

## Risk Assessment for a cycle touring event organised by the CTC – version draft P2 – 11 Feb 07

**Guidance Note:** This form should be used for all special CTC events such as DATC registered rides (eg tourist trials, map reading, treasure hunts, off-road and freewheeling) high country expeditions, night rides, working with children, events open to public in large numbers, when crowd control or traffic management is needed, whole weekend rides or longer. This form will not be required for an Audax as AUK has their own form tailored for their events.

Do not re-use old forms, always download the latest version off the CTC web site. This is your written evidence that you have taken proper care in the organisation of your event. If there should be an incident during your event involving injury or damage, it could be important to be able to show this completed form. Only consider the potential hazards, likelihoods and outcomes for similar events organised by your local group. It may therefore be necessary for the CTC to maintain a log of any accident record forms for reference by new event organisers.

**Please fill in both sides of one Risk Assessment form for each of your events; do not modify the form itself**

**Step 1:** Read the hazards below and underline those which particularly apply to this event. Then think about other hazards faced by riders, helpers, the public and add them, either under the general headings or as ‘Others’ if you feel they need separate consideration, note a supplementary form is available for detailed consideration of highway risks.

- Equipment: failure of cycle/accessories due to punctures, lighting failure, breakages...
- Stamina: over exertion, exposure, excessive bodily contact with the cycle, over tiredness...
- Weather: extreme weather conditions such as high winds, floods, sheet ice, snow, thick fog...
- Highway: hazards due to road junctions, level crossings, cattle grids, loose/potholed surfaces...
- Terrain: hilly route, steep ascents &/or descents, mountainous terrain (ie over 600m)...
- Road user: hazards due to motor vehicles, cyclists, horses, pedestrians, loose animals...
- Facilities: hazards due to slippery floors, steps, inadequate food or toilet hygiene...
- Ability range: hazards due to range of ability and speed
- Concentration: hazards due to following route sheets, looking for clues, focus on speed (freewheeling comp)
- Others: (eg mass start, novice riders, darkness)

**Step 2.** Now consider the Likelihood of each hazard producing an incident:  
(eg you might consider that the Likelihood of Equipment failure is High)

- Remote: this has never caused an incident while I was riding / organising an event.
- Low: this has caused an incident while I was riding / organising an event (up to 4 times).
- Medium: this has caused an incident while I was riding / organising an event (4-10 times).
- High: this has caused an incident while I was riding / organising an event (over 10 times).

**Step 3.** Now consider the usual severity of an injury arising from an incident, the Outcome:  
(eg you might consider that the Outcome of an incident caused by severe Weather is None)

- None: some inconvenience but no injury (whether or not the rider decides to abandon).
- Slight: minor injury: sprain, graze, stomach upset (whether or not the rider abandons).
- Serious: an injury requiring out patient hospital care and/or a short stay in hospital.
- Severe: an injury requiring long term in patient hospital care or causing death.

**Step 4.** For each Hazard mark the Likelihoods and Outcomes in each box below, and add the two numbers together. The resulting figure gives your risk assessment for each hazard.

0, 1, 2: control measures desirable    3, 4: control measures necessary    5, 6: event requires revision

| Equipment  |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Stamina    |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Weather    |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Highway    |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Terrain    |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Road User  |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Controls   |            |
|------------|------------|
| Likelihood | Outcome    |
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Ability Range |            |
|---------------|------------|
| Likelihood    | Outcome    |
| Remote(0)     | none(0)    |
| low(1)        | slight(1)  |
| medium(2)     | serious(2) |
| high(3)       | severe(3)  |
| Risk          |            |

| Concentration |            |
|---------------|------------|
| Likelihood    | Outcome    |
| Remote(0)     | none(0)    |
| low(1)        | slight(1)  |
| medium(2)     | serious(2) |
| high(3)       | severe(3)  |
| Risk          |            |

| Likelihood | Outcome    |
|------------|------------|
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Likelihood | Outcome    |
|------------|------------|
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

| Likelihood | Outcome    |
|------------|------------|
| Remote(0)  | none(0)    |
| low(1)     | slight(1)  |
| medium(2)  | serious(2) |
| high(3)    | severe(3)  |
| Risk       |            |

|   |              |                  |                          |
|---|--------------|------------------|--------------------------|
| <b>Event Start Place:</b>                             | <b>Date:</b> | <b>Distance:</b> | <b>Organiser's Name:</b> |
| <b>Type of Event (eg tourist trial / mapreading):</b> |              |                  |                          |

Consider how to reduce the Risks, especially the high ones. These are Control Measures and may simply be by giving advice to riders. If new to organising events and to preparing risk assessments, seek advice from established organisers within your local group, or from elsewhere within the CTC. You may wish to warn riders of specific hazards, but remember that you cannot control events on public roads. Therefore you must not give the impression that they can take any less care than they normally would. A further highway assessment form is available should there be insufficient space on this form.

