

## UK CYCLING EVENTS

### Event Plan – Brewin Dolphin New Forest Summer

#### Introduction

UK Cycling Events organise amateur **non-competitive** cycling events in the UK. These events support amateur cyclists by selecting low traffic, interesting and scenic routes which can be cycled at various lengths to suit all abilities.

UK Cycling Events provides a support infrastructure for these events including:

- Organisation
- Food and Water stations
- Breakdown assistance
- Route marking and monitoring
- General First Aid at food and drink stations as well as support vehicles

The aim of the event is to provide an environment for cyclists of all ages to have a safe and enjoyable cycle.

#### Event Details

**Date:** Saturday 1<sup>st</sup> July 2017

**Name:** Brewin Dolphin New Forest Summer Sportive

**Start / Finish Venue:** Gang Warily Recreation Centre

**Routes:** 3 routes 99 miles / 71 miles / 45 miles

#### Estimated Riding Numbers

- Epic Route: 400
- Standard: 350
- Short: 250

#### Event Management

Contact: 01425 653372

The Event Manager will be responsible on behalf of UK Cycling Events for all aspects of the organisation and smooth running of the event, including the administration of the Health & Safety policy and Emergency procedure.

One event co-ordinator will be positioned at all times at the event base and will have adequate means of bespoke communication with all of the event staff, food and water stations as well as the mobile support vehicles.

## **Event Health & Safety Policy**

To provide a safe environment for amateur cyclists to enjoy the cycling event:

- The participants will all be required to sign and agree with the UK Cycling Events terms and conditions. These are provided on the day and on the website, <http://www.ukcyclingevents.co.uk/terms/> (see appendix 4).
- Pre-event information packs will be sent to all riders to include the following safety videos on considerate cycling, course signage and essential items: <http://www.ukcyclingevents.co.uk/videos/considerate-cycling/>
- Cyclists will be briefed at the start of the ride on considerate cycling and advised of safety considerations specific to the New Forest area, in particular care to be taken when encountering horse riders and wildlife.
- The cyclists should be reminded of their personal responsibility to ensure their own Health & Safety on registration.
- The cyclists must be reminded that the event is a sportive and not a race and anybody deemed racing will be banned from the event.
- Cyclists should be reminded to take enough food and water for the duration of the event.
- Cyclists will be advised of the route and the event emergency contact numbers which are printed on course maps and located on all front bike numbers.
- The event organisers will provide support vehicles to aid breakdown, retirements, medical assistance and to provide up to date event information to the event co-ordinator to ensure monitoring of the event routes, cyclists progress and route conditions.
- The event organisation will provide food and water stations at appropriate distances to supplement cyclists' provisions, ensure on route support and guidance, as well as monitoring progress of the event.
- The food and water stations, at village halls or equivalent, will have available general First Aid support as well as communication to the event co-ordination and support vehicles.
- All core members of staff are first aid trained and first aid kits will be located at the event centre, at each feedstation, and in every support vehicle.
- Moto medics will be based at the event centre in the morning and then roam the course. They will stay onsite until the last rider returns. We normally have two medics per event but this increases with number of riders and remote courses. They carry all their own equipment.
- Emergency contact numbers go through to the event manager at the event centre who will co-ordinate the medical or mechanical teams' movements.
- A mix of static, roaming and moto marshals will be used (see marshal section for more information).
- An emergency plan document has been circulated to all staff and will be located at the event centre.

## **Event Risk Assessment**

2 Risk assessments will be conducted prior to the event. The first 3 months at least prior to the event and the 2<sup>nd</sup> in the week prior to the event to capture any recent changes to the venue/ route (Risk Assessment Appendix 5).

## **Venue Details**

**Venue:** Gang Warily Recreation Centre, Newlands Road, Fawley, Southampton, SO45 1GA

**Toilets:** Male and Female Toilets will be available at the Event Centre

**Administration:** Event registration will be conducted at the venue

**Start procedure:** Riders will be started from 7.45am to 9.00am in small groups. These small groups will be spread out to avoid large bunches of riders on the roads. Due to the varying ability of riders, this will ensure the field of riders will be spread out so bunches and large groups will not occur.

