



Home Office

# The Good Practice Safety Guide

for small and sporting events taking place  
on the highway, roads and public places





# Index

Introduction .....	4
<b>CHAPTER 1 EVENT PLANNING.....</b>	<b>6</b>
1. What to consider when planning an event? .....	6
1.1 Licence arrangements.....	6
1.2 Responsibility for the event.....	7
1.3 Applications to local authorities for events .....	7
<b>2 Health and Safety law .....</b>	<b>9</b>
2.1 The Health and Safety at Work etc Act 1974 .....	9
2.3 Completing risk assessments. ....	10
2.4 The reason for a risk assessment. ....	10
2.5 How to complete a risk assessment.....	10
<b>3 Police attendance at events. ....</b>	<b>12</b>
3.1 The police.....	12
<b>4 Event planning, preparation and timescale .....</b>	<b>13</b>
4.1 Applicable to independent organisations, and to the governing body of a sport under whose rules the event is taking place. ....	13
4.2 Sporting event race secretaries/county associations or governing bodies: ...	13
4.3 Event organisers or promoters.....	14
4.4 Between nine and six months before .....	15
4.5 Three months before.....	16
4.6 Six Weeks Before.....	16
4.7 Two weeks before .....	17
4.8 Five days before.....	17
4.9 Immediately before the event starts .....	18

<b>5 General Planning Considerations .....</b>	<b>19</b>
5.1 General guidance for all small and sporting events .....	19
5.2 Emergency procedures including fire safety and evacuation .....	19
5.3 Crowd profiling .....	20
5.4 Disability Discrimination .....	20
5.5 Inclusive event policy & promotion .....	21
5.6 Vehicle Control .....	22
5.7 Medical/first aid requirements .....	22
5.8 Environmental issues .....	23
5.9 Public liability insurance .....	23
5.10 Use of temporary structures .....	24
5.11 Barriers and Stands .....	24
5.12 Communications .....	25
5.13 Information signs .....	25
5.14 Noise nuisance .....	25
5.15 Food provision .....	26
5.16 Lost Persons .....	26
5.17 Electricity .....	26
5.18 Inflatable bouncing devices .....	26
5.19 Fun fair rides .....	27
5.20 Use of LPG bottles/propane butane/fuel .....	27
<b>6 The Use Of Stewards And Marshals .....</b>	<b>28</b>
6.1 Organiser responsibility .....	28
6.2 The Primary duty of a steward .....	28
6.3 Marshals for events on the highway or road .....	29
6.4 Stewards/marshals training and briefing .....	30
6.5 Private Security Industry Act .....	30
<b>7 Managing the starts and finishes of events .....</b>	<b>31</b>
7.1 Starts .....	31
7.2 Finishes .....	31
<b>8 Traffic Safety Signs for Events .....</b>	<b>33</b>
8.1 Information .....	33
8.2 Basic Principles .....	33
<b>EVENT SPECIFIC CHAPTERS .....</b>	<b>36</b>
<b>9 Charity Stunts .....</b>	<b>36</b>
<b>10 Marches, Parades and Carnivals .....</b>	<b>36</b>

<b>SPORTING EVENT CHAPTERS .....</b>	<b>39</b>
<b>11 Road Running/Athletics events .....</b>	<b>39</b>
11.1 Specific advice for running events. ....	39
11.2 On Race day .....	40
11.3 Competitors.....	42
11.4 Immediately after the event.....	42
<b>12 Charity Walks .....</b>	<b>43</b>
<b>13 Cycle Road Racing .....</b>	<b>45</b>
13.1 Cycle Race Descriptions .....	45
13.2 On Race day .....	46
13.3 Riders.....	47
13.4 Commissaires .....	48
13.5 Immediately after the event.....	48
<b>14 Cycle Time Trials .....</b>	<b>49</b>
14.1 On race day.....	49
14.2 Riders.....	50
14.3 Immediately after the event.....	50
<b>15 Triathlon/Duathlon .....</b>	<b>51</b>
15.1 Description .....	51
15.2 On Race day .....	51
15.3 Competitors.....	53
15.4 Immediately after the event.....	54
<b>APPENDICES .....</b>	<b>55</b>
<b>Appendix One - Safety Advisory Groups .....</b>	<b>56</b>
<b>Appendix Two - An Example of a Risk Assessment Notification - On Road.....</b>	<b>57</b>
<b>Appendix Three - Glossary of Terms .....</b>	<b>62</b>
<b>Appendix Four - Equipment lists for sporting events.....</b>	<b>63</b>
<b>Appendix Five - Contacts details.....</b>	<b>65</b>
<b>Appendix Six - The Disability Discrimination Act 1995.....</b>	<b>66</b>
<b>Appendix Seven - Further Information .....</b>	<b>70</b>

# Introduction

In his report on the Hillsborough Disaster, Lord Justice Taylor stated that in the context of events, 'safety transcends all other issues'. Although his report focussed on sports grounds, it is clear that the majority of public events occur outside of stadiums and places of public entertainment and his comments remain applicable to these other events where members of the public gather for sporting or other recreational purposes.

To address the safety of events outside of stadiums or sports grounds and other regular public events, a working group was established to draw up event safety procedures. This working group was made up of representatives from the Home Office, Department for Transport, Department of Culture, Media and Sport, Health and Safety Executive, Local Government Association, Association of Chief Police Officers and UK Sport. This Guide has been prepared by this group, in consultation with the Scottish Executive, the Welsh Assembly Government and COSLA on the planning and organisation of events. The group is grateful to Andrew Relf of Trafeco Ltd who represented UK Sport on this group for his work in drawing up this guide.

The Guide has been produced to meet the highest possible safety standards on the basis that organisers will primarily use the detail contained in the HSE's Event Safety Guide to health, safety and welfare at music and similar events for the planning and safety of their events. It is written from an understanding that Health and Safety legislation, HSE Codes of Practice and common law indicate clearly that the safety of sporting and other events, no matter the size of the event, is primarily the responsibility of the organiser, with a secondary duty of care on the land owner.

The Guide gives general advice on how to notify an event, the responsibilities of an organiser, the risk assessment procedure, the safety measures that are available, and a planning timescale.

This Guide is not intended to take the place of or detract from the detail contained in any of the HSE Guides and Leaflets listed in Appendix 6, and in particular the following documents that can be obtained from The Health and Safety Executive, on [www.hsedirect.com](http://www.hsedirect.com), or [www.hse.gov.uk](http://www.hse.gov.uk).

- The Event Safety Guide: A guide to the health, safety and welfare at music and other events. (The Purple Guide)
- Code of Practice for outdoor events.
- Guide to safety at sports grounds.(The Green Guide)
- Working together on firework displays.
- Giving your own firework display.
- Charity and voluntary workers guide

**Whilst all due care has been taken in the preparation of this document, none of the members of the working group, nor their employers can be held responsible for any omissions or errors contained herein, or for any damage or injury arising from any interpretations of its content.**

Home Office  
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# Event Planning

## 1. WHAT TO CONSIDER WHEN PLANNING AN EVENT?

### 1.1 Licence arrangements

- The event may need a licence or authorisation from the local authority for events open to the public whether on public or private land, irrespective of whether there is a charge for admission.
- Events, involving fewer than 500 people, held in a building or in the open air, and the provision of live or recorded music, dancing, the performance of plays or the showing of films, is part of the event, would normally require the authority of a temporary event notice given to the licensing authority. Where the event involves more than 499 people, a full premises licence must be obtained from the licensing authority. If the event is not open to the public and a charge is not made to those attending for the entertainment with a view to profit, a temporary event notice or premises licence would not be required. Certain premises and certain activities are also exempt from licensing requirements. Further details can be obtained on the Department for Culture, Media and Sport's website.
- An event located in any park, recreation ground or public open space or on any land owned by a Local Authority will require their permission.
- The Licensing Act 2003 received Royal Assent on 10 July 2003. Guidance to licensing authorities under section 182 of the 2003 Act was issued by the Secretary of State in July 2004 and can be viewed on the DCMS website at [www.culture.gov.uk](http://www.culture.gov.uk). The Guidance will be kept under constant review and is subject to amendment as necessary. A transitional period began on 7 February 2005, and ended in November. From that day all new licences will be brought into effect and all old licences will cease to have effect.

- There are three kinds of authorisation provided by the Licensing Act 2003: premises licences, club premises certificates and temporary event notices. Temporary event notices may authorise licensable activities at events involving no more than 499 people and lasting no longer than 4 days. Further information is available from the local authority who will issue the relevant authorisation.

## 1.2 Responsibility for the event

- When planning any event, sporting or otherwise there should be a named organiser identified at the earliest opportunity.
- For larger events, good practice indicates that a detailed management structure should be drawn up formally identifying who is responsible for what.
- Remember that the primary 'duty of care' for public safety rests with the organiser or the owners of the property or land. This 'duty of care' may also rest proportionately with any person connected with the event or providing advice or service to the organiser.
- If the event is on the highway or road, the responsibility for public safety rests with the organiser.
- Applications and notifications from the governing bodies of sport on the highway, UK Athletics, British Cycling, British Triathlon Association, Scottish Cycling Union and the Time Trial Council will be in accordance with the requirements of this Guidance. Insurance is expensive, and only governing body authorised or sanctioned events complying with this guidance will be covered by their schemes.
- The planning timescale set out in Chapter 4 will be helpful.

## 1.3 Applications to local authorities for events

- Applications to local authorities for events will be considered by their Safety Advisory Groups or equivalent, who will consider the application against environmental and safety grounds. Please see Appendix 1 for information on the duties and responsibilities of Safety Advisory Groups.
- It is recommended that you complete a risk assessment (an example of which can be found in Appendix 2) and forward it to the Safety Advisory Group which will be co-ordinated by the local authority.
- Where Safety Advisory Groups are not set up, application should still be to the local authority who will consult with the police.

- Where the nature of the event, and the risk assessment requires that a road, or part of a road be closed, this must be done through the implementation of a Temporary Traffic Regulation Order. In this case an application must be made to the Highways or Roads Authority giving a minimum of three months notice. The submission should include details of the event, diversion routes, traffic management and method statements, and also contingency plans to permit the passage of emergency vehicles.

