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**Appendix 3**

**'On the Day' Risk Assessment Form**

(To be completed by the Event Secretary or Chief Marshal and returned to the designated District official as soon as possible after the event)

***NB: Post a copy to District Secretary within 14 days of the event***

|  |  |  |  |
| --- | --- | --- | --- |
| Promoting club: | | | |
| Course key | Date | Day of Week | Start time |

Please delete applicable (Y/N) if no issues were encountered and sign at the bottom of the page:

**Y / N**

If any issues were encountered, please give details using the sections below as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action | Details of issues found (if any) | Risk  (L/ M / H) | Measures to reduce risk |
| 1 | Check course for unforeseen hazards, e.g.; temporary road works, unreported potholes, broken grid, mud, hedge clippings, parked vehicles, etc |  |  |  |
| 2 | Ensure all Marshals, Observers, and event warning signs have been placed in correct position as per course risk assessment. |  |  |  |
| 3 | Any other incidents on the course or in the vicinity which affected the event, e.g.; adverse weather conditions, road traffic accident, local event, festival, etc. |  |  |  |
| 4 | Check course for any 20 mph speed limits or other traffic restrictions / control measures. |  |  |  |
| 5 | Others |  |  |  |

Signed: ......................................................................... Date: .................................................................

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completion of this form**

The purpose of this form is to forward details of any incidents that occurred during your event, which may be require an amendment to the course generic risk assessment document. Also record any measures to reduce the risk from unforeseen hazards. In particular:

* please record parts of the course where you felt it necessary to deploy more marshals or event safety signage
* comment on the positioning and effectiveness of marshals and event safety signage
* any areas where rider behaviour requires correction.

This form should be completed, whether or not you found any extra hazards/or took any extra control measures.

**Documents referenced**

CTT Guidance Note 17: Erection of Cycle event signage

CTT Guidance Note 25: 20 mph advice