### **Contact Details**

- General UK Cycling Event contact: 01425 653372
- Emergency contact: 07961 063 100

### **Weather conditions**

- Pre event checks: weather checks including extreme weather checks will be conducted using the Met office in the week lead up the event. The Event will be cancelled if the predicted weather conditions are too severe to conduct the event i.e. flooding.
- Monitoring of event day: The weather will be monitored on the event day and we have the option to cancel the event on the day and have 3 feed stations/ check points at which we can advise riders and arrange for safe transportation back to the Event Centre.

All cyclists are to report to event administration prior and post event. Each cyclist will be given a unique number so their progress may be checked and the cyclist identified.

Cyclists will be released on to the route in a maximum group size of 20 with a gap of 1-2 minutes between groups. The start and road entry will be marshalled to ensure full safety on entering the route. (Any cyclist not complying with the event start procedure will be asked to leave the event).

### **Marshals**

Parking marshals in high visibility vests will be used at the Event Centre. Marshals will also man the three feed stations on the route to offer assistance to riders. Feed Stations will provide food and drink, emergency spares and first aid. Route marshals, including roaming and moto marshals, will also be placed at specific points to warn riders of a potential hazard on the course such as a steep descent, busy junction and uneven surfaces. All marshals are provided with high visibility clothing and asked to fill in an incident log book while on duty as a marshal (see below).

Marshals are informed that they are not there to direct or stop traffic.