## 2. HEALTH AND SAFETY LAW

### 2.1 The Health and Safety at Work etc Act 1974

- The main piece of health and safety legislation is the Health and Safety at Work etc Act 1974. This sets out the general duties which employers, the self employed and people in control of premises have towards their employees and others who could be affected by the work activities. It also gives employees the general duty to ensure the health and safety of themselves and each other.
- Where an organisation has at least one paid employee anywhere in the organisation, it is considered to be an employer for the purposes of the Health and Safety at Work etc Act 1974.
- The Health and Safety Executive (HSE) and the Local Authority (LA) Environmental Health Department enforce the Act. To determine whom the enforcing authority is for an event is dependant on who the event is organised by and what the event is. If the event is organised by the Local Authority then the Health and Safety at Work etc Act 1974 is enforced by the HSE. If the event is organised by an organisation other than the Local Authority then the LA Environmental Health Department will enforce the event. If the event is on open street then this will fall to the HSE for enforcement.
- There are also several sets of regulations under the Act, which make these general duties more explicit. One of these Regulations is the Management of Health and Safety at Work Regulations 1999.

### 2.2 Voluntary Workers

- In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risks. However, if the risk assessment shows that the risks to voluntary workers are different, the preventative and protective measures should reflect the different risks.
- The HSE considers it good practice for a volunteer user to provide the same level of health and safety protection as they would in an employee/employer relationship irrespective of whether they are strict legal duties.
- The Health and Safety (First Aid) Regulations 1981 require employers to provide first aid facilities for their employees. For more information on health and safety advice you are advised to contact the HSE Info line.

### 2.3 Completing risk assessments.

- A Risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to mitigate such risks. In reality it is a way of identifying hazards and recording actions taken to reduce the risks. Employers and the self-employed have a responsibility under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to carry out risk assessments.

### 2.4 The reason for a risk assessment.

- Every organiser of an event must '**make suitable and sufficient assessment of the risks**' to the health and safety of the people connected directly with this event: the employees, participants, organisers, stewards and spectators, **and** to persons who are indirectly connected with the event; for example residents, pedestrians, shoppers, or motorists.
- Safety Advisory Groups should be able offer advice to you in completing a risk assessment.

### 2.5 How to complete a risk assessment

- The risk assessment should be completed by a competent person.
- Trivial risks can usually be ignored, as can risks arising from routine activities associated with everyday life, unless the event substantially increases those risks.
- A risk assessment has to identify:-
  - Each perceived hazard.
  - The persons at risk from that hazard.
  - The degree of injury those people might suffer from the hazard.
  - Measures to reduce the severity of the risk.
  - The severity of the risk after preventative measures have been taken and if anything more can be done to reduce that risk further.
  - **Only risks with a medium or high rating need to be recorded.**
- If the organisation employs 5 or more employees then the significant findings should be recorded.
- The form (Appendix 2) suggested in this Safety Guidance seeks to balance the needs of the legislation with providing a user-friendly system. The suggested risk assessment assumes that incidents may have a severe result, but that the measures taken will reduce the risk of that happening to '**LOW.**'

- It is suggested that the organiser complete the notification details on page one of the notification and risk assessment form for every event. The generic risk assessment on page three should be completed for every event. If the event is repeated or one of a series on the same course or venue, the details on page three will already be recorded but it is necessary to review the assessment for each event and amend the document as necessary.
- Before an event starts, an organiser should consider the generic risk assessment, and if there are any additional risks identified, the specific risks section on page four should be completed.
- The event should only be allowed to start once all the safety measures from the generic and specific risk assessments are in place.
- Contractors, such as caterers, and suppliers of scaffolding/marquees should also complete their own method statements and specific risk assessments.

**An example of an event notification and risk assessment form is shown in Appendix 2**

## 3. POLICE ATTENDANCE AT EVENTS

### 3.1 The police

- The fundamental principle is that events and especially those of a commercial nature should be capable of being carried through without the need for police attendance. However, dependent on the nature and size of the event, police may be involved in the scrutiny of the planning as part of the Safety Advisory Group process.
- Notwithstanding the above, the assessment of the need for police attendance and action at an event will be principally based on the need to discharge the police service's core responsibilities which are as follows: -
  - Protection of life and property;
  - Prevention and detection of crime;
  - Preventing or stopping breaches of the peace;
  - Traffic regulation (within the legal powers provided by statute.);
  - Activation of a contingency plan where there is an immediate threat to life and co-ordination of resulting emergency service activities.
- The level of police resources committed to any event and the action undertaken will be proportionate to the assessment of risks posed by the event. Normally police involvement will be restricted to these core areas of responsibility.
- Private marshalling and stewarding has become a recognised way in which events are supported. This, however, does not preclude any local arrangements between police and the event organisers. Police may charge for their officers' attendance at private and public events and organisers will be advised by the police where this appears appropriate. Police, however, recognise the importance of key national and significant local community events of a non-commercial nature and will normally endeavour to provide appropriate support and advice without charge. Early discussion with police by event organisers is strongly advised.

## 4. EVENT PLANNING, PREPARATION AND TIMESCALE

### Applicable to independent functions, charitable or sporting events

The following is a guide to assist you setting up a timescale for the planning and preparation of an event. The intervals suggested are regarded as the **minimum time allowed** before the event takes place, and some sports' governing bodies timescales and detailed requirements may vary.

#### 4.1 Applicable to independent organisations, and to the governing body of a sport under whose rules the event is taking place.

##### Ensure that there is a system in place to: -

- Establish and risk assess the venue of all courses to be used.
- Establish a calendar of events if one of a series.
- Authorise or sanction the major events if a sport governing body event.
- Appoint senior regional safety officers to maintain course safety records.
- Appoint senior officials to key organisational and safety roles.
- Validate the organisation of the event against This guide.
- Establish expertise or undertake training for personnel involved with event.

#### 4.2 Sporting event race secretaries/county associations or governing bodies:

- Where appropriate, annual meetings should be held with event organisers and officials, judges/commissaires to ensure that this guide and the technical regulations/rules will be implemented as appropriate.
- Establish and ensure that all courses and venues are risk assessed.
- A date fixing meeting and/or a calendar of events should be established annually.
- Once the number and level of events is established, or in the case of road running/athletics events an individual event has been approved, a permit will be issued by the sport governing body to the organiser for each agreed event, subject to the application and risk assessment/notification form being acceptable.

- The area/county/regional race secretary, the promoting secretary in the case of cycle time trials and or the event organiser in the case of road running/athletic events will be responsible for the notification to the local authority and the police, giving a minimum of 28 days notice for cycle sport on the highway or road.
- All contact with police and Safety Advisory Groups shall be by, or with the consent and co-operation of the race secretary or event organiser in the case of road running/athletic events. For major events the notification to the local authority and the police must be a minimum of six months, especially if road closures are required.
- Local Authorities can make a Traffic Regulation Order to close a road, but may charge for this facility.
- The local authority and the police may make changes to the route as other activities such as charity events; car boot sales can affect the availability of certain roads or areas.

### 4.3 Event organisers or promoters

- Establish those events that you wish to stage, and **where applicable** apply at the appropriate time to the organisation's annual date fixing meeting. Submit the basic details of your event for consideration by distance, categories, course, size of field, date required.
- For the following events you must obtain
  - A race permit for cycle racing.
  - A written authorisation from the Scottish Cycling Union for a time trial in Scotland
  - A written authorisation from Cycling Time Trials, the governing body for time trials on the Highway in England and Wales.
  - For road running/athletic events a race permit and, where a specific distance is claimed, a certificate of course accuracy.
  - A sanction certificate for a triathlon/duathlon event.
- Organisers should establish if possible, whether any other events, such as weddings, church services are taking place at locations along the route. If so, provision to allow access to those properties will have to be made during the planning stages.
- Road works are always a planning consideration. At an early stage of route selection organisers should liaise with the highway or roads authorities as appropriate to ensure that planned road works do not coincide with event dates.
- The timing of the event is critical to safety; For example, times which clash with peak traffic periods should be avoided. This is both in the interests of participants and officials who have to lay out the course prior to the race.

- It is preferable to use a course where all the turns are to the left (anti-clockwise.) to reduce possible conflict with traffic.
- Whenever possible, diversions are desirable to avoid conflict with traffic. If this is impracticable, it is recommended that in road running/athletic events, metal barriers or large substantial cones should be placed between competitors and traffic. See also 11.1.
- If the route goes over a railway level crossing or a swing bridge, written confirmation must be obtained from the appropriate authority that the crossing will not be used for the duration of the athletics or charity event. In the event of a cycle race, the organisers must make the ommissaries aware of the threat of the crossing being closed, so that plans can be implemented to neutralise the race at that stage if necessary.
- The local authority emergency services, bus services and local residents (together with local churches and businesses- if applicable) should be advised of the race and all made aware of possible traffic delays.
- In Triathlon events ensure that the choice of water for an open water swim is suitable for the purpose according to BTA guidelines.

#### **4.4 Between nine and six months before**

- Prepare your event prospectus or publicity.
- Book event headquarters or venue.
- Ensure that the police and local authorities and Safety Advisory Group have been notified.
- Ensure that public transport, such as hired coaches, are available so participants and spectators can get to the event without causing traffic chaos by using cars.
- Create or acquire a course risk assessment from the regional safety officer and consider route, course and venue.
- Apply to the highway or roads authority for a traffic regulation order if required.
- In the case of road running/athletic events, submit a permit application for the event to the relevant permit secretary

## 4.5 Three months before

- Confirm that there will be no road works or other obstructions on the route, and check whether there are any factors or other events that may conflict with your event.
- Update Safety Advisory Group and/or police of any changes to the planned route.
- Assess your signing requirements and confirm availability or order for hire or purchase.
- Contact all your possible sources of assistance and prepare a provisional list of officials, event safety officers/course director, timekeepers, observers, stewards, trained marshals, drivers, suitably qualified first aid/medical providers and other helpers as appropriate.
- Ensure that the medical risk assessment has been completed if required by the Governing Body
- Complete the notification/risk assessment form, and where applicable, return it to the race secretary with a permit application. The application must comply with the current technical regulations of the organisation.
- Circulate entry forms containing all relevant details of the event, including extracts of the risk course risk assessment where applicable.
- Confirm attendance of all your officials and helpers. Careful consideration should be given to first aid and medical provision.
- Prepare your programme or final details, which should include a contact name and address, date, time and place of event and approximate time of finish, details of course, location of event headquarters and changing accommodation, public transport facilities for getting to the event and also a reminder that 'unofficial following cars' are not permitted and that litter should be taken home.