Add any further control measures you provide:

| <b>Hazard</b>                    | <b>Control measures in place provided by the CTC</b>   | <b>Any further control measures provided by the organiser</b> |
|----------------------------------|--|---|
| <b>General</b>                   | Advice on the nature of the event, and unusual hazards are provided on the entry form, together with a reminder of riders responsibilities.<br>Leaflets offering general guidance on group riding and group leading / organising are provided by the CTC                     |   |
| <b>Equipment Health/</b>         | This is out of our control. However, riders are reminded that they are responsible for the roadworthiness of their machine each time they enter an event (see Entry Form).   |   |
| <b>Stamina</b>                   | Riders are reminded that they should ride within their own capabilities (See Entry Form).  |   |
| <b>Weather</b>                   | This is out of our control.<br>However, riders are reminded on the Entry Form or at start about suitable clothing and equipment for poor conditions.   |   |
| <b>Highway</b>                   | This is out of our control. However, riders are reminded that they should be aware of occasional hazards such as junctions and poor road surfaces (See Entry Form).  |   |
| <b>Terrain</b>                   | This is out of our control. However, riders are reminded that they should be aware of hazards such as high or exposed ground (See Entry Form).   |   |
| <b>Road user</b>                 | This is out of our control. However, riders are reminded that they should be aware that whilst the aim is to use quieter roads, it is impossible to avoid traffic & other road users, and that they should ride safely, according to the rules of the road (See Entry Form). |   |
| <b>Facilities</b>                |  |   |
| <b>Varying ability of riders</b> | This will only be known on the day, however the route should take account of the anticipated range of ability.<br>Warning provided on the entry form regarding likelihood for slower and less experienced cyclists.  |   |
| <b>Rider concentration</b>       | Warnings provided where concentration may be compromised when following route sheets, looking for clues, maintaining momentum (freewheeling competition).  |   |
|                                  |  |   |
|                                  |  |   |

**Please retain a copy of this form with your entry forms and accident report sheets**

## Highway Risk Assessment Form - Guidance

This form is intended as an aid to considering the potential hazards on a route, it should therefore be treated as a working tool as well as a record.

It is recommended that this form is used for events where there is a likelihood of inexperienced cyclists partaking, where cyclists are not riding in their usual manner (such as freewheeling competitions). Although some organisers may find this a useful tool in developing route ideas, it is not considered a necessity where experienced cyclists are riding in their normal manner, for some groups it may also apply to off road events. It should identify the unusual, this will therefore relate to what is known by the group, for example rural groups may not be used to large towns with complex road systems, Fenland cyclists may not be used to severe hills etc.

**Ride Objective:** Consider the ambition of the ride, for example reliability rides need to use roads where a good pace can be maintained, off-road events may need to test riders off-roading abilities, freewheeling competitions will need to use open roads of two lane width.

**Target entrant:** Stipulate the experience and fitness range anticipated. This may lead to further control measures or advice on the day.

### Example Highway Risk Assessment

| Hazard  | Risk<br>(small/medium/large) | Location                  | Alternatives<br>considered                        | Warning given                    |
|---|------------------------------|---------------------------|---|----------------------------------|
| Level crossing – railway lines raised, and not at right angles. | Medium                       | Pebble Hill, north of A25 | A246/A25 – greater aggregate risk                 | Warning provided on route sheet. |
| Crossing busy main road   | Medium                       | A3052 at Nine Oaks        | Other crossings have reduced visibility           | Warning provided on route sheet. |
| Short section of busy main road                                 | Medium                       | A376 at Exton             | Detour would require use of M5 Sandygate junction | Warning provided on route sheet. |

See over for risk assessment form . . .

