

## ASTLEY & TYLDESLEY CYCLING CLUB – CYCLE SPEEDWAY RISK ASSESSMENT

	Description of the Risk	Who is at Risk			Level of Risk			Controls to reduce the Risk
		C	O	P	H	M	L	
	C = Competitor / O = Organisers or Volunteer / P = General Public	C	O	P	H	M	L	H = High / M = Medium / L = Low
Registration	Registration officials unfamiliar with 'sign on' procedure	•	•				•	Sign on officials to be briefed by organiser and provided with copy of 'sign on' quick guide.
	Riders fail to sign official sign on sheets, or provide emergency contact details	•	•				•	Sign on sheets to be checked before rider numbers are handed over. Club officials to have list of their riders' details.
	Non BC members / ineligible riders being allowed to participate in the event	•	•			•		Identify and prevent riders, who will be uninsured (by BC) being able to participate.
Car Parking	Insufficient / unsuitable parking spaces available for the event	•	•			•		Parking provision for competitors, officials and spectators is usually ample in nearby car parks. Home club members park in a specified area. Overflow parking available in nearby streets. For major events, use of football club car park is arranged.
	Participants and public walking through car park area being struck by moving vehicles	•	•				•	Parking is in purpose-built car park. Pedestrians and drivers need to be vigilant and courteous.
	Congestion caused by event and non-event traffic not being provided with direction	•	•	•			•	Officials prevent unauthorised vehicles from parking on the premises. Place signs restricting access to authorised cycle users only. Provision of cones/ tape/ barriers/ gates to prevent unauthorised access.
Hazards on the track	Participants not being given the opportunity to physically appraise the circuit, pre-race race	•					•	Riders provided with 'on track warm up' and 'parade lap', so that they can familiarise themselves with the circuit.
	Participants being unable to warm up in a designated safe area, free from traffic	•					•	Riders provided with spinning bikes in the clubroom or pits area and option of an 'on track warm up' prior to the match starting.
Adverse weather conditions	Race is undertaken in adverse and unsafe weather	•					•	Referee able to shorten or halt the match having regard to the conditions.
	Participants being inappropriately attired / equipped for prevailing weather conditions	•					•	Riders advised of consequences of extreme weather at briefing.
	Track surface is being made unsafe by weather conditions	•					•	Referee able to shorten or halt the match having regard to the conditions.
Accidental collision of riders	Risk of accident during race, due to rider/s being unfamiliar with layout / nature of circuit	•					•	Riders allowed on track warm up, parade lap and familiarisation.
	Race has a mix of experienced participants and those that lack racing experience	•					•	All riders briefed regarding the track and format of race.
	Injured rider not being provided with prompt medical response	•					•	Referee will stop racing in the event of an accident. First aider(s) located track side.
Officials & Marshals	Being adversely affected by poor weather conditions		•				•	All personnel assisting with the event to be advised in advance of the predicted weather forecast and advised to be dressed appropriately.
	Marshals not in position before event commences		•				•	Time schedule for event to be published and circulated in advance.
First Aid Provision	Inappropriately qualified First Aid provision	•	•	•			•	Ensure that the First Aid provider fulfils the criteria required by British Cycling Technical Regulations.
	Designated first response medic / first aid personnel fail to arrive at HQ	•	•	•			•	Accurate location of HQ and contact details of organiser is provided to Medic, in advance of event. Ensure direct contact details for medic is obtained.
	Riders or event personnel require first aid treatment at HQ	•	•	•			•	Designated first aider, equipped with appropriate kit, to be at HQ before others arrive to ensure there is a first aid presence at all times (this is in addition to the race first aid cover).
Emergency services response	Emergency Access / Exit blocked or obstructed	•	•	•			•	Access / Exit points to be clearly identified and controlled to ensure these are clear at all times. Nominated person to assist Emergency services, if required.
	Lack of ability within venue to coordinate response of First Aid / Emergency services		•				•	All officials to be provided with contact details of event First Aid, Race Organiser & other key officials.
	Failing to obtain from, or furnish information to, relatives / friends of a casualty		•				•	Nominate suitable official to establish effective and prompt liaison with Medic / Emergency Services.
Race Equipment & Signage	Trip / fall on poorly organised equipment, e.g. trailing cables	•	•	•			•	Designated area, away from main access points, to be provided for organising race equipment.
	Vehicular access to the venue is prevented	•	•				•	All gates closed to prevent vehicular access.