## 4.6 Six Weeks Before

- Race and event equipment checks.
- Where practical, ensure all pre-race entrants have information concerning:-
  - details of the venue and directions to it.
  - details of car parking arrangements.
  - details of facilities including changing, bag storage and toilets.

## 4.7 Two weeks before

- If applicable select the field of competitors, and return excess entries.
- If possible assess the number of participants, spectators or public attendance.
- Age and ability should form part of the initial risk assessment. For example, runners of compatible ability are likely to run in a tight group. This could increase the potential for pinch points.
- Organisers/safety officers should check the risk reduction measures of the generic risk assessment against the course and current information and ensure that they remain valid.
- Erect, as appropriate, approved advance notices at prominent places on the course or at the venue to inform the public of the scheduled event.
- Contact properties or commercial premises to check whether the movement of persons or vehicles could pose any additional risks.
- Final arrangements to be made for vehicles and equipment.
- Consider contacting the local media to give traffic information and publicity.

## 4.8 Five days before

- Where applicable, send copies of competitors' start sheet to all officials and competitors including course risk assessment.
- Final confirmation of officials and marshals.
- Check for unscheduled conflicting events which may affect the course
- Check the course for safety, and if necessary contact the Highway Authority.
- Check equipment against checklist.
- Re-confirm availability of venue or event HQ.
- Consider contacting the local media to give traffic information and publicity.
- For road running events, if not previously sent, aim to dispatch numbers and final information to competitors.

### 4.9 Immediately before the event starts

- The safety officer should check that the event and course risk reduction measures comply with the risk assessment. The Safety Officer may nominate others to check the course under his supervision, but these persons should be nominated in the event plan.
- If there are any additional specific hazards these should be recorded and action taken to minimise the risk.
- The completion of the event or course risk assessments and safety measures should be communicated to the organiser to allow the event to start.
- If the safety officer believes that the event is not safe to start, or needs to be curtailed, the reason must be communicated to the Organiser immediately. The organiser must take action with the agreement of the safety officer

## 5. GENERAL PLANNING CONSIDERATIONS

**5.1 This chapter contains general guidance for all small and sporting events, including small scale Highland Games. It is not intended to take the place of or detract from the detail contained in authoritative HSE Codes of Practice but is designed to help you through the administrative process and to plan and prepare for the event.**

**Advice on Charity stunts, Marches Parades and Carnivals is given in Chapters 9 and 10**

**Additional advice on sporting events is in the following chapters.**

- 11 Road running/ Athletic Events
- 12 Charity walks
- 13 Cycle Road Racing
- 14 Cycle Time Trials
- 15 Triathlon/Duathlon

### **5.2 Emergency procedures including fire safety and evacuation**

- The organiser should consider the risk from fire at all outdoor events. Competitors, marshals and members of the public must be able to escape safely from any enclosure, tent or other premises in the event of a fire occurring. The Regulatory Reform (Fire Safety) Order 2004 will make it a legal requirement for a suitable and sufficient fire risk assessment to be made. The responsible person must take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises, including outside areas, and all means of access to, and exits from the premises, are safe.
- As an organiser, you have a duty to ensure that emergency procedures for evacuation of any area of the event are included in the planning process.
- In all cases where a crowd is placed in a confined place - either indoors or outdoors, an evacuation procedure must be part of the risk assessment appraisal.
- Indoor venues will probably have an evacuation plan as part of their premises' public entertainment licence.

- Large events should have an 'Event Control' or Event Liaison Team area where key people can be contacted including the police and emergency services, and where the organiser should be based. Guidance on the operation of control rooms can be obtained from the Football Licensing Authority.
- For events with an expected attendance of over 100 competitors or spectators, a public address system should be used to communicate any safety messages to the area where they are assembled, and a back up electricity supply provided, whether this is a generator to back up mains supply or a second emergency generator.
- A back up electricity supply is required for emergency lighting if the event is held during the hours of darkness.

### 5.3 Crowd profiling

- Risk associated with some hazards may increase or decrease given different crowd profiles.
- Young children, teenagers, disabled and elderly people all have different needs and any risk assessment should take account of their particular needs.

### 5.4 Disability Discrimination

It is unlawful for event providers to treat disabled people less favourably for a reason related to their disability;

- Event providers must make "reasonable adjustments" for disabled people, such as providing extra help or making changes to the way they provide their services; and
- Event providers may have to make other "reasonable adjustments" in relation to the physical features of any premises used for events to overcome physical barriers to access.
- Research shows that disabled people are less likely to take part in sport and physical activity. This can be for a variety of reasons. Most importantly the same research identified that disabled people want to be physically active and healthy by having more opportunities to take part in sport.
- Many event organisers are either not aware of their responsibilities, or do not believe that they are relevant to them. For most events there will be implications requiring plans to be put in place to ensure adequate access is provided for disabled people.

There are a number of areas that your event can address in order to include disabled people.

- Talk to disabled people;
- By consulting with and working with disabled people on an ongoing basis you can start to consider areas of event operation and activity that may need to change;
- Establish how accessible your event facilities are;
- By carrying out an access audit you can start to plan for any physical changes that may be required. Information on how to do this is shown in the Sport England Access for Disabled People Guidance Note detailed in the further information section;
- Consider how your event is currently promoted;
- Is your event promoted in formats that disabled people can access? Alternative formats including, large print, audio and electronic versions may be appropriate to ensure that a range of disabled people can access information on your event. You will also need to consider where the event is – are disabled people likely to have access to it?
- Increase the knowledge of key event officials and volunteers;
- By providing training in the areas of disability equality and inclusion. Information on training opportunities is available on the English Federation of Disability Sport's website at [www.efds.co.uk](http://www.efds.co.uk).

### **5.5 Inclusive event policy & promotion**

It is important to ensure that all event policy and promotional material reflect the inclusive approach that needs to be adopted.

Including disabled people is good for your event for the following reasons:-

- Attracts new participants and spectators to your event, including potential elite performers.
- Increases the number of potential officials, participants and volunteers for your event.
- Provides more revenue/income for your event from a wider audience.
- Gives your event a positive public image as an organised, fair and forward thinking event.
- Provides robust evidence which can support funding applications.

- Attracts new partner organisations to your event including groups and organisations you may never have worked with previously.
- Ensures that your event complies with the law.

### **5.6 Vehicle Control**

- Vehicles create their own types of hazard. If vehicles are to move on the site, specific risk reduction measures and approved routes should be adhered to during the opening time of the event. You should make suitable arrangements to steward the event to ensure adequate separation between vehicles and the public.
- In the event of an emergency it is imperative that emergency vehicles can reach any person with a life threatening condition. It may not be realistic to separate such movements from public areas, and so emergency routes should be established.
- Access and egress should be clearly designated and well signed. AA, RAC or clear notice boards should be prominently displayed in a safe manner outside your proposed venue.
- Access to the site should include free and uninterrupted access so that traffic congestion does not occur.
- The police will not normally provide officers to control traffic attending the event, and therefore marshals must be made available for traffic entering and leaving the site.
- If there is payment for entry, or tickets to be checked, the point where the collection takes place has to be a sufficient distance from the vehicle entrance so that waiting vehicles do not obstruct the road.
- As far as possible vehicles should be kept out of the areas where the public have free access.

### **5.7 Medical/first aid requirements**

- First aid and medical facilities should be available either at a fixed site, or available throughout the route of a sporting event - preferably both. For road running/athletic events facilities should also be available at the finish.
- These should be provided by the organiser in conjunction with the rules and/or guidelines of the sports organisation and/or the first aid provider at levels agreeable to the Safety Advisory Group, where applicable.

- The British Red Cross, St John Ambulance & St Andrews Ambulance Association may be able to provide first aid cover for an agreed fee. There are many other organisations that can provide professional guaranteed cover at reasonable rates. It may be necessary to give at least six months notice, especially for events during peak times.
- The medical risk assessment for an event should include levels of provision for spectators and public safety. The medical risk assessment by the common providers takes account of the levels indicated in the Guidance for the Safety of Sporting Events (Green Guide).
- A first aider is a person over the age of 18 years who holds as a minimum a first aid certificate.

### **5.8 Environmental issues**

- Consideration should be given to whether the venue, highway or road is environmentally suitable for the type of event proposed.
- Attention should also be given to the concerns of local residents in respect of noise and litter.
- Consideration should be given to provision of toilets, hot/cold drinks, communication systems, lighting, and tents.
- Organisers should comply at all times with statutory requirements.
- At any event you need to ensure there are adequate public toilet facilities, which must cater for the disabled. Separate facilities must be available for males and females and a notice to indicate which sex should be displayed. The local authority can advise on the number of toilets required.

### **5.9 Public liability insurance**

- It is strongly recommended that public liability insurance be obtained before an event takes place. The absence of such insurance would probably lead to the event not being supported by the public authorities and emergency services.
- Organisers should take account of special security measures necessary for the attendance of VIP's or celebrities.
- Organisers should take special measures if large amounts of cash are accumulated at the event. The police can advise upon such issues.

## 5.10 Use of temporary structures

- A full set of recommendations for the use of temporary structures should be available from your local authority, which will include the following:-
- Any marquee, tent or temporary structure erected as part of an event should be suitable for the purpose intended, of good condition and erected by competent persons.
- Always engage the services of a specialist contractor to provide marquees or tents.
- Any temporary structure, which is load bearing, must be erected in strict compliance with Health and Safety and planning legislation.
- Where persons are erecting equipment, banners etc at height, a proper assessment of the risk should be taken, and the advice contained in the free HSE Heightsafe leaflet should be followed.
- The Institution of Structural Engineers Guidance “Temporary Demountable Structures:Guidance on Procurement, Design and Use 1999 is an important reference.