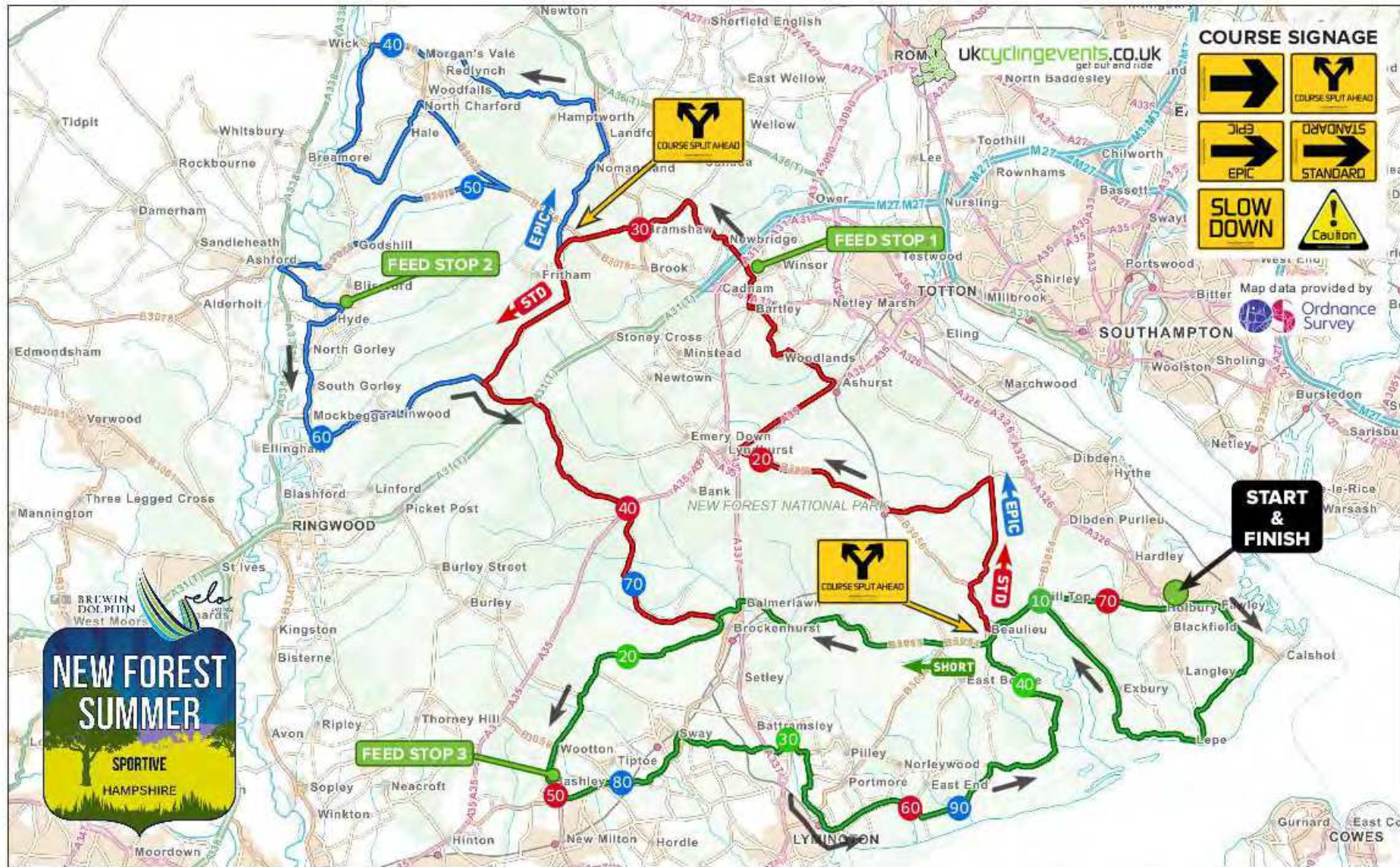
### **Risk Assessments**

- See Appendix 5
  - Route risk assessment
  - Course lay risk assessment
  - Course collect risk assessment

### **Traffic Management Plan**

- See Appendix 6





# COURSE MAP

**BREWIN DOLPHIN NEW FOREST SUMMER**  
 SATURDAY 1ST JULY 2017

## EVENT VENUE

Gang Warily Recreation Centre  
 Newlands Road  
 Fawley, Southampton  
 SO45 1GA

## ROUTE DISTANCES

Epic: 99 miles  
 Standard: 71 miles  
 Short: 45 miles

## MEDICAL EMERGENCIES: 07961 063 100

## MECHANICAL ASSISTANCE: 07854 081 972

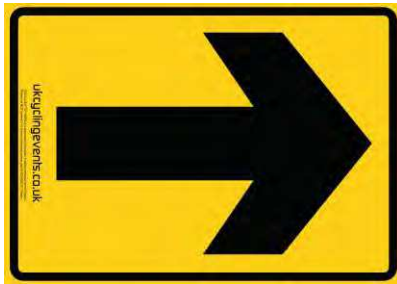
Note: All Riders must return or call the event centre before 5:00pm and report to a member of the UK Cycling Events Team.



## Appendix 2

### Road Course Signage

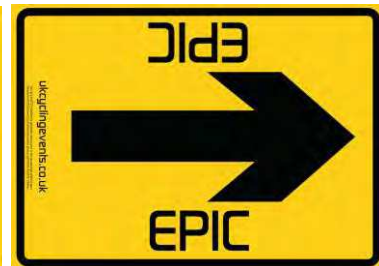
Signs are placed no more than two days before an event and will be removed on the day of the event after the last rider.



Directional Sign



Course Split Sign



Course Route Signs



Safety Signs



## Appendix 3



David M Smith  
Client Advisor

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To Whom It May Concern

04 October 2016

Dear Sirs

### CONFIRMATION OF INSURANCE

#### Time Inc (UK) Ltd and all subsidiary companies

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

#### PUBLIC LIABILITY INSURANCE – PRIMARY LAYER

INSURER: ACE European Group Limited  
POLICY NUMBER: UKCANC64608  
PERIOD OF INSURANCE: 1<sup>st</sup> October 2016 to 30<sup>th</sup> September 2017  
LIMIT OF INDEMNITY: USD 5,000,000 any one occurrence and in the aggregate in respect of Products Liability

#### PUBLIC LIABILITY INSURANCE – EXCESS LAYER

INSURER: XL Insurance America, Inc.  
POLICY NUMBER: US00071444LI16A  
PERIOD OF INSURANCE: 1<sup>st</sup> October 2016 to 30<sup>th</sup> September 2017  
LIMIT OF INDEMNITY: In addition to the primary layer USD 10,000,000 any one occurrence and in the aggregate in respect of Products Liability

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the



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insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with English law.

Yours faithfully,

Marsh Ltd

## **Appendix 4**

### **UK Cycling Events Terms and Conditions**

The Terms and Conditions detailed below apply to all entrants participating in any event organised and operated by UK Cycling Events Ltd and (where applicable\*) Rather Be Cycling. Completion of an entry form or purchase of an entry by every participant acknowledges acceptance of these Terms and Conditions by the participant.