Access	Members of the public walk into race venue unaware of the nature of the event, walk into the path of riders	●	●	●	●	●	Close track gate(s) during racing and training. Officials to ensure Pits Area is for Riders and Officials only.
Unauthorised entry onto circuit by public / spectators	Potential for safety & integrity of event compromised by failing to react & control unauthorised access	●	●	●	●	●	Direct contact provided between Referee and Event Manager.
	Public / spectators being in close proximity of circuit whilst race is underway	●	●	●	●	●	Designated spectator area - controlled by marshals. No uncontrolled spectator access to the race circuit. Close track gates during racing and training.
Toilet & Changing Facilities	Inadequate / unsuitable toilet / changing areas	●	●	●	●	●	Organiser to ensure toilet / changing facilities are suitable when booking HQ.
	Unclean / poorly maintained toilet and changing areas	●	●	●	●	●	Organiser to report any maintenance issues to HQ owners.
	Wet floors - post race, if event is held adverse conditions	●	●	●	●	●	Areas to be inspected on a regular basis, and wet areas cleaned up.
Slips / Trips	Uneven and wet ground creating potential for slips and trips causing injury	●	●	●	●	●	Waymarked pedestrian routes – travelling over level ground. Monitor surface condition throughout the day. Recommend where required that suitable footwear be worn.
	Event equipment / cables being placed in a manner which creates a risk the potential of slip or trip	●	●	●	●	●	Equipment clearly visible / marked. Cables to kept tidy and taped / secured to floors, if required.
	Floors become wet if event is held in adverse weather conditions	●	●	●	●	●	All areas to be inspected on a regular basis, and wet areas cleaned up.
Catering	Un-licensed provider. Risk of food poisoning and incorrect practices	●	●	●	●	●	Ensure all providers are fully licensed and insured, with completed Method Statements and Risk Assessments for their business. Ensure staff/ volunteers have a Food Hygiene certificate qualification.
	Catering personnel slip on wet floors in kitchen / catering areas	●	●	●	●	●	Spillages to be cleaned as soon as practicable.
Structures	Unauthorised access to Club Cabins/ Buildings	●	●	●	●	●	Lock doors when not in use. Post signs stating no unauthorised access. Officials to ensure no unauthorised access.
	Public falling from roof of Cabins/ Buildings	●	●	●	●	●	Ensure no climbing aids are left nearby. Anti climb paint applied to roofs and warning signs posted.
	Collision on exiting Cabins/ Buildings	●	●	●	●	●	Need to be vigilant of any passing pedestrians or vehicles, when exiting cabin or building.
	Public falling from spectator seating	●	●	●	●	●	Provide guard rail at edges of upper tiers of seating.
Equipment	Accidents caused by poorly maintained club bikes	●	●	●	●	●	Regular cleaning, checks and maintenance of club bikes by Facilities Manager and Coaches.
	Injuries caused by faulty or ill fitting helmets	●	●	●	●	●	Coaches to ensure helmets are undamaged and riders wear them securely fitted
	Theft of club bikes, tools	●	●	●	●	●	Keep bike cabin locked, restrict access to start and end of matches or training sessions. Facilities Manager or Coach to open and lock bike cabin on request only.
	Injuries caused by sudden unexpected release of starting gates	●	●	●	●	●	Brief flag marshal to keep head clear of upright starting mechanism when fastening gates to magnets