## 5.11 Barriers and Stands

- There are many types and configurations of barriers and advice can also be sought from specialist suppliers, and the Safety Advisory Group, if appropriate.
- Consideration should be given to the number of people able to stand behind each barrier, and hence the loading that they may be expected to withstand. This will affect the choice of barriers and their location. A crowd risk assessment may be necessary.
- The erection of barriers on roads is subject to highway/roads authority approval.
- Raised ‘concert style’ barriers must not be used unless in conjunction with trained, experienced stewards familiar with their operation.

## 5.12 Communications

- Stewards, marshals and organisers should be able to communicate effectively.
- A reliable system of radio communication should be set up and tested prior to the commencement of an event together with a back up power supply.
- A jointly staffed office should be available at a venue to provide joint communication between all participating organisations.
- In the event of an evacuation, an effective means of communication to the public is essential.

## 5.13 Information signs

- Information and safety Signs complying with the safety signs regulations are important to the success of an event. These internationally recognised logos are helpful to non-English speaking or reading members of the crowd. Consideration may be given to multi-lingual notices.
- Organisers should provide sufficient signage to be available around the venue, for example lost property, lost children.
- If the signs are on the highway they must comply with the Traffic Signs Regulations and General Directions 2002.

## 5.14 Noise nuisance

- Amplified music is often played at events. Organisers are advised to make early contact with local authority Environmental Health Departments to seek advice on all aspects of noise nuisance at their event.

### 5.15 Food provision

- Food Premises (Registration) Regulations 1991, relates to the requirement for registering food premises. Professional caterers should be registered under the Food Safety Act 1990. Ask for written evidence of registration.
- Check that the caterer is registered with their local authority Environmental Health Department and notify the EH Dept of the local authority where the event is being held. An outline of the type of catering and facilities must be provided to Environmental Services in advance of the event.
- If you are bringing in outside caterers it is advisable to agree menu and costs beforehand.
- Check the type of vehicle they will be serving from in advance and make sure generator covers and earth stakes comply with local authority requirements.

### 5.16 Lost Persons

- Consider setting up a facility for lost persons and providing a facility for them. For a large event, police advice should be sought in the management of such a centre; risks cannot be taken, especially with young children.
- Police will advise on the 'child safe' initiative if children are expected at your event.
- The WRVS can also assist with missing children.

### 5.17 Electricity

- For your own safety and that of people attending the event, your local authority Leisure Services Department can provide guidance on the use of electricity and generators which should be adhered to.

### 5.18 Inflatable bouncing devices

- A full set of recommendations for the use of bouncing castles can be obtained from the HSE (Appendix 7)
- Public liability insurance is essential.

### 5.19 Fun fair rides

- The Promoter must submit a proposal to the local authority Leisure Services Dept. who will make comment upon the proposal – whether that is a children's or adult ride.
- Most local authorities only allow the use of rides owned by fun fair proprietors on approved lists to be used on its sites.

### 5.20 Use of LPG bottles/propane butane/fuel

- The use of LPG is covered by an HSE information sheet (CHIS 5) which is available free on the HSE web site. [www.hse.gov.uk/pubns/chis5](http://www.hse.gov.uk/pubns/chis5), or from the Liquefied Petroleum Gas Association, [www://lpga.co.uk](http://www://lpga.co.uk).
- The organiser should use the risk assessment procedure to consider the additional risk posed by propane or butane cooking particularly if it is inside tents or similar structures.
- If there is any doubt about the risk, the Fire Service is prepared to give advice in respect of fire prevention.
- If outside caterers or other suppliers are contracted by the event, they should be made aware of their responsibility to ensure compliance with the above guidance.

## 6. THE USE OF STEWARDS AND MARSHALS

### 6.1 Organiser responsibility

**A marshal is someone responsible for the safety and care of competitors, and a steward is responsible for the safety and care of spectators.**

- There should be a single chain of command from the safety officer to the steward/marshal. If the police are to be given a role to direct stewards, it should either be through the safety officer, or in accordance with prior written agreement where the police can assume responsibility for certain functions under certain circumstances.
- Organisers will be expected to provide enough stewards to cater for the size and nature of the event.
- Staffing levels may differ if the event is staged inside or where children are involved.
- The findings of any risk assessment will have a bearing when deciding upon numbers of staff and maximum number of entrants.
- Darkness, unsound surfaces, adverse weather, alcohol, or crucial times such as the start or finish of an event likely to attract large crowd surges, or the presence of vulnerable persons will require additional safety measures to reduce the risk of injury.
- It is essential that organisers ensure that their marshals/stewards do not exceed their lawful powers and they know that they are not immune from prosecution for their actions.
- Stewards must be readily identifiable by the use of high visibility jackets, tabards or armbands.

### 6.2 The Primary duty of a steward

**The primary task of a steward is to minimise the risk of injury to the public, competitors and event personnel.**

- To understand their general responsibilities towards the health and safety of all categories of spectator.
- To carry out pre event safety checks.
- To control or direct spectators who are entering or leaving the event, or a viewing area.
- To assist in the safe operation of the event, and not to view the activity

- taking place.
- To recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of over-crowding.
- To assist the emergency services as required.
- To respond to emergencies.
- To undertake specific duties in an emergency or as directed by the safety officer or appropriate emergency service officer.

### **6.3 Marshals for events on the highway or road.**

For events on the highway or road, the following requirements apply in addition to those set out in Paragraph 6.1 & 6.2 above.

A marshal should: -

- be familiar with the event's route, and know all the elements of the event.
- remain in the allocated position for the duration of the event, unless directed to move by an event supervisor.
- assist in the placing of temporary signs or barriers, and ensure that no sign is moved until after the event.
- if necessary explain to the public the reason why they are being held up, that it will be for a short period, and that they will be able to continue as soon as it is safe to do so.
- if issued with a whistle, use it to warn the public and spectators of the approach of the event or competitors.
- indicate the direction and assist with the flow of the event if necessary.
- wear a reflective jacket at all times.
- If necessary assist with access for emergency services to incidents on, or adjacent to, the course that may not be connected to the event.
- **Do not attempt to stop/control moving traffic.**

## 6.4 Stewards/marshals training and briefing

- The adequate training and briefing of stewards and marshals is central to effective event safety.
- Whether stewards are volunteers for small community events, sporting event marshals or professional stewards for large events, they should have received adequate training and briefing for their role. It is the organisers responsibility to ensure this training is provided.
- Marshals/Stewards briefing must include emergency contacts, and location of refreshments, first aid etc.
- The ratio of stewards to crowd numbers is set out in the HSE Event Safety Guide.
- At large events it is good practice for the police to be invited to play a role in the steward's briefing, especially where police will be deployed to the event.

## 6.5 Private Security Industry Act

In England and Wales, stewards provided by a third party by way of a contract for service require licences from the Security Industry Authority if they undertake designated security activities, as defined in paragraph 2 of Schedule 2 to the Private Security Industry Act 2001 (PSIA). Directly employed stewards only require such licences if they undertake these activities in some circumstances in relation to certain licensed premises as specified in the PSIA. The Government intends to remove directly employed stewards at some sporting events from the scope of the PSIA: that is staff who carry out designated security activities in premises covered by the Safety of Sports Grounds Act 1975 or the Fire Safety and Safety of Places of Sport Act 1987. Unpaid volunteers do not require licences. Similar licensing provisions are expected to apply in Scotland from late 2007. The Security Industry Authority provides more detailed guidance and further information can be found on its website [www.the-sia.org.uk](http://www.the-sia.org.uk).

## 7. MANAGING THE STARTS AND FINISHES OF EVENTS

### 7.1 Starts

- Where an event starts on the open road, it should be assembled with a minimum of inconvenience to other road users. Competitors / participants should be called to the start so that they are in the start area for the shortest possible time, having regard to sponsor/organiser requirements before the start itself.
- Where an event starts other than on the open road, organisers shall ensure that a safe assembly area is set aside for competitors and vehicles. Organisers shall ensure that the point where the event joins the open road is properly marshalled.
- The start for massed start events will be located in a position of safety for competitors, officials and other road users and will be traffic free for the duration of the muster and actual start.
- The end of any "neutralised zone" in cycle races shall be located at a point which causes the minimum inconvenience to other road users and the general public.
- Where a transition area is sited for a triathlon, it should cause minimum inconvenience to other road users.

### 7.2 Finishes

- The finish must be designed to cater safely for the number of competitors.
- In an athletics event the layout of the finish area should allow for clear separation of runners and spectators and provide maximum access for first aid personnel and key marshals.
- Marshals in massed start cycle events should be positioned between 50 metres and 100 metres past the finish line in clear view of the finishing line and public, to give warning of the approaching competitors to oncoming traffic. Warning signs shall be positioned approximately 250 metres past the finish line, in a position that can clearly be seen by oncoming traffic.
- The finish area for massed start cycle events must remain traffic free until such time as the last competitor finishes or the cut-off time (if one has been published) elapses.

- Where an event finishes on the open road, organisers should ensure that competitors clear the road as quickly as possible following the finish, to allow the free passage of other road users.

## 8. TRAFFIC SAFETY SIGNS FOR EVENTS

### Signing Principle

**NO ROAD USER SHOULD APPROACH IN ANY DIRECTION TOWARDS THE EVENT WITHOUT UNDERSTANDING EXACTLY WHAT IS HAPPENING AND WHAT IS EXPECTED OF THEM**

#### 8.1 Information

- Today's roads are full of fast, heavy traffic and drivers and other road users need to be aware of any factors that would cause a change in the road conditions. As an event organiser you have an important responsibility to make sure any such factors are brought to their attention. Where necessary you must pay particular attention to the needs of people with disabilities, children, the elderly, and people with prams.
- **Remember that safety is your most important concern.** If you are in any doubt about what to do then consult the senior safety officer.
- Everyone on the event has a personal responsibility to behave safely.
- Traffic signs must conform to the most recent Traffic Signs Regulations and General Directions (TSRGD). S.I. 2002 No. 3113. Appropriate signs are illustrated at the end of this chapter.
- In judging the suitability of any equipment offered in terms of required standards, account must be taken of the need on safety grounds to present consistent visual information to road users. Equipment must also meet any requirements set out in the Guide and legislation as to size or performance.