- 1.** The participant accepts that the event they are entering is not a race in any format. Results will be published for individuals only and anyone considered to be competing against others, will be stopped from riding and banned from entering future events.
- 2.** The participant is fully responsible for their actions whilst attending the event. This includes the event centre and during the ride itself. UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling do not accept responsibility for the actions of the participant, nor the consequences of such actions.
- 3.** Each participant, upon signing the registration form or purchasing a ticket, agrees that they are physically and mentally capable of riding the distance they have chosen. If, during the event, they decide to change their route and distance, then all consequences of this action are theirs.
- 4.** The Event Registration Form or purchase of an entry to an event must be completed by a person aged 18 years or over. Evidence of age may be requested. Participants under the age of 18 years will be allowed to participate in the event with the consent of their parent or legal guardian who must sign the Event Registration Form or purchase a ticket on behalf of the underage rider. Signing or purchasing a ticket is also an acceptance for the actions and consequences of the underage rider. Under 16's need to be accompanied at all times by an adult who is responsible for them. Under 16's are not allowed to partake in any Adventure Cross event. Please see point 2 (two) in Section B.
- 5.** Each participant accepts full responsibility for any fees or costs incurred or arising from the need for repatriation.
- 6.** It is mandatory that all riders wear a safety approved cycling helmet complying with latest EN1078, ANSI Z90/4 or SNELL standards. Any rider not wearing a helmet will not be covered by the event insurance and will be disqualified from the event and could be liable for damages if involved in an accident on that basis. The rider must accept this as a condition of entry. UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling reserve the right to refuse entry to the event to anyone with inappropriate equipment or clothing.
- 7.** The participant confirms that the cycle/bike they are riding for the event and all of their equipment is of a suitable standard and state of trail/road worthiness. In particular, the ability to complete longest distance, and over rough terrain dependant on the event.
- 8.** During the event there will be warning signs at appropriate points on the trails or roads. Absence of these signs does not signal there are no dangers approaching and it is the individual rider's responsibility to make a decision regarding whether to ride a section or not. The marking of the route does not necessarily indicate that the trail or road is rideable and the participant is deemed to make their own decision about whether to proceed on bike, foot or not at all.
- 9.** Registering for a cycling event indicates your consent for UK Cycling Events Ltd to contact you with pre-event information and about relevant products or services and research via email, post, phone, SMS. You can opt out at any time via the unsubscribe links in the emails you are sent.
- 10.** Any marked route is shown for guidance only and UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling do not insist that you use the route shown. Therefore, if the rider chooses to ride a section, it is entirely their own choice. If they choose a different route to

avoid obstacles or sections they decide are beyond their capabilities, they do so entirely at their own risk.

**11.** You must obey all Highway Code rules. You are requested to ride in single file where appropriate and no more than 2 (two) abreast at any time. Please be aware of your fellow cyclists and any other traffic. Please always indicate your intention to stop or change direction. All cyclists must adhere to and obey the Highway Code, local bylaws and laws of England, Scotland, Wales and N. Ireland where applicable and extend all reasonable courtesy to other road and off road users.

**12.** UK Cycling Events Ltd reserves the right to shorten or alter the published route at any time. Participants do not have the right to claim a refund if the route is shortened.

**13.** Riders must be considerate to other users of bridleways, tracks, byways and public ways when riding off road. Upon seeing other users, such as horse riders, walkers, farm traffic, and other cyclists, etc. riders are required to slow down and pass with care. Where appropriate, riders should stop and wait at the side of the route for other users such as horse riders, etc. to pass safely.

**14.** Each participant will be fully responsible for any fees or costs incurred or arising from an accident either involving or caused by the rider. This includes, but is not exclusive to, fees from Police, Air Ambulance, Fire and Rescue and the Ambulance service. If the situation arises that you are not capable of making the decision to call the emergency services, the rider agrees that a member of UK Cycling Events Ltd, Time Inc. (UK) Ltd or (where applicable\*) the Rather Be Cycling Event Team or a member of the public may call for them. In this situation, the rider still accepts the costs and consequences of such actions.

