGE warning signs on the slip road.</i>
<i>High</i>	<i>Where a course is very narrow or twists around tight corners or steep descents.</i>	<i>Warn riders on the start sheet and on the signing-on sheet. Place standard safety signs prior to the hazard.</i>
<i>High</i>	<i>Where part of the course passes through a 20 mph speed restriction zone, and/or physical traffic calming measures are in place.</i>	<i>Consider Guidance Note 25. Consider alternative route to bypass the restriction, NB: Should the course include a 20 mph zone, the course will not be approved unless it comes within one of the 4 exceptions in Guidance Note 25.</i>

<p><i>High</i></p>	<p><i>Where very short sections of the course (up to 100 metres) have 20 mph limits and the geography makes it unlikely riders will exceed that speed in any event.[GN25 paragraph 3]</i></p>	<p><i>Include reference to the overriding principle (riders not to exceed 20 mph) on the risk assessment, the start sheet and/or a notice at the start, consider additional marshals at speed restriction signs and traffic calming measures.</i></p>
<p><i>High</i></p>	<p><i>Longer stretches of 20 mph limits permitted by GN25 paragraph 4.</i></p>	<p><i>As above but ensure that active measures are in place as required by GN25 paragraph 4(a) and that the District Committee has satisfied itself under paragraph 4(b)(i) and (ii) and two district officials have certified in accordance with paragraph 4(b)(iii)..</i></p>

Appendix 2

Typical generic course risk assessment proforma

Course	
Area	
Description	
HQ	
Map	
Measured	
Risk assessed	
Approved	
Club events	
Open events	
Police authority	
Notes	
Notes for riders	
20-mph Dispensation	Which criteria and who signed off by.

OS Grid Ref	Description	Distance/ km	Risk (L/M/H)	Risk Description	Minimum management (<i>Without prejudice</i>)

Appendix 3

'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)

NB: Post a copy to District Secretary within 14 days of the event

Promoting club:			
Course key	Date	Day of Week	Start time

Please delete applicable (Y/N) if no issues were encountered and sign at the bottom of the page:

Y / N

If any issues were encountered, please give details using the sections below as appropriate.

	Action	Details of issues found (if any)	Risk (L/ M / H)	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 event warning signs have been placed in correct position as per course risk assessment.			
3	Any other incidents on the course or in the vicinity which affected the event, e.g.; adverse weather conditions, road traffic accident, local event, festival, etc.			
4	Check course for any 20 mph speed limits or other traffic restrictions / control measures.			
5	Others			

Signed:

Date:

Completion of this form

The purpose of this form is to forward details of any incidents that occurred during your event, which may require an amendment to the course generic risk assessment document. Also record any measures 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 event safety signage
- comment on the positioning and effectiveness of marshals and event safety signage
- any areas where rider behaviour requires correction.

This form should be completed, whether or not you found any extra hazards/or took any extra control measures.

Documents referenced

CTT Guidance Note 17: Erection of Cycle event signage
 CTT Guidance Note 25: 20 mph advice

History

Date of Issue	Reason of revision	Author
January 2022	New	PA Heaton (CTT National Secretary)
August 2018	Revised format	Nick Sharpe (CTT National Secretary)
September 2022	To reflect changes to CTT Articles, Rules, and Regulations	David Barry (CTT Board Director)
06 February 2024	To reflect CTT advice on national 20 mph speed limits (CTT Guidance Note 25: 20 mph advice)	David Barry (CTT Board Director)
14 February 2024	To reflect further information on national 20 mph speed limits	David Guy (CTT National Legal Advisor)