#### 8.2 Basic Principles

- Before organising any event on public roads, it is necessary to contact the relevant Highway Authority for England and Wales, or in Scotland, the Local Roads Authority for local roads or the Scottish Executive for trunk roads. The relevant authority will be able to provide crucial information on how to sign the event safely and inform of any requirements they may have in terms of organising the event.
- It is your responsibility to sign the event safely and follow any guidance issued by the Highway Authority, the Local Roads Authority or the Scottish Executive.

- The Safety of Street Works, A Code of Practice, ISBN 011551958 0, is a useful source of guidance on the use of barriers, cones, flashing lamps and the setting out of signs.
- Only use prescribed signs as agreed with the relevant authority and site them correctly.
- The risk assessment plan must take into account the safety implications for road users and set out the road signs required in a traffic management plan. See Chapter 2 for details of how to conduct a risk assessment plan.
- All officials engaged on an event on a road must be briefed and wear high visibility clothing.
- Safety measures should be taken to ensure that officials, when placing cones and barriers on a road, are afforded maximum protection. Flashing beacons to warn motorists, together with a substantial vehicle to prevent collision, are minimum requirements, unless the risk is established as low.
- Signs must be secure so that they cannot be blown over or dislodged by passing traffic. Heavy weights must not be used to secure signs to the ground due to the danger to moving traffic possibly hitting and moving the weights. The signs should be ballasted with sacks containing fine granular material.
- Check the signs regularly in case they are displaced, tampered with or removed.
- Side road traffic must be considered, and signs as illustrated below placed where necessary to warn motorists of the event, and to reduce congestion or obstructions.
- All signs must be removed at the conclusion of the event, or as soon as possible after the event has passed a particular point.
- Clearly it would not be wise to rely on only one sign to protect an affected road over a considerable distance; a sporting event is most likely to cover long distances when they are in progress. In arranging the placing of signs the organiser must consult the relevant authority or authorities if the event crosses local authority boundaries.

**Signs contained in the Traffic Signs Regulations and General Directions 2002**

The sizes of these signs are prescribed in the Traffic Signs Regulations and General Directions 2002.

“Cycle event” to be used as a supplementary plate with diagram 950 of the TSRGD.

“Runners in road” for use with diagram 562 of the TSRGD.

“Walkers in Road” for use with diagram 562 of the TSRGD.



# Event Specific Chapters

## 9. CHARITY STUNTS

- Charity stunts such as barrel pushes, car and truck pulls, bed pushes, bungee jumping and unicycle stunts may involve a high degree of risk. It should be noted that local authorities and/or police will normally discourage such events on the highway or road due to their risk.
- Whilst the police and local authorities may well wish to try and dissuade organisers from staging an event where there is a high or unacceptable level of risk, this should not prevent them from giving general advice which might mitigate that risk.
- Normally the police will not provide direct policing for such an event and, dependant on the circumstances, may charge for any policing services that are required to be rendered.

## 10. MARCHES, PARADES AND CARNIVALS

**The Public Order Act 1986 controls protest marches and demonstrations, and the legal requirements are not covered in detail by this paragraph.**

- Applications to use the highway or public places for other marches, parades and carnivals should be made in the first instance to the local authority.
- Public Processions are covered by the Public Order Act 1986 in England and Wales and Part V of the Civic Government (Scotland) Act 1982 (as amended by the Public Order Act 1986) in Scotland. Organisers should contact local police to check whether their event falls within the scope of this legislation.

- Routes should be chosen carefully and consideration should be given to :
  - Number and safety of participants
  - Age and fitness
  - Length of route
  - Exposure to the weather (time factor).
  - Availability of refreshments.
  - Opportunity for the disabled, elderly and young to obtain rest during the event.
  - First aid facilities throughout
  - Number and skill mix of marshals.
  - Unnecessary detours (make it as direct as possible).
  - Traffic congestion and access of public transport
- Where the police and Highway or Roads Authority consider that they are unable to manage traffic or public order within the scope of their powers and require public roads to be temporarily closed, this must be done as set out in Chapter 1.3 above.
- A march, parade or carnival is extremely vulnerable when forming up. Account should be taken of the tendency for participants to wander into the road.
- Where possible, off road sites, such as parks should be chosen.
- Account must be taken of parking; often participants arrive in coaches and the assembly point must be suitable for this purpose, with suitable separation between the vehicles and participants.
- Access to toilets before the parade starts is also advisable.
- It is desirable for coaches to go on ahead of the march to a dispersal point. Participants can then disperse immediately into their vehicles.
- Specific advice should be sought on the erection of platforms and stages in accordance with Chapter 5.8 below.
- Responsible marshals in sufficient numbers should be appointed according to the risk assessment.
- The marshals should comply with the requirements set out in the Event Safety Guide.
- In respect of events where lorries and floats are used, regard should be taken of the width of the road relative to the size of the vehicle.
- Special care should be taken during vehicle movements, especially those involving reversing. Where this is necessary, the vehicle should be fitted with a reverse alarm, and be supported by an attendant.
- Overhanging trees are a danger where people stand on top of an open lorry and can be swept off by branches.

- As a general rule, completely open back lorries should not be used. Some structure should be attached which gives a measure of protection and something to hold on to.
- It is undesirable and dangerous for young children to be allowed to sit on open back lorries or trailers, and under normal circumstances it is unlawful. Great care must be taken of anyone being carried in these circumstances even when travelling at slow speeds during an event. They must **never** be carried at normal speed even to or from the event.
- Where a parade or carnival involves a flotilla of vehicles with dancers or walkers in between, special regard must be taken of personal safety. Sufficient space must be allowed between vehicles.
- If such a parade is undertaken, either a total traffic diversion should be in place, or substantial metal barriers positioned between the dancers/participants and oncoming traffic. Cones do not give sufficient protection.
- Where marches or carnival processions take place and monies are to be collected en route, collectors should not be allowed to deviate from the march across major roads. Collectors should be on footpaths at all times. Additionally, all collectors should be in possession of a street collection permit issued by the local authority.
- Organisers should ensure that a substantial vehicle is placed at the rear of participants to prevent an overtaking vehicle colliding with the rear of the procession. Additionally, it is advisable to have a first aider with the parade in case of an emergency.
- It should be borne in mind that any event on a public highway or road involves risk and a full risk assessment should be carried out and safety measures implemented.
- Where marchers pass along narrower side streets, consideration should be given to suspension of parking on at least one side.

# Sporting Event Chapters

## 11 ROAD RUNNING/ATHLETICS EVENTS

The following Chapter is not intended to take the place of, or supersede the UK Athletics rules and regulations or traffic legislation, all of which organisers should be aware of.

Planning, preparation and timescale should be in accordance with the advice contained in Chapter 4, or as otherwise recommended by UK Athletics.

This chapter deals with all running and competitive walking events from fun runs to road races. Organisers of fun runs should contact UK Athletics where they can obtain valuable advice, and in appropriate cases, insurance cover.

For road running / athletic events the course director will often act as the event safety officer.

### 11.1 Specific advice for running events.

- Routes should be examined carefully relative to the number of expected runners.
- Age and ability should form part of initial safety considerations. For example, runners of compatible ability are likely to run in a tight group. This could increase the potential for pinch points on the course.
- Where possible, total road closures are desirable. If this is impracticable, then best practice is to place metal barriers or large substantial cones between runners and traffic. In lightly trafficked rural areas, an assessment should be made of the width of the road, numbers of competitors and traffic use to determine adequate warning and separation between competitors and traffic. Satisfactory safety may be achieved in certain circumstances by the substantial placement of the lawful warning signs, and guidance to competitors.
- Account should be taken of commercial premises along the course. There is little point in closing the road, only to find that vehicles from car parks and hotels, for example, can access the main route.

- Organisers should establish whether any other events, such as weddings, or church services, are taking place at locations along the course. If so, provision to allow access will have to be made during the event planning stages.
- The local bus company should be contacted to check that the event does not clash with a scheduled service.
- The timing of the race is crucial to safety. For example, days and/or times which clash with peak traffic periods should be avoided. This is both in the interests of participants and officials who have to layout the course prior to the race.
- The Organiser must ensure that the first aid and medical provision is adequate for the size and nature of the event and complies with the requirements of the governing body (if applicable). All first aid and medical provision must be compliant with any statutory requirements that may be in force at the time of application.
- The physical ability of many of the participants on a fun run or charity walk may not be as good as at a normal athletics event. Special care must therefore be taken to ensure that proper advice is given to the competitors. UK Athletics advice should be sought on the medical aspects of road running/athletic events.
- Adequate refreshments, especially water, must be made available around the course and at the finish. The provision should be in accordance with the rules of the governing body, UK Athletics.

### **11.2 On Race day**

- If police are present, the organiser should normally meet with the most senior police officer present to discuss the event and any police requirements. Any specific police observations should be noted and communicated to the appropriate personnel.
- A Referee must be in attendance throughout the race on all UKA authorised races.
- Organisers should provide a facility for briefing officials, marshals, drivers if this has not otherwise been undertaken before the day.
- All persons involved as officials, drivers, marshals or competitors should receive a briefing including requirements of the risk assessment. This may be included as part of the final information packs sent to competitors, officials and marshals.
- If motorcycle safety marshals are used, they should be fully trained and preferably insured members of the national safety motorcycle group.

