Issue: 1 Date: 24/06/08

Organisers Guide to the Home Office Event Safety Guide Information Sheet

The Guide is not ".. to take the place of or to supersede, the organisation's Rules and Regulations or the Cycle Racing on the Highways Regulations.."

Any places where the code is in conflict with our Regulations, CTT practice and the requirements of the law take precedent.

- Police are not normally present at time trials unless there is a specific problem. It is normal practice for Event Organisers to note police concerns/advice and act within the law as they best see fit.
- The Event Safety Officer will normally be the Event Organiser, unless otherwise stated.
- Briefing of Riders is covered by:
 - (a) Notes on Start Sheets
 - (b) The Signing-on Sheet
- The Organiser should have a definitive list of Marshals and other Officials. He must provide them with written instructions e.g. a Generic Guidance Note and/or instructions specific to a particular marshalling point.
- Sign-erectors should have a copy of the Generic Risk Assessment which clearly states where signs are to be placed.
- If the Safety Officer is not the organiser, both should sign the "On the Day" RA Form.
- The appointed course checker could be the sign erector who precedes the field.
- There needs to be good communications between personnel associated with the event. This can be best achieved by having a list of mobile telephone numbers for marshals who have mobiles phones.

The Role of Marshals

It is essential that a marshal should do no more than indicate the precise spot at which a rider should turn or the direction in which he should take. The responsibility for safely negotiating a turn or any other change in direction must rest with the rider alone.

Event Headquarters

Organisers using hired premises should be familiar with local safety measures and procedures regarding, fire exits etc.