

# EVENT NOTIFICATION & RISK ASSESSMENT – ON-ROAD EVENTS



To:	Governing Body	Centre	Police Authority	Police/Safety Advisory Group
To:	Scottish Cycling	N/A	N/A	NA
Type of event:		<input type="checkbox"/> ROAD RACE	<input type="checkbox"/> ROAD RACE STAGE	
<input type="checkbox"/> MOUNTAIN BIKE CROSS COUNTRY/DOWNHILL		<input type="checkbox"/> CIRCUIT RACE MEETING		
<input type="checkbox"/> CYCLING FOR ALL/CYCLO /RELIABILITY RIDE		<input checked="" type="checkbox"/> TRAINING TIME TRIAL		
Name of event:	25 Mile Time Trial			
Promoting Club:	Kinross Cycling Club			
Date of event:	xx/xx/2012	Sponsor(s)		
Local Authority(ies):	TAYSIDE			
Time of start:	19.01 PM	Estimated time of finish:		20.30 PM
Organiser/Promoter:	Forename:	Angus	Surname:	McCulloch
Address:	16 Burnbank Meadows			
Address:	Kinross			
Postcode:	KY13 8GE	E- mail:	ajgmcculloch@gmail.com	
Telephone:	H	01577862341	W	M
Safety Officer:	Forename:	KEN	Surname:	OGILVIE
Address:	36 BLACK ROAD			
Address:	KELTY, FIFE			
Postcode:	KY4 0BD	E- mail:	Kenneth.ogilvie@btinternet.com	
Telephone:	H	01383831884	W	M
Route <input type="checkbox"/> Circuit <input checked="" type="checkbox"/> Venue <input checked="" type="checkbox"/> Name:	25 Mile TT		Estimated number of participants:	40
Start Area location:	Opposite Mill Lade on the Sterling Road, Milnathort			
Finish Area location:	South of Kinross off the B996 towards the Old Cleish Rd under the motorway at the first house on the left, heading west.			
Senior Official(s) on the day:	Timekeeper Starter			
Person(s) conducting Risk Assessment:	Angus McCulloch			
Date of original Risk Assessment:	12/12/2011	Date of last review:	12/12/2011	
The First Aider/Paramedic will be trained to the required standard. All event marshals will be trained and briefed				
Signed – Event Organiser/Promoter	Angus McCulloch		Date:	12/12/2011

**Notes for guidance for the completion of this Risk Assessment:**

- HAZARD** means the potential to cause harm.  
**RISK** means the degree of likelihood that a hazard will cause harm.  
**PERSONS AT RISK** who may be affected by a risk, i.e. the number of people who might be exposed to the hazard  
**RISK** therefore reflects both the likelihood that harm will occur and it's severity.  
**RISK ASSESSMENT** is controlling the level of risk; it might be summarised as follows:

**LOOK...EVALUATE...ACT...REVIEW**

<b>Generic Risk Assessment Codes</b>	
<b>COLUMN A</b>	<b>COLUMN C</b>
Hazard Risk rating level H = HIGH  M = MEDIUM  L = LOW	Measures to reduce risk to low. Items 1-8 to be included in ALL events, and the whole course <b>1 Code of Practice advanced signing on approach to course</b> <b>2 Code of Practice safety signs every mile</b> <b>3 Safety briefing to all competitors</b> <b>4 Safety briefing to all marshals</b> <b>5 Compliance with traffic law by Competitors/Officials/Marshals</b> <b>6 All marshals to wear Hi-Vis clothing</b> <b>7 Advanced liaison with interested parties</b> <b>8 Event vehicles to be identifiable</b>
<b>COLUMN B</b>	
PERSONS AT RISK  A. COMPETITORS  B. SPECTATORS  C. ORGANISERS/ MARSHALS  D. ON COMING TRAFFIC  E. PASSING TRAFFIC  F. CROSSING FROM RIGHT  G. CROSSING FROM LEFT  H. OTHERS – SPECIFY	9 Road closure 10 Additional approach signs 11 Junction to be marshalled by: <input style="width: 50px; height: 15px;" type="text"/> Number of marshals 12 Traffic signals to be manually controlled 13 Traffic signals to be marshalled 14 Motorcycle Police escort 15 Motorcycle safety marshal 16 Pedestrian crossings to be marshalled 17 Marshals to have method of communication 18 Officials to be identifiable 19 Not open during event 20 Establish time of other events and review 21 Protective barriers in front of spectators 22 Physical protection (e.g. straw bales) 23 Signposted for competitors 24 Protected by traffic coning 25 Protect access/egress for emergency vehicles 26 Uniformed Police/ Traffic Warden 27 Marshal with authority to stop traffic (when legislation allows) 28 Specify: <input style="width: 100%; height: 15px;" type="text"/> 29 Specify: <input style="width: 100%; height: 15px;" type="text"/> 30 Specify: <input style="width: 100%; height: 15px;" type="text"/>

**EXAMPLE**

Whole event codes (1-8) 1,2,3,4,5,6			A	B	C
ID NO.	Miles/kms from start location	Detail of hazard	Risk rating level	Persons at risk from hazard	Additional measures to reduce risk to LOW
1	2.3	↑ Cross roads	M	A	11,23

### GENERIC RISK ASSESSMENT

Due to the interaction/mixing of traffic and sporting events on the highway, there is a possibility that accidents may occur due to the driver/rider or participant error, and such incidents may result in serious personal injury.