- In every briefing, reference must be made to competitors that they should, at all times, respect the rules of the Highway Code, any local bye-laws and technical regulations which may apply.
- Organisers should check that all vehicles and equipment are correct and available.
- The safety officer/organiser must inspect the route against the generic risk assessment, and ensure that all the safety reduction measures are in place, including all signs required for any traffic regulation order. Marshals shall be positioned at each point shown on the generic risk assessment.
- If there are any additional hazards not contained in the generic risk assessment, a specific risk assessment should be completed, and action taken to reduce the additional risk to low.
- The event safety officer should sign over the course to the organiser.
- The organiser will be responsible for the conduct of the race.
- Ensure that competitors are not accompanied or followed by cyclists or other cars.
- The safety officer, or a nominated alternative with full authority, should precede the race to ensure all marshalling points remain covered and warning signs are in place in compliance with the risk assessment.
- A lead escort for the race should be used
  - whether car, motor cycle or bicycle
  - the lead person must be fully conversant with the course
  - the lead marshal must be prepared to take action to ensure the safety of the event
- It is advisable that “in race” radio communication is available to assist in the safe conduct of the event, though the technical difficulties and range restrictions are recognised.
- A sweep vehicle or marshal should follow the race to:-
  - pick-up any competitors who are injured or outside any time limit.
  - officially stand down marshalling positions and
  - clear the course of all signs and debris etc as soon as practical.
- Both the lead and sweep vehicles or marshal should be linked to the race organiser by a suitable form of communication.

## **11.3 Competitors**

- Competitors must comply with the Highway Code, the risk assessment and obey directions from police, officials, and marshals.
- Competitors must behave in a manner that is safe for themselves and all others, and participate at their own risk.
- Competitors must rely on their own ability in dealing with all hazards.

## **11.4 Immediately after the event**

- All identified key staff should produce event reports within an agreed timescale. A debrief meeting should then be held and following on from this, a final report should be drafted. The Organiser should update the generic risk assessment of the course and retain for future events.

## 12 CHARITY WALKS

**Much of the detail contained in Chapter 11, Athletics events can be applied to charity walks, and organisers should carefully consider the detail contained in these chapters.**

**Planning, preparation and timescale should be in accordance with the advice contained in Chapter 4.**

- While it is accepted convention that charity walks are often much longer than road races, consideration should be given to physical limitations of participants. There is little merit in choosing a route very few people will complete.
- In almost every case, charity walks can be conducted along pavements, footpaths or bridle ways or a combination of all.
- If you want to collect money during the event you must apply for a local authority permit. The fact that such events can take place off the road does not diminish in any way the organisers' responsibility to provide adequate, competent marshals.
- Marshals should be clearly identifiable and have adequate means of communication.
- Distances being the deciding factor, sufficient rest and drink stations and toilets should be available along the route. This will provide for the comfort of participants (these should not be at the same place to prevent congestion).
- It is advisable that, in addition to a mobile first aid provision, identified marshals carry with them a first aid kit to deal with minor injuries.
- Clear advice should be given to potential participants about adequate footwear and clothing. Remember many people will be participating for the first time and their expectations may far exceed their physical capabilities. All such advice should be in writing.
- Occasionally, people walk the course in fancy dress, whilst this adds to the fun element of the day, it can also add to the fatigue, especially in hot weather. Organisers should issue advice about the wearing of suitable clothes.
- Charity walks are often organised during the summer months. In view of this, all marshals should be briefed to recognise the signs of distress, especially dehydration.
- Transport should be available to pick up those who wish to retire early. Additionally, marshals should have a consistent approach to those who, while wishing to carry on, clearly are unable to do so.

- All major road junctions should be identified at an early stage of event organisation in order that risk reduction measures be organised as set out in this guide.
- If at any point walkers pass along a road, either the road should be made subject of a closure, or barriers; (not cones) should separate walkers from traffic.
- As with all other events, consideration should be given to staging them off the highway or road. Heavily trafficked roads should always be avoided. Many very successful walkathons have been staged in parks and playing fields.
- Litter squads should be built into marshalling arrangements. Considerable bad publicity can follow such an event if empty drink cans and litter are either thrown into gardens, or strewn along the highway or road. All participants should be told to take their litter home. It is desirable to start and finish such events off the road in a park or school playground etc. Consideration must be given to the parking of vehicles. Safety can be compromised if participants are allowed to congregate on the highway or road.

## 13 CYCLE ROAD RACING

The following Chapter is not intended to take the place of, or to supersede, the Organisation's Technical Regulations or the Cycle Racing on Highways Regulations, both of which promoters must make themselves acquainted.

Planning, preparation and timescale should be in accordance with the advice contained in Chapter 4.

### 13.1 Cycle Race Descriptions

#### Closed Circuit Racing

These are usually held in parks or city centres, where roads can be closed to other traffic. Circuits vary between half a mile and two miles and races tend to vary between 20 minutes to two hours. The pace is usually very fast with sprints every few laps for cash prizes. The winner is first over the line.

#### criterium Races

Similar to closed road races but not always on a closed road. These are often held in the evening during the week, with distances of up to 30, or 40 miles being covered. Often they are held under a time handicap system, which allows for a mixing of various categories the first person over the line wins.

#### Road Races

Held on public open roads for all categories other than under 16's. Normally a race will cater for one or two categories and allow a field of around 80 riders. Distances vary with younger riders covering 30-45 miles, with top level senior riders covering between 50 and 120 miles. The first rider over the line wins. Speeds are kept high with sprints at intermediate points of the race. Some events also have a prize for the best hill climber who is awarded a 'King of the Mountains' prize.

#### Stage Races

Stage racing is so called because the event is split into stages and usually lasts more than one day. Each stage is a separate race with its own prizes but the main prize list is for the general classification the overall result when each rider's times for all the stages are totalled. The shortest overall time wins. Some stage races like the Tour de France can last for several weeks.

## 13.2 On Race day

- Organisers should provide a facility for briefing officials, marshals, drivers and other officials.
- All persons involved as officials, drivers, marshals or riders must be listed and receive a briefing including requirements of the risk assessment.
- In every briefing, reference must be made to drivers and riders that they should, at all times, respect the rules of the Highway Code, comply with the law, and any technical regulations which may apply, unless directed by a police officer in uniform.
- Organisers should check that all race vehicles and equipment are correct and available.
- The safety officer or organiser must inspect the route against the generic risk assessment, and ensure that all the safety reduction measures are in place. Marshals shall be positioned at each point shown on the generic risk assessment.
- If there are any additional hazards not contained in the generic risk assessment, a specific risk assessment should be completed, and action taken to reduce the additional risk to low.
- A record of all officials and marshals shall be made by the organiser and submitted to the chief commissaire to form part of the report.
- The organiser/event safety officer should sign over the course to the chief commissaire following the briefing.
- The chief commissaire will be responsible for the conduct of the race and the riders.
- The safety officer should precede the race to ensure all marshalling points remain covered and warning signs are in place in compliance with the risk assessment. He should inform the chief commissaire of any additional safety requirements.
- Police motorcyclists may work in front of the race to provide a clear warning to motorists of the oncoming race. Only the police have the power to require vehicles to stop.
- Trained motorcycle marshals working in front of the race to act as additional warning for motorists approaching the race. (Optional. This depends upon the nature of the course, the status of the event and degree of difficulty)
- A lead car should proceed the race with an with approved headboard 'CYCLE RACE APPROACHING'

- Reserve lead car similarly equipped and staffed as the lead car. The function of this car is to provide an additional lead car and protection in the event of a break occurring in the race of more than 30 seconds, or as required by the chief commissaire according to the conditions. All other official vehicles connected with the race should carry suitable signage as suits their function.
- The driver and passenger should be fully conversant with cycle racing and the need to provide a safe zone behind the vehicle in all road conditions.
- The peloton follows the lead car and is closely followed by the chief commissaire.
- There should be a rear car displaying a 'CYCLE RACE AHEAD' sign.
- There should ideally be another clearly marked car carrying the first aider.
- The use of dipped headlights as an additional warning should be considered.
- All vehicles should be equipped with "in race" radio communications equipment to assist in the safe conduct of the race. If possible, this should extend to motorcycles, though the technical difficulties and range restrictions are recognised.

### **13.3 Riders**

- Riders are required to comply with traffic law and regulations, the Highway Code, and obey directions from police, commissaires, and marshals. Failure to comply renders a rider liable to prosecution disqualification and even further disciplinary action.
- Riders must ride in a manner that is safe for themselves and others.
- Riders who participate in any race do so at their own risk and must rely on their own judgement in dealing with all hazards.

## 13.4 Commissaires

- If police are present, it is recommended that the chief commissaire shall meet with the most senior police officer present to discuss the race, police function and requirements. Any specific police observations should be noted and communicated to the appropriate race personnel.
- The chief commissaire shall meet the organiser before the race and if all safety measures are in place, the route should be signed over by the organiser.
- The chief commissaire should attend all the pre race briefings including race staff, riders and managers briefings.
- The commissaires should know the course and the risk assessment requirements well, and have been engaged with overseeing the official procedures and briefings before the race started.
- There should be at least one additional commissaire, either in a car or preferably on a motorcycle to give the flexibility of movement around the peloton that the machine will give.
- The commissaires function is to observe what is going on throughout the race, to have knowledge of the position of the riders, note and record all infringements against the technical regulations and safety briefing, and oversee the finish. It is also their responsibility to act immediately in the case of a major transgression, or to decide upon disciplinary action after the race.
- The commissaire is responsible for the conduct of the race and the riders, but it is the safety officer and organiser who should have primacy over the safety of the race.

## 13.5 Immediately after the event

- All identified key staff should produce event reports within an agreed timescale. A debrief meeting should then be held and following on from this, a final report should be drafted. The organiser and chief commissaire should then submit an updated generic risk assessment of the course to the senior safety officer.

## 14 CYCLE TIME TRIALS

**The following chapter is not intended to take the place of, or to supersede, the organisation's Rules and Regulations or the Cycle Racing on Highways Regulations, both of which promoters must make themselves acquainted.**

Planning, preparation and timescale should be in accordance with the advice contained in Chapter 4.

Time trialling is setting one person and their machine against rivals over a given course without the interference of tactics. Riders start at minute intervals from a standing start. The winner of the time trial is the competitor who can go fastest over the prescribed distance. The usual set distances are 10, 25, 50 and 100 miles. In a hill climb riders start at minute intervals from a standing start, the aim being to sprint to the top of the climb as quickly as possible. The winner of all fixed distance events is the rider with the fastest time, and the winner of the fixed time events is the rider covering the greatest distance. The usual set times being 12 and 24 hours.