**15.** Each participant hereby grants to UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling an exclusive, absolute and irrevocable worldwide assignment in perpetuity in the photographs/film/video/electronic representations and/or sound recordings of the participant obtained at the event and grants to UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling the right to use and publish such content in any and all media. The participant hereby releases UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling from any and all liability from such use and promotion. The participant hereby authorises the reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of said photographs/film/video tapes/electronic representations and/or sound recordings without limitation at the discretion of UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling. The participant specifically waives any right to any compensation they may have for appearing in any of the photographs/film/video/electronic representations and/or sound recordings of the participant at a UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling event.

**16.** In the event that a participant fails to complete the course for any reason he or she agrees to return to or call the event centre before the close of the event and report to a member of staff. Not doing so will mean that a search may be organised and the subsequent cost will be billed to the rider.

**17.** Event entry fees cannot be refunded or transferred under any circumstances.

**18.** UK Cycling Events Ltd, Time Inc. (UK) Ltd and (where applicable\*) Rather Be Cycling reserves the right to cancel any event, due to extreme weather conditions of Force Majeure. In such an event, each participants entry will be automatically moved to the rescheduled event. If a Participant can't make this event, they can carry their entry to another event of an equal or lower ticket value within the following 6 (six) month period. No refunds will be issued.

**19.** It is a condition of entry for Events outside of the United Kingdom, that riders are covered by a suitable level of travel insurance to cover the potential activity and liability involved.

**20.** Participation in the event is at the riders own risk. Insurance cover is provided for all riders against a third party claim arising as a result of accidental damage to a third party property whilst participating in an event. This insurance cover is adjudged void if it is deemed the rider has acted negligently. No further insurance cover is provided by UK Cycling Events Ltd for riders participating in an event but UK Cycling Events Ltd strongly recommend each rider organises their own personal insurance cover. Adventure Cross participants must refer to point 3 (three) of Section B.

**21.** In the case of competition entries and or giveaways, the winner agrees to the use of his or her name, photograph and disclosure of county of residence and will co-operate with any other reasonable requests by UK Cycling Events Ltd and Time Inc. (UK) Ltd relating to any post-winning publicity.

**22.** Riders are expected not to drop or leave any litter on any part of the route and to dispose of it responsibly at an appropriate place or bin. Any rider found littering will be disqualified from the event.

**23.** Riders are expected to respect the roads, villages and countryside that the events travel through. It should be remembered that this is both a working landscape and home to many communities. Riders stopping for a comfort break are asked to do so discretely and appropriately and not to cause any offence to local residents or other riders.

**24.** In the case of Mountain Bike and Cyclocross events, riders are expected to close all gates after they pass unless otherwise instructed. Riders must not leave a gate open for a following rider. Gates should be opened and closed and not vaulted. Any rider causing damage to a gate will be liable for any costs to repair said damage.

\* refers to Adventure Cross events



## Appendix 5

### Route Risk Assessment

BD NEW FOREST SUMMER 2017			At risk		Measure to be taken											
Map ID number	Photo number	Risk Level (H/M/L)	Details of hazard	Cyclist	Motorist	Slow Down	Junction Ahead	Uneven Surface	Caution	Extreme Caution	Slow Down (bends)	Cycle Event	Marshal	Rider Briefing	Single File	Other Action
Start/Finish																
1		L	Right hand turn out of venue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x			1				
2		L	Left hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		x		x							
3		L	Right hand turn onto B3053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2				
4		L	Right hand turn off B3053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
5		L	Left hand turn toward Lepe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
6		L	descent to Lepe	<input checked="" type="checkbox"/>		1										
7		L	Left hand turn in Exbury	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		x		x							
8		L	Cattlegrid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
9		L	Double left hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				2	x		1				
10		L	descent to Beaulieu	<input checked="" type="checkbox"/>		1										
11	1	L	Course split	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			
12		L	descent	<input checked="" type="checkbox"/>		1										
13		L	Right hand turn onto A337	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2				
14		L	Right hand turn off A337	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
15		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
16		L	End of spit - left hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
17		L	Right hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		1				
18		L	descent with bends	<input checked="" type="checkbox"/>							x					
19		L	Right hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x						
20		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
21	<a href="#">2</a>	L	Right hand turn in Lyndhurst	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			

