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| **Risk Assessment** | |
| **Course/Road(s) Assessed:** | **Course: S40/25. Chillaton circuit** |
| **Date of Assessment/Review: 22/01/24** | **Name of Assessor: Martin Williams** |

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| Course Description:  0 mi Head south from Lewdown towards Chillaton  4 mi At Chillaton, continue up the hill towards Tavistock  7.6 mi At Pitland Corner Turn left onto Drake Road and head towards Lydford, skirting Brentor.  12.2 mi Head north towards Lydford  13.6 mi Head northeast through Lydford and out the village on School Rd toward A386.  14.4 mi Turn left onto A386  15 mi Head north on A386  16 mi On A386 pass through Sourton towards Sourton Down  18.7 mi Take the turning before the flyover of the A30 at Sourton Down, turn left onto the Old A30. Continue on the Old A30 past Bridestowe, through Combebow towards Lew Trenchard School.  25 mi The finish is the Lew Trenchard Primary School – proceed past the finish before returning to the Blue Lion Inn HQ. |

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| **Event Name:** | Tavistock Wheelers 3 up Team Time Trial.  Club event, under CTT rules and regulations. | **Date:** | 04/JUL/2023 | **Venue:** | Open Road (Lewdown - Chillaton-Brentor-Lydford-Sourton-Combebow - Lew Trenchard-Lewdown loop) |

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| **(1)**  **Activity /**  **Area of Concern**  i.e.: what is taking place as part of the event? | **(2)**  **Hazards Identified**  i.e.: what can cause harm? | **(3)**  **Persons at Risk**  i.e.: who could be harmed by the hazard? | **(4)**  **Current Risk Factor**  (high, medium or low)  i.e.: determine the level of risk | **(5)**  **Actions to be Taken to Minimize each Risk**  i.e.: what action can you take to lower the level of risk | **(6)**  **New Risk Factor**  (high, medium or low)  i.e.: risk factor after action taken to minimize the risk |
| Mile 0 | Slower riders will be riding in twilight conditions | Cyclists | Overall risk low, most riders will return in daylight. | All riders must have a front and rear Light. Hi Viz can be worn to make riders potentially more visible..  Where possible (depending on arrival time) slower teams to be set off earlier.  Start time 19:01, teams off at 3 minute intervals. Expect around 15 teams to enter. 21:29 sunset (Check on Met Office website)  Over taking/Belgian circles (rider rotation) only when it is safe to do so. Look and Listen at all times!  Safety sign to be displayed at the start line. | Low |
| Mile 0 | Start is on a side road to Chillaton, with low traffic volumes. However this is approached by crossing the old A30 which is more heavily trafficked | Cyclist | Low | Start will be supervised by the Time Keeper – only riders starting should cross the road, Next riders will wait behind in small groups and can be called from Blue Lion car park.  This side road has good visibility and has very light traffic.  Riders to comply with Highway Code and exercise common sense. |  |
| Mile 4 | Chillaton Hill / Post Office – Vehicles parked on side of road will force cyclists into middle of road. Oncoming traffic and be a hazard. | Cyclist | Low | Riders to proceed, with caution, in single file through village and up the first part of the hill. Be aware of traffic at this point. 30mph speed limit applies here in the Village only.  Safety Sign at Junction to warn traffic approaching from Router direction. | Low |
| Mile 6 | Iron Railings | Cyclist/Motorist | Medium | Safety Sign each side of ‘Give way’ Junction to warn traffic approaching from Brentor and Longcross directions.  Marshal here to direct riders. |  |
| Mile 7.6  Pitland Corner | Sharp left turn. | Cyclist/Motorist | Medium | Sweep inside corner if necessary.  Signs approximately 200 yards on Tavistock and Brentor sides of the junction. Give way to traffic. Keep left.  Marshal here to direct riders.  Safety Sign at Junction to warn traffic approaching from Tavistock direction. | Low |
| Mile 12.2  ‘Muddy Duck’/Lydford NT Cafe | Blind bends, single lane traffic calming. | Cyclist/oncoming motorist/Pedestrians | Medium | 2 Marshals here, 1 either side of Bridge.  Slow down! Proceed with caution. Keep left. Listen to Marshals.  Give way to oncoming traffic as appropriate. | Low |
| Mile 13.4 | Blind bend, single lane under old railway bridge | Cyclist/oncoming motorist | Medium | Marshal here.  Slow down. Proceed with caution. Keep left. Listen to Marshal. | Low |
| Mile 13.6 | Lydford Village Centre. Pedestrians crossing from Car Park to Castle Inn. Parked cars. | Pedestrians/Cyclist/Motorist | Low | Course Instruction: no change of team order in this area. Proceed with caution. Keep left.  30mph speed limit applies here in the Village only. | Low |
| Mile 14 | Lydford Village. Single lane traffic calming | Cyclist/Motorist/Pedestrians | Low | Good visibility. Proceed with caution. Give way to oncoming traffic as appropriate. Be aware that entrance to Granite Way immediately precedes traffic calming measure.  30mph speed limit applies here in the Village only. | Low |
| Mile 14.4  Dartmoor Inn | Left turn onto A386 | Cyclist/Motorists on A386 | Medium | Sweep inside corner if necessary.  Signs approximately 200 yards on Tavistock and Okehampton sides of the junction. Stop junction! Keep left in single file through junction and on A386. 40mph speed limit here on A386.  Safety Sign at Junction to warn traffic approaching from Tavistock direction. | Low |
| Mile 18.7  Sourton Cross | Left turn onto old A30 | Cyclist | Low | Sweep inside corner if necessary.  Signs by over bridge and on the Hatherleigh side of the junction and opposite off slip from Exeter. Keep left through corner.  Safety Signs at Junction to warn traffic approaching from A30 Dual carriageway and Okehampton directions. | Low |
| Mile 25  Lew Trenchard Primary School | Finish at Lew Trenchard Primary School. A risk that cyclists will turn back to Finish Line. | Cyclists.  Time keeper.  Pedestrians. | Low | Course instruction to keep cycling past the finish line to the war memorial before stopping and making way back to course HQ – The Blue Lion Pub – Time Keeper(s) positioned on pavement at Lew Trenchard school | Low |

