

# EVENT NOTIFICATION & RISK ASSESSMENT – ON-ROAD EVENTS



To:	Tayside Police	Police/Safety Advisory Group				
To:	Scottish Cycling					
Event Type:	Reliability Ride	<input type="checkbox"/>	Cycle Sportive	<input type="checkbox"/>	On-Road Leisure	<input checked="" type="checkbox"/>
Name of event:	5 mile Time Trial					
Promoting Club:	Kinross Cycling Club					
Date of event:	xx/xx/2012	Sponsor(s)	None			
Local Authority(ies):	Perth and Kinross Council					
Time of start:	18:45	Estimated time of finish:	20:30			
Organiser/Promoter:	Forename:	Angus	Surname:	McCulloch		
Address:	16 Burnbank Meadows					
Address:	Kinross					
Address:						
Postcode:	KY13 8GE	E- mail:	ajgmcculloch@gmail.com			
Telephone:	H	01577 862341	W		M	
Safety Officer:	Forename:	Ken	Surname:	Ogilvie		
Address:	36 Black Road					
Address:	Kelty					
Address:						
Postcode:	KY4 0BD	E- mail:	Kenneth.ogilvie@btinternet.com			
Telephone:	H	01383 831884	W		M	
Venue Name:	5 mile Time Trial	Estimated number of participants:	30-40			
Start Area location:	West end of B9097 and junction with Muirfield					
Finish Area location:	East end of B9097, 5 miles from start, at track to Dowhill					
Person(s) conducting Risk Assessment:	Angus McCulloch					
Date of original Risk Assessment:	12/12/2011	Date of last review:				
The First Aider/Paramedic will be trained to the required standard. All event marshals will be trained and briefed						
Signed – Event Organiser/Promoter				Date:		

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

**HAZARD**  
**RISK**  
**PERSONS AT RISK**

means the potential to cause harm.  
means the degree of likelihood that a hazard will cause harm.  
who may be affected by a risk, i.e. the number of people who might be exposed to the hazard

**RISK**  
**RISK ASSESSMENT**

therefore reflects both the likelihood that harm will occur and it's severity.  
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 participants</b> <b>4 Safety briefing to all marshals</b> <b>5 Compliance with traffic law by Participants/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. PARTICIPANTS  B. SPECTATORS  C. ORGANISERS/ MARSHALS  D. ON COMING TRAFFIC  E. PASSING TRAFFIC  F. CROSSING FROM RIGHT  G. CROSSING FROM LEFT  H. OTHERS – SPECIFY	<b>9</b> Road closure <b>10</b> Additional approach signs <b>11</b> Junction to be marshalled by: <input type="text"/> Number of marshals <b>12</b> Traffic signals to be manually controlled <b>13</b> Traffic signals to be marshalled <b>14</b> Motorcycle Police escort <b>15</b> Motorcycle safety marshal <b>16</b> Pedestrian crossings to be marshalled <b>17</b> Marshals to have method of communication <b>18</b> Officials to be identifiable <b>19</b> Not open during event <b>20</b> Establish time of other events and review <b>21</b> Protective barriers in front of spectators <b>22</b> Physical protection (e.g. straw bales) <b>23</b> Signposted for participants <b>24</b> Protected by traffic coning <b>25</b> Protect access/egress for emergency vehicles <b>26</b> Uniformed Police/ Traffic Warden <b>27</b> Marshal with authority to stop traffic (when legislation allows) <b>28</b> Specify: <input type="text"/> <b>29</b> Specify: <input type="text"/> <b>30</b> Specify: <input type="text"/>

**EXAMPLE**

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

**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:		5 mile Time Trial		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	Symbol	Detail of hazard Desc.	Risk rating level H/M/L	Persons at risk from hazard		
2	0 M	↑	Passing traffic	L	A,C,E	10,11(2),24	Caution sign, starter + pusher, Rider brief
3	0.51M	↑	Road on left	L	A		Rider brief
4	1.1M	↑	Road on right	L	A		Rider brief
5	1.15M	↑	Road on left	L	A		Rider brief
6	1.32M	↑	Farm road on right	L	A		Rider brief
7	21.67M	↑	Farm road on right	L	A		Rider brief
8	2.16M	↑	House on right	L	A		Rider brief
9	2.41M	↑	Crossroads	L	A,F,G		Rider brief
10	2.69M	↑	Farm track on left	L	A		Rider brief
11	2.79M	↑	House on right+left	L	A,F,G		Rider brief
12	3.32M	→ ←	L+R Bend in road + house	L	A		Rider brief
13	3.69M	↑	Right bend+road on left	L	A		Rider brief
14	3.96M	↑	Left bend in road	L	A		Rider brief
15	4.0M	↑	Buildings + track on right	L	A		Rider brief
16	4.5M	←	Farm track right	M	A		Rider brief
17	5.0M	↑	Farm track right + finish	L	A,C,E		Rider brief, Caution sign

### SPECIFIC RISK ASSESSMENT

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

<b>Venue</b> <input type="checkbox"/> :				
<b>Date of event:</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>				

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