Course identification:		FI -11		A	B	C	D
Whole event codes (1-8):				H/M/L	A to H	9 to 30 (only)	Additional measures to reduce risk to LOW, with name of person or official function who will reduce the risk to low (if applic.)
ID NO	Miles/kms from start and/or location	Detail of hazard		Risk rating H/M/L	Persons at risk		
		Symbol	Desc.				
1.							
2.	0M	↑	Passing Traffic	L	A, C	10, 11(2)	Caution sign. Starter and pusher. Rider brief.
3.	0.3M	↑	Motorway off ramp, right	L	A		Rider brief
4.	0.46M	↑	Motorway on ramp, right	L	A		Rider brief
5.	0.58M	↑	Houses, right	L	A		Rider brief
6.	0.85M	↑	Road right	L	A		Rider brief
7.	0.91M	↑	Road left	L	A		Rider brief
8.	1.45M	↑	Road right	L	A		Rider brief
9.	1.74M	↑	Road right + house	L	A		Rider brief
10.	1.91M	↑	Business works left	L	A		Rider brief
11.	2.11M	↑	Crossroads	L	A		Rider brief
12.	2.45M	↑	Houses right	L	A		Rider brief
13.	2.54M	↑	Road left	L	A		Rider brief
14.	3.19M	↑	Road left	L	A		Rider brief
15.	3.45M	↑	Farm right	L	A		Rider brief
16.	3.71M	↑	Road right	L	A		Rider brief
17.	4.25M	↑	Village of Carnbo	L	A		Rider brief
18.	4.40M	↑	Road left	L	A		Rider brief
19.	4.43M	↑	Track right	L	A		Rider brief
20.	5.64M	↑	Track right	L	A		Rider brief
21.	6.18M	↑	Track right	L	A		Rider brief
22.	6.31M	↑	Road left	L	A		Rider brief
23.	7.30M	↑	Bridge, oncoming traffic	L	A		Rider brief
24.	7.47M	↑	Yetts junction	L	A		Rider brief

25.	7.59M	↑	Road left	L	A		Rider brief
26.	7.77M	↑	Muckhart village	L	A		Rider brief
27.	8.22M	↑	Road left	L	A		Rider brief
28.	8.53M	↑	Track right	L	A		Rider brief
29.	8.75M	↑	Track right	L	A		Rider brief
30.	8.83M	↑	Road right	L	A		Rider brief
31.	8.93M	↑	Road left	L	A		Rider brief
32.	9.34M	↑	Track right	L	A		Rider brief
33.	9.74M	↑	Road left	L	A		Rider brief
34.	9.95M	↑	Farm left	L	A		Rider brief
35.	10.09M	↑	Farm right	L	A		Rider brief
36.	10.36M	↑	Road left	L	A		Rider brief
37.	10.90M	↑	Dollar village	L	A		Rider brief
38.	11.54M	←	Left turn	L	A	23	Rider brief
39.	12.33M	↑	Road right	L	A		Rider brief
40.	13.13M	↑	Crossroads	L	A		Rider brief
41.	13.44M	←	Left turn onto A class trunk road	L	A		Rider brief
42.	14.07M	↑	Blairingone village	L	A		Rider brief
43.	14.87M	↑	Track left	L	A		Rider brief
44.	14.96M	↑	Road right	L	A		Rider brief
45.	15.29M	↑	Road left	L	A		Rider brief
46.	15.44M	↑	Track left	L	A		Rider brief
47.	15.93M	↑	Road left	L	A		Rider brief
48.	16.19M	↑	Road right	L	A		Rider brief
49.	16.50M	↑	Powmill village with major road from right	L	A		Rider brief
50.	16.82M	↑	Road left then right	L	A		Rider brief
51.	17.19M	↑	Road left	L	A		Rider brief
52.	17.34M	↑	Road left	L	A		Rider brief
53.	17.75M	↑	Road right + houses	L	A		Rider brief
54.	18.14M	↑	Crook of Devon village	L	A		Rider brief

55.	18.84M	→	Right turn across carriageway	L	A	10,23	Rider brief, caution sign
56.	19.33M	↑	Road left then right	L	A		Rider brief
57.	19.85M	↑	2 Roads left	L	A		Rider brief
58.	20.45M	↑	Staggered crossroads	L	A		Rider brief
59.	20.66M	↑	Track right	L	A		Rider brief
60.	21.01M	↑	Track right	L	A		Rider brief
61.	21.76M	↑	Crossroads	L	A		Rider brief
62.	22.05M	↑	Track left	L	A		Rider brief
63.	22.15M	↑	Track right	L	A		Rider brief
64.	22.58M	↑	House + tight bend	L	A		Rider brief
65.	23.05M	←	90° Left turn +	L	A	10, 23	Rider brief, turn signage
66.	23.10M	↑	houses	L	A		Rider brief
67.	23.54M	↙	Y junction, houses, bear left	L	A		Rider brief
68.	24.10M	↑	Track left	L	A		Rider brief
69.	24.25M	↑	Track left	L	A		Rider brief
70.	24.40M	↑	House right	L	A		Rider brief
71.	25.02M	↑	Finish line Old Cleish Road Junction	L	A, C, E	11(1)	Rider brief
72.	25.22M		House on right	L			Rider brief, caution sign

### SPECIFIC RISK ASSESSMENT

To be used in case of any additional risk that is identified before event.

Route <input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/>				
Date of event:				
No.	Location	Detail of hazard	Persons at risk	Risk rating
<b>New control measures to reduce the above risk to low:</b>				

No.	Location	Detail of hazard	Persons at risk	Risk rating
<b>New control measures to reduce the above risk to low:</b>				

No.	Location	Detail of hazard	Persons at risk	Risk rating
<b>New control measures to reduce the above risk to low:</b>				

# Appendix:

## OS 1:50000 map of route showing numbered ballooned hazards / risks





