**Best Practice Guidance**

**Risk Assessment Package**

**August 2018**

To assist district committees to comply with the requirements of Cycling Time Trials that all courses used for both type A (open) and type B (club) events, require to have a formal and documented
risk assessment completed as part of the course approval process, a risk assessment package has been produced.

The package consists of this Best Practice Guidance, together with the following documents:

* A Microsoft Powerpoint Presentation, consisting of seven slides
* A Risk Assessment Booklet consisting of eight pages.
* A blank Risk Assessment form
* A “on the day risk” assessment form
* Guidance Note 22 “Formal Risk Assessment”

The slide presentation has been produced for delivery within a district or clubs to explain the requirement for a formal documented risk assessment. The slides identify the key points to answer questions that may be raised on why, how and who should do them. To accompany the presentation, a booklet has been prepared, that supports in detail the answers to the questions and key points raised by the presentation.

It is anticipated that the presentation is delivered by a member of the district committee or another appropriate person, embracing their local knowledge, to provide examples to clarify details, where required. No script or notes have been prepared to accompany the slides, as it is anticipated that the person presenting the slides will, using the accompanying booklet, be conversant with the Cycling Time Trial’s risk assessment process.

If the district committee experience difficulty in identifying someone to make the presentation, then
a member of a panel from the board and officers, are available to deliver the presentation on the district’s behalf. If any help is required, relevant to risk assessment issues, please do not hesitate
in the first instance to email: support@cyclingtimetrials.org.uk with a request for assistance.

Whilst it is entirely in the hands of the district committee who should be invited to attend and how the risk assessment presentation should be delivered, it is suggested that initially, it may prudent
to target the event organizers, who are integral to the success of maintaining the currency of the course risk assessment.

The booklet has been prepared for issue at the end of the presentation, so that participants can take away with them the information that has been imparted to them. The booklet can then be used
as an aide memoir during the course of the season, not only at events but when considering the design of future or alternative courses.

**Any Question or Queries?**

If you require any assistance, have queries you require an answer to or just want to talk through any aspect of the process, please contact one of the national secretaries or you can make contact through:

support@cyclingtimetrials.org.uk

When emailing, please give your contact details, so that you can be contacted without delay.