BD NEW FOREST SUMMER 2017			At risk		Measure to be taken											
Map ID number	Photo number	Risk Level (H/M/L)	Details of hazard	Cyclist	Motorist	Slow Down	Junction Ahead	Uneven Surface	Caution	Extreme Caution	Slow Down (bends)	Cycle Event	Marshal	Rider Briefing	Single File	Other Action
22		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
23		L	Left hand turn in Foyer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
24		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
25		L	Left hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x			x							
26		L	Right hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
27	3	M	Crossing A336	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			
28	4	M	Crossing A337	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			
29		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
30		L	Left hand turn in Fursley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
31		L	Crossing in Stock Cross	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2				
32	5	M	Course split	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			
33		L	Right hand turn on standard split	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
34		L	Left hand turn at end of standard split	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
35		L	Right hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x						
36		L	descent with bends	<input checked="" type="checkbox"/>		1					x					
37		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
38		L	Left hand turn onto B3079	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x			x	x		1				
39		L	Right hand turn in Redlynch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2				
40		L	descent into downtown Prior to Left hand turn	<input checked="" type="checkbox"/>		3										
41		L	Narrow road leaving Downtown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							1			x	
42		L	Right hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x			x							

BD NEW FOREST SUMMER 2017			At risk		Measure to be taken											
Map ID number	Photo number	Risk Level (H/M/L)	Details of hazard	Cyclist	Motorist	Slow Down	Junction Ahead	Uneven Surface	Caution	Extreme Caution	Slow Down (bends)	Cycle Event	Marshal	Rider Briefing	Single File	Other Action
43		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
44		L	Right hand turn into Hail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		L				
45		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
46	6	L	Crossing main road after Hail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			
47		L	Right hand turn in Berhemia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	x		x							
48		L	Left hand turn onto B3080	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		x		x	x		1				
49		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
50		L	Sharp right hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		x		x	x		2				
51		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
52		L	descent at Godhill	<input checked="" type="checkbox"/>		3					x					
53		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
54		L	Right hand turn into Frogham	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
55		L	descent in Hyde	<input checked="" type="checkbox"/>		1					x					
56		L	Left hand turn after ford	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
57		L	Right hand turn into Bolderwood	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x							
58		L	Cattlegrids	<input checked="" type="checkbox"/>						2						
59	7	M	A35 crossing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				x	x		2	1			
60		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
61		L	Cattlegrid	<input checked="" type="checkbox"/>					x							
62		L	Left hand turn on descent	<input checked="" type="checkbox"/>		1										
63		L	Right hand turn to Left hand turn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				2	x		1				





Course Laying Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary to control the risk	Risk Evaluation	Action by who?	Action by when?
Vehicle Suitability	Course layer /other road users may suffer serious injury in road accident results from non-functioning vehicle.	Weekly oil and water checks Monthly Garage checks When purchasing new vehicle, assessed for suitability including speed, overall size and load capacity Clean reflective panels and frequently stopping sign Clean and fully working lights and flashing warning beacons Road side assistance cover	Daily Vehicle checks by driver then report back problems	Low 5	All Drivers	Ongoing reminders
Driver Suitability	Course layer /other road users may suffer serious injury in road accident results from an unsuitable driver	Check driving licence on recruitment to ensure they meet the required standard Must be over 21 to drive company fleet All drivers must report any medical conditions which may affect driving ability (e.g. eye sight 6/12 vision with glasses) Not under the influence of drugs or alcohol		Low 5		Ongoing

Vehicle Stopping	Course Layers may suffer serious, potential fatal, injury if struck by a vehicle	Vehicles fitted with flashing amber beacons both front and rear providing all round vehicle visibility  All UK Cycling Events Vehicle display frequent stopping signs on rear of vehicle  Green Reflective vinyl strip on vans	Red and yellow vinyl	Medium  10	Ben	July
Course layer being seen by other motorists	Course Layers may suffer serious, potential fatal, injury if struck by a vehicle	Clean and non-obscured Hi Visibility vest worn (BS EN 471)  Stay as far away from the carriageway where possible to reduce the chances of being struck  Use the vehicle as a barrier to oncoming traffic and to provide more visibility  Not to park on blind bends allowing space for vehicles to pass	Ensure training of staff is kept up to date	Medium  10	JB	On going as needed
Slips and trips	Course Layers may suffer injuries such as fractures or bruising if they slip on spillages, ice or trip over objects on the ground.	Course layers wear strong, comfortable anti-slip footwear with a good grip  Advised to walk not run when crossing roads.  Keep signs on the left to reduce the amount of road crossing  Extreme weather taken into account (Snow/Ice)	Non Slip Footwear (with toe caps?) should be worn	Medium  9	JB / Nat	April
Lifting and moving heavy sign	Course Layers risk injuries or back pain from handling heavy	Sign vans are loaded in such a way that all signs are easily accessible. With exception of the second special box if laying bigger courses	Manual handling training	Low  8	TB	Feb