Considerations:

Name of person completing Risk Assessment (printed): Martin Williams…………………………………………….

Signature: ………………………………………………… Date:……………………….

**Guidance for Event Risk Assessments**

**1.1 Risk Assessment**

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending, carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

In addition the Regulatory Reform (Fire Safety) Order 2005 (FSO) will apply to such events and will require the Responsible Person to carry out a risk assessment concerning fire safety, which can be carried out along side the health and safety risk assessment.

Full details are available on;

http://www.fire.gov.uk/Workplace+safety/

**1.2 Guidance Notes**

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser’s best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

Any contractors involved in your event must also carry out risk assessments. Accordingly, if you are employing contractors/other organisations it is your duty to ensure that you obtain copies of the risk assessments.

The following guidance should aid you in carrying out your risk assessments. Please also see the example form, which provides detailed examples of some event components. The paragraph numbers below relate to the headings on the Event Risk Assessment Form for ease of reference.

**1.3 Identifying the Activity / Area of Concern**

An activity is anything which is taking place as part of your event, i.e.: stalls, face painting, fairground rides, car boot sale, staged events, music, dancing, sports activities, fireworks, laser show, parade, marquee/tent, food, alcoholic refreshment, etc. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely, i.e.: first aid, stewarding/security, crowd management, car parking, site fencing/barriers, fire precautions and equipment, potential major incidents, evacuation procedure (due to emergency or inclement weather), stages/marquees/temporary structures, waste collection/handling/disposal, cash collection and signage. Please note that these lists are not exhaustive.

All activities must be clearly identified on the event/site layout plan you submit.

**1.4 Identifying the hazards**

All hazards must be identified for each activity. A hazard is something with the potential to cause harm, i.e.: slipping/tripping/falling hazards, hazards relating to fire risks or fire evacuation procedures, any chemicals/fumes/substances hazardous to health, moving parts of machinery, vehicle movement, electrical safety including use of portable electrical appliances, lifting/carrying/moving, high noise levels, poor lighting/heating/ventilation, any possible hazard from specific demonstrations/activities, crowd intensity and pinch points – i.e.: areas where there is restricted access/exit for the amount of people.

This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

**1.5 Identifying the persons at risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people, i.e.: stewards, employees, volunteers, contractors, vendors/exhibitors/performers, members of the public, people with disabilities, children/elderly people, expectant mothers and local residents. This list is not exhaustive.

**1.6 Identifying the current risk factor**

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. You should be taking into account any information, instruction and training regarding the event and the activities involved; and compliance with legislative standards, codes of good practice and British Standards. Examples of risks and their categories are as follows: ­

**High** An inflatable bouncy castle which is not tied down being used in adverse weather conditions by young children; or a fairground chair ride without sufficient safe space around it.

**Medium**  Face painting being undertaken without the knowledge of children’s allergies.

**Low**  A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable an.

**1.7 Identifying the actions to be taken to minimize each risk**

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard by enclosure/segregation, safe-working procedures, adequate

Signage/training/instruction, find a substitute for that activity/machine etc, provide welfare facilities for removal of contamination/first aid, removal of the hazard, etc. Personal Protective equipment should be considered as a last resort. This list is not exhaustive.

For the examples listed in 4 above, action taken to minimize the risk could be to secure the inflatable with guy ropes; supply sufficient barrier-ed space around the fair ride; ask parents/guardians regarding allergies; supervise the mime artist.

**1.8 Identifying the New Risk Factor**

Once you have identified the action to be taken as per 5, insert the appropriate new High, Medium or Low risk rating.

**1.9 Review and Revise**

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.

Finally, please print your name, sign and date the form.

**1.10 Further information**

* 5 Steps to Risk Assessment: Case Studies (HSE 1998) ISBN 07176 15804