Team time trials are for teams of two, three or four riders in which teams of two start at two-minute intervals and teams of three or four start at three-minute intervals.

### 14.1 On race day

- If police are present, the organiser should meet with the most senior police officer present to discuss the event and any police requirements. Any specific police observations should be noted and communicated to the appropriate personnel.
- The safety officer; If a separate person shall meet the organiser before the race and if all safety measures are in place or in hand, the route should be signed over to the organiser.
- Organisers should provide a verbal or written briefing for officials, marshals, riders, drivers and other staff as necessary. All persons involved as officials, observers, marshals or riders must be listed by the organiser and receive a scripted briefing including requirements of the risk assessment.
- In every briefing, reference must be made to riders and any drivers that they should, at all times, respect the rules of the Highway Code, the law, and any local regulations which may apply.
- Organisers should check that the required equipment is correct and available.

- The safety officer/organiser must inspect the route against the generic risk assessment, and ensure that all the safety reduction measures are in place. Marshals shall be positioned at each point shown on the generic risk assessment.
- If there are any additional hazards not contained in the generic risk assessment, a specific risk assessment should be completed and action taken to reduce the additional risk to “low.”
- The organiser will be responsible for the conduct of the time trial.
- An appointed person should precede the time trial to ensure all marshalling points remain covered and warning signs are in place in compliance with the risk assessment.
- Radio or telephone communications to assist in the safe conduct of the event is an advantage, though the technical difficulties and range restrictions of communications equipment are recognised.

### **14.2 Riders**

- Riders must comply with traffic law and regulations, the Highway Code, the risk assessment and obey directions from police, officials, and marshals. Failure to comply renders a rider liable to prosecution, disqualification and possible further disciplinary action.
- Riders who participate in a time trial must ride in a manner that is safe for themselves and all others.
- Riders participate at their own risk and must rely on their own ability and judgement in dealing with all hazards.

### **14.3 Immediately after the event**

- The Organiser should submit a copy of the Specific Risk Assessment to the District Council of the Governing Body for Cycle Time Trials to enable the Generic Risk Assessment to be up dated if appropriate. A nil return will be required.

## 15 TRIATHLON/DUATHLON

The following Chapter is not intended to take the place of, or to supersede, the British Triathlon Association's sanctioning procedures, advice to organisers, or Technical Regulations or the Cycle Racing on Highways Regulations, all of which promoters should familiarise themselves with.

Planning, preparation and timescale should be in accordance with the advice contained in Chapter 4.

### 15.1 Description

"A Triathlon is defined as an event combining any combination of swimming, cycling and running. A standard triathlon is made up of a swim followed by a cycle ride followed by a run. Triathlons are an individual activity and races take place against a continuously running clock. Occasionally the order of events is changed but this must be done with care to avoid problems with tired athletes.

Events take place over a wide variety of distances. Olympic distance events comprise a 1500 metre swim, 40 km cycle ride and a 10 km run. These represent the midpoint of the spectrum. To cater for beginners to triathlon many events take place over shorter distances. At the other end of the scale are long course events the classic distance is 2.4 mile swim, 112 mile cycle ride, 26.2 mile run.

A Duathlon is an event combining any two of the disciplines of triathlon. Events are usually organised as run/cycle/run races, the second run being shorter than the first. Another common combination is the swim/run event or aquathlon. Distances over which duathlons are held vary enormously. In all events, it is important to ensure that the first discipline is organised so that competitors are well spaced out for the start of the second discipline particularly if this is a cycle ride."

Planning, preparation and timescale should be in accordance with the advice contained in Chapter 4 of the Event Safety Guidance.

### 15.2 On Race day

- Organisers should check that all equipment is correct and available for use.
- If Police are present then the organiser shall meet with the most senior police officer present to discuss the event, the role of the police and any specific requirements.
- Organisers should provide a facility for the briefing officials, (this to include marshals and trained motorcycles marshals / referees).

- All persons involved in the marshalling of the event must be listed by the organiser and receive a scripted briefing prior to the event commencing. This briefing should outline the requirements set out in the risk assessment.
- In every briefing, competitors must be reminded that they should comply with the BTA rules. In particular they must at all times, respect and adhere to the rules of the Highway Code and any law or local bylaws that may apply.
- The organiser should attend all the pre- race briefings.
- The organisers should know the course thoroughly and be fully conversant with the risk assessment requirements. They should have been engaged with overseeing the official procedures and briefings leading up to the start of the event.
- The race referee will have overall responsibility to ensure that competitors comply with the rules and regulations applied to the event by the BTA and to ensure that the event meets the requirements of the BTA. There will also be a responsibility on the part of the referees to record any infringements that might take place on the cycle section and to either report any infringement to the race referee or to act immediately if the infringement warrants such action.
- Prior to the event the race organiser, or a delegated person, should inspect the course with reference to the risk assessment and must ensure that all safety measures required are in place. Marshals shall be placed at each place shown as required by the risk assessment.
- Once it is established that all safety measurements are in place then the person responsible for safety shall sign over responsibility of the course to the race organiser.
- In the case of an open water swim, or a swim in an open-air pool then the water temperature shall be measured prior to the event starting to ensure that it meets the requirements set out in BTA rules.
- In open water events the swim course shall be adequately defined in a manner agreed at the time that the BTA sanctions the event. If the race referee feels that more marking is required this shall be done prior to the event starting.
- Ensure access for emergency services to the water.
- There shall be adequate cover provided by safety craft for the number of athletes taking part in the event. Should the race referee feel that more safety craft are required than was agreed during the event sanctioning procedure then these will be provided before the event starts.

- Should any additional risks be identified by either the race referee or the event safety officer that were not identified in the original risk assessment, then the race referee or event safety officer will take such action as is necessary to ensure that the additional risk is reduced to “Low”.
- The organiser will be responsible for the conduct of the event. He shall not be responsible for the conduct of the competitors but observed infringements will be dealt with by the referees and officials.
- Once the event safety officer, or a delegated person, is satisfied that the marshalling points have been covered and that warning signs are in place then the event shall proceed. Only in the case of separate and ‘drafting’ elite races should a further inspection of the course be made to ensure that any additional safety measures are in place.
- Police motorcyclists may work in front of the competitors to provide a clear warning to motorists of the oncoming event. Only the police have the power to require vehicles to stop.
- Trained motorcycle marshals may work throughout the race to act as additional safety measures. Their principle task is to identify and mitigate any specific risks to competitors that arise during the event. They are also tasked to ensure that participation in the cycle section of the event is conducted in a manner that falls within the rules of the sport. (Optional. This depends upon the nature of the course, the status of the event and degree of difficulty)]
- The maximum number of competitors shall be determined by the requirements set out by the BTA.
- The number of vehicles on the course shall be controlled so as not to exceed any limits set out by either the police or the event organiser and specified in the risk assessment.
- A record of all officials and marshals shall be made and held by the event organiser.

### 15.3 Competitors

- All competitors are required to comply with traffic law and regulations, the Highway Code and must obey the instructions of the police, officials and marshals. Failure to comply renders any competitor liable to disciplinary action either under the terms of the rules of the sport or under other legislation.
- Competitors must participate in a manner that is safe for themselves and others.
- Competitors who participate in any event do so at their own risk and must rely on their own judgement in dealing with all hazards.

**15.4 Immediately after the event**

- All identified key staff should produce event reports within an agreed timescale. A debrief meeting should then be held and following on from this, a final report should be drafted. This report should be made available to the BTA through the usual channels.

# Appendices

- 1 Safety Advisory Groups
- 2 Risk Assessment Form (Cycle Race example)
- 3 Glossary of Terms
- 4 Equipment lists for sporting events
- 5 Contacts details
- 6 Disability Discrimination Guidance
- 7 HSE Publications List

## APPENDIX ONE

# SAFETY ADVISORY GROUPS

Safety Advisory Groups are chaired by the relevant local authority, and should include representatives of: -

- Highway or roads authority and may include other departments relevant to the event
- Police service
- Ambulance service
- Fire service
- Experts as necessary at the discretion of the group

Where relevant they may also include: -

Emergency planning officers, property owners, organisers, security and stewards, military, voluntary groups, press officers and other service providers

**A Safety Advisory Group's terms of reference may include:**

- To ensure that each member of the group is aware of their individual role within the group.
- At a large event to identify individual roles.
- To ensure that the organiser has taken such measures as may be necessary or expedient to ensure the reasonable safety of the public.
- To offer advice on risk assessments and safety measures
- To keep a written record of all formal meetings and note actions arising from those meetings
- Where applicable to ensure that a major incident contingency plan exists for a major event
- To ensure that a safety officer and first aid/medical providers are appointed
- Where applicable to hold a de-brief and make recommendations for future safety improvements

## APPENDIX TWO AN EXAMPLE OF A RISK ASSESSMENT NOTIFICATION – ON ROAD

To:		Constabulary		Police/Safety Advisory Group
To:				
Type of event:	<input type="checkbox"/> ROAD RACE		<input type="checkbox"/> ROAD RACE STAGE	
	<input type="checkbox"/> CYCLO/RANDONEE		<input type="checkbox"/> CIRCUIT RACE MEETING	
Name of event:				
Promoting Club:				
Local Authority		Sponsor(s)		
Date of event:				
Time of start:		Estimated time of finish:		
Organiser/Promoter:	Forename:		Surname:	
Address:				
Address:				
Address:				
Postcode:				
Telephone:	H		W	
Safety Officer:	Forename:		Surname:	
Address:				
Address:				
Address:				
Postcode:				
Telephone:	H		W	
Route <input type="checkbox"/> Circuit <input type="checkbox"/> Venue <input type="checkbox"/>				
Name:				
Estimated number of participants:				
Start Area location:		Finish Area location:		
Senior Official on the day:				

Person(s) conducting Risk Assessment:		
Date of original Risk Assessment:		Date of last review:
The First Aider/Paramedic personnel will be trained to the required standard. All event marshals will be trained and briefed		
Signed – Event Organiser/Promoter		Date:

Notes for guidance for the completion of this Risk Assessment:

- HAZARD** means the potential to cause harm.
- RISK** means the degree of likelihood that a hazard will cause harm.
- RISK RATING** reflects both the likelihood that harm will occur and it's severity.
- PERSONS AT RISK** who may be affected by a risk, i.e. the number of people who might be exposed to the hazard
- RISK ASSESSMENT** is controlling the level of risk; it might be summarised as follows:

**LOOK...EVALUATE...ACT...REVIEW**

Generic Risk Assessment Codes		
<p><b>COLUMN A</b></p> <p><b>Risk rating</b> H = HIGH</p> <p>M = MEDIUM</p> <p>L = LOW</p>	<p><b>COLUMN C</b></p> <p>Measures to reduce risk to low. Items 1-8 to be included in ALL events, and the whole course</p> <p><b>1 Code of Practice advanced signing on approach to course</b></p> <p><b>2 Code of Practice safety signs every mile</b></p> <p><b>3 Safety briefing to all competitors</b></p> <p><b>4 Safety briefing to all marshals</b></p> <p><b>5 Traffic law compliance by competitors/Officials/Marshals</b></p> <p><b>6 All marshals to wear Hi-Vis clothing</b></p> <p><b>7 Advanced liaison with interested parties</b></p> <p><b>8 Event vehicles to be identifiable</b></p>	
<p><b>COLUMN B</b></p> <p>PERSONS AT RISK</p> <p>A. COMPETITORS</p> <p>B. SPECTATORS</p> <p>C. ORGANISERS/ MARSHALS</p> <p>D. ON COMING TRAFFIC</p> <p>E. PASSING TRAFFIC</p> <p>F. CROSSING FROM RIGHT</p> <p>G. CROSSING FROM LEFT</p> <p>H. OTHERS – SPECIFY</p>	<p>9 Road closure</p> <p>10 Additional approach signs</p> <p>11 Junction to be marshalled by : <input type="text"/> Number of marshals</p> <p>12 Traffic signals to be manually controlled</p> <p>13 Traffic signals to be marshalled</p> <p>14 Motorcycle Police escort</p> <p>15 Motorcycle safety marshal</p> <p>16 Pedestrian crossings to be marshalled</p> <p>17 Marshals to have method of communication</p> <p>18 Officials to be identifiable</p> <p>19 Not open during event</p> <p>20 Establish time of other events and review</p> <p>21 Protective barriers in front of spectators</p> <p>22 Physical protection (e.g. straw bales)</p> <p>23 Signposted for competitors</p> <p>24 Protected by traffic coning</p> <p>25 Protect access/egress for emergency vehicles</p> <p>26 Uniformed Police/ Traffic Warden</p> <p>27 Marshal with authority to place mandatory signs</p>	<p>28 Other <input type="text"/></p> <p>29 Measures <input type="text"/></p> <p>30 Proposed <input type="text"/></p>

**GENERIC RISK ASSESSMENT**

Due to the interaction/mixing of traffic and sporting events on the highway or road, there is a possibility that accidents may occur due to the driver/rider or participant error, and such incidents may result in serious personal injury.

Course identification:				A	B	C	D
Whole event codes (1-8):				H/M/L	A to H	Codes	Additional measures to reduce risk to LOW, with name of person or official who will reduce the risk to low (if applic.)
ID NO	Miles/kms from start and/or location	Detail of hazard Symbol	Desc.	Risk rating level H/M/L	Persons at risk from hazard	9 – 30	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

**SPECIFIC RISK ASSESSMENT**

To be used in case of any additional risk that is identified before event.

<b>Route</b> <input type="checkbox"/> <b>Circuit</b> <input type="checkbox"/> <b>Venue</b> <input type="checkbox"/> :				
<b>Date of event:</b>				
<b>NO.</b>	<b>Location</b>	<b>Detail of hazard</b>	<b>Persons at risk</b>	<b>Risk rating</b>
<b>New control measures to reduce the above risk to low:</b>				

<b>NO.</b>	<b>Location</b>	<b>Detail of hazard</b>	<b>Persons at risk</b>	<b>Risk rating</b>
<b>New control measures to reduce the above risk to low:</b>				

## APPENDIX THREE

# GLOSSARY OF TERMS

<b>ACPO</b>	<b>Association of Chief Police Officers</b>
<b>BC</b>	<b>British Cycling</b>
<b>BTA</b>	<b>British Triathlon Association</b>
<b>Broom wagon</b>	Vehicle travelling at the back of a cycle race, whose function is to support riders who do not finish. (It often displays a broom to indicate its function)
<b>Commissaire</b>	A judge in cycle racing whose responsibility is to observe what is going on throughout the race, to have knowledge of the position of the riders, note and record all infringements against the technical regulations and safety briefing, and oversee the finish. It is also their responsibility to act immediately in the case of a major transgression, or to decide upon disciplinary action after the race.
<b>CPS</b>	<b>Crown Prosecution Service</b>
<b>CTT</b>	Cycle Time Trials
<b>Generic risk assessment</b>	A general risk assessment covering all potential hazards on an event route. This risk assessment will be retained and updated by the organisation as the risk reduction measures for that route.
<b>HA</b>	Highway Authority
<b>HSE</b>	Health and Safety Executive
<b>LA</b>	Local Authority
<b>Peloton</b>	<b>The major group of riders in a cycle race</b>
<b>RA</b>	<b>Risk Assessment</b>
<b>RDA</b>	<b>Roads Authority</b>
<b>Sanctioning</b>	A term used by the BTA to set the standard required and approve events proposed by promoters.
<b>UKA</b>	<b>UK Athletics</b>

## APPENDIX FOUR EQUIPMENT LIST FOR SPORTING EVENTS

Equipment list for sporting events				
Equipment	Cycle Race	Cycle time trial	Athletics event	Triathlon duathlon
Bell	✓			✓
Broom wagon/sweep vehicle sign	✓		✓	✓
CB/FM Radios	✓	✓	✓	✓
Chalk -finish line	✓	✓	✓	✓
Clipboards (Judges)	✓		✓	✓
Finish line tape	✓		✓	✓
First aid kit	✓	✓	✓	✓
Flag - race control 200 m to go – yellow	✓			✓
Flag - race control Danger - red (marshals)	✓	✓		✓
Flag - race control Deneutralised - r/w cheq, with Black border	✓			
Flag - race control Finish line - black & white chequered	✓			✓
Flag - race control neutralised - red/white chequered	✓			
Flag - race control Prime 200 m - Green with white border	✓			
Flag - race control Prime line – white	✓			
Flag - race control Race stopped – black	✓			
Flag - race control start – National flag	✓			✓
Flag - race control Start of blue	✓			
Flashing beacons	✓			✓
Lap boards	✓		✓	✓
Licence index boxes	✓			
Marshals tabards	✓	✓	✓	✓
Marshals whistles	✓	✓	✓	✓
PA system	✓	✓	✓	✓
Race numbers – arm	✓			✓
Race numbers – body	✓	✓	✓	✓
Race numbers – frame	✓			✓
Safety pins	✓	✓	✓	✓
Signing on sheets	✓	✓		✓
Vehicle sign – Commissaires/judges/timekeepers car(s)	✓	✓		✓
Vehicle sign – First aid vehicle(s)	✓	✓	✓	✓
Vehicle sign – lead vehicle(s)	✓		✓	
Vehicle sign – Race service vehicle(s)	✓			✓

Vinyl race signs - Caution 1 kilometre to finish	✓			✓
Vinyl race signs - Caution race finish area ahead	✓	✓		✓
Warning head boards – lead cars	✓			
Warning sign – Car park	✓	✓	✓	✓
Warning sign – Changing	✓		✓	✓
Warning sign, - Danger	✓	✓		✓
Warning sign – Feeding/drink station	✓	✓	✓	
Warning sign – Straight on	✓	✓	✓	✓
Warning sign - To the start	✓	✓	✓	✓
Warning sign – Toilets	✓	✓	✓	✓
Warning sign – Turn ahead	✓	✓		✓
Warning sign – Turn left/right	✓	✓	✓	✓
Lawful warning signs as set out in the Traffic Signs Regulations and General Directions 2002 with supplementary plates sufficient for risk assessment should be available for all events.	✓	✓	✓	✓

## APPENDIX FIVE CONTACT DETAILS FOR SPORTING EVENTS

The following senior representatives of the Governing Bodies of Sport will be willing to be contacted in the event of any difficulty, and for advice or technical information in relation to their sport.

<b>British Cycling</b>	Jonny Clay Tel: Mobile	Director Membership and Event Services 0161 274 2039 07970 843719
<b>British Triathlon Association</b>	Barry Frost Tel:	Chair of Technical Committee 01244 409519
<b>Cycling Time Trials</b>	Philip Heaton Tel: Mobile	National Secretary 01942 603976 08704 153826
<b>UK Athletics</b>	UKA HQ Tel:	0870 998 6800

**Overview of UK Sports Council policy for Events on the Highway including the Good Practice Safety Guide.**

<b>UK Sports Council</b>	Andy Relf Tel: Mob.	National Working Group 01243 531279 07770 590323
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## APPENDIX SIX

# THE DISABILITY DISCRIMINATION ACT 1995

- It is a legal requirement for sports events to comply with their responsibilities; those events that fully embrace the spirit of the DDA, to bring about a more open and equitable approach will reap the benefits; those events that continue to ignore the requirements could face the risk of legal action.
- The DDA expects event organisers, to anticipate the needs of disabled people to ensure that they are treated equally to everyone else and that they will have access to services, facilities etc on an equal basis. Sport, sports events and sports facilities are in many cases covered by the Act.
- There is no specific test or approval to demonstrate that the requirements of the Act have been met and therefore you should seek expert advice from an Access Consultant or Solicitor for detailed legal advice on the implications for your event. The National Register of Access consultants is shown in the further information section of this note.
- Events providers are required to ensure that 'reasonable adjustments' have been made to the physical features of any facilities used to overcome any physical barriers to access, for example providing a ramped