boxes	or awkward boxes.					
Load Securing and Weight	Course layer may suffer serious injury if a load moves unexpectedly whilst in transit or during unloading.	Stakes are to be kept led down in the rear of the van.  Signage boxes within the front of the vehicle is strapped in to ensure it does not become dislodged  Vans packed by those using equipment to keep weight at appropriate levels		Low  3		
Driver fatigue	Course layer /other road users may suffer serious injury if road accident results from fatigue.	The amount of hours worked and number of miles required to lay is considered to minimise the risk of driver fatigue in the planning stage  Hotel accommodation provided if event is more than two hors away  Two course layers in the same vehicle swap half way through the day to ensure an equal amount of driving is conducted  Course layers instructed to take breaks if they become tired whilst driving and must take a non duty break of half an hour after 5 1/2 hours work	Regularly review shift schedules with course layers to ensure the risk of fatigue is minimised and amount of miles is feasible and achievable including travel time  Maximum driving of 10 hours within one 24hour period and 11 hours on duty.	Medium  15	Managing director and operations manager	On-going
Use of mobile technology	Course layer / other road users may suffer serious injury if road accident results from using	Course layers are reminded that they are required to follow the highway code  All vehicles are fitted with hands free technology to eliminate the use of hand held devices		Low  8		

	mobile technology.					
Lone Working	Course Layers who are lone working maybe become endangered through the nature of the course laying process	Course layers are required to report back to the event manager ensuring their safe return and when they commence work.  Set up in day light only  Wet weather gear provided		Medium  9		
Physical Activity	Course layers becoming dehydrated from physical activity	Course Layers are provided with water bottles located in each vehicle and advised to keep hydrated		Low  6		



Course Collect Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Risk Evaluation	Action by who?	Action by when?
Vehicle Suitability	Course collector /other road users may suffer serious injury in road accident results from non-functioning vehicle.	Weekly oil and water checks Monthly Garage checks When purchasing new vehicle, assessed for suitability including speed, overall size and load capacity Clean reflective panels and frequently stopping sign Clean and fully working lights and flashing warning beacons Road side assistance cover	Daily Vehicle checks by driver then report back problems	Low 5	All Drivers	Ongoing reminders
Driver Suitability	Course collector /other road users may suffer serious injury in road accident results from an unsuitable driver	Check driving licence on recruitment to ensure they meet the required standard Must be over 21 to drive company fleet All drivers must report any medical conditions which may affect driving ability (e.g. eye sight 6/12 vision with glasses) Not under the influence of drugs or alcohol		Low 5		Ongoing

Vehicle Stopping	Course collector may suffer serious, potential fatal, injury if struck by a vehicle	Vehicles fitted with flashing amber beacons both front and rear providing all round vehicle visibility  All UK Cycling Events Vehicle display frequent stopping signs on rear of vehicle  Green Reflective vinyl strip on vans	Red and yellow vinyl	Medium  10	Ben	July
Course collector being seen by other motorists	Course collector may suffer serious, potential fatal, injury if struck by a vehicle	Clean and unobscured Hi Visibility vest worn (BS EN 471)  Stay as far away from the carriageway where possible to reduce the chances of being struck  Use the vehicle as a barrier to oncoming traffic and to provide more visibility  Not to park on blind bends allowing space for vehicles to pass	Ensure training of staff is kept up to date	Medium  10	JB	Ongoing as needed
Slips and trips	Course collector may suffer injuries such as fractures or bruising if they slip on spillages, ice or trip over objects on the ground.	Course collectors wear strong, comfortable anti-slip footwear with a good grip  Advised to walk not run when crossing roads  Signs kept mainly on the left to reduce the amount of road crossing  Extreme weather taken into account (Snow/Ice)	Non Slip Footwear (with toe caps?) should be worn	Medium  9	Nat/JB	April
Lifting and moving heavy sign	Course collector risk injuries or back pain from handling heavy or awkward boxes.	Arrows are to be placed within one secured box within the front and other large arrows to be placed in the rear of the vehicle reducing lifting	Manual handling training	Low  8	TB	Feb

boxes		and moving around within the vehicle				
Load Securing	Course collector may suffer serious injury if a load moves unexpectedly whilst in transit or during unloading.	<p>Stakes are to be kept led down in the rear of the van.</p> <p>Signage boxes within the front of the vehicle is strapped in to ensure they do not become dislodged</p> <p>Vans packed by those using equipment to keep weight at appropriate levels</p>		Low 3		
Driver fatigue	Course collector /other road users may suffer serious injury if road accident results from fatigue.	<p>The amount of hours worked and number of miles required to collect is considered to minimize the risk of driver fatigue in the planning stage</p> <p>Hotel accommodation provided if event is more than two hours away</p> <p>Two course collectors hop each other to reduce the number of stops undertaken</p> <p>Course collectors instructed to take breaks if they become tired whilst driving and must take a non duty break of half an hour after 5 1/2 hours work</p> <p>Water provided within the vehicles to ensure drivers are hydrated</p>	<p>Regularly review shift schedules with course layers to ensure the risk of fatigue is minimised and amount of miles is feasible and achievable including travel time.</p> <p>Maximum driving of 10 hours within one 24-hour period and 11 hours on duty.</p>	Medium 15	Managing director and operations manager	On-going
Use of mobile	Course collectors / other road users may suffer	Course collectors are reminded that they are				

technology	serious injury if road accident results from the use of mobile technology.	required to follow the highway code  All vehicles are fitted with hands free technology to eliminate the use of hand held devices		Low  8		
Lone Working	Course collectors who are lone working maybe become endangered through the nature of the course collecting process	Course collectors are required to report back to the event manager ensuring their safe return after course collecting		Medium  9		
Physical Activity	Course collectors becoming dehydrated from physical activity	Course collectors are provided with water bottles located in each vehicle and advised to keep hydrated		Low  6		

## Appendix 6

### Rider and Motorist Signage

	Place either side of major road crossings or crossings with a poor line of sight, to warn motorists of the potential of cyclists crossing.
	Placed to warn cyclists that they should proceed with caution over the next section of the course. E.g. a busy road/cattle grid etc coming up.
	To warn cyclists of an upcoming danger e.g. a ford.
	Used to advise cyclists to reduce their speed e.g. for a fast descent.
	Used to warn cyclists of a poor road surface e.g. potholes and cattle grids.
	Used to warn cyclists that there is a major junction ahead. This will normally be displayed with a caution sign.
	Used as a reminder to cyclists to ride considerately. Up to 20 used at key junctions.

### Rider Briefing and Education

- Start Line Briefing to include:
  - Signage
  - Riding single file / courtesy
  - Weather related issues if applicable
  - Course information if applicable
  - Highway code



- Participants will be released in small groups of approximately 20 every 1-2 minutes to avoid bunching on the roads.
- Pop up banners to be displayed in registration area. With messages reminding riders of the Highway Code.



- Ride Single file signs – to be displayed at regular intervals around the course (see earlier notes regarding placements)
- Static Marshals on Course at relevant points.
- Term and conditions of entry signed on 2 separate occasions by riders : <http://www.ukcyclingevents.co.uk/terms/>
  - Once upon online entry
  - Again on the day of the event.
- Riding Conditions email sent to all riders with advice on how to cycle safely in the expected Weather conditions e.g.. raining = Lights



**2013 NO EXCUSES SPORTIVE**

**BAD WEATHER ADVICE**

Wet weather is forecast for the Wiggle No Excuses Sportive on Saturday 16th March.

Please remember to bring with you the following items:

- 3 x Inner Tubes
- Bike Lights
- Hi Viz / Wet Weather Clothing
- Tyres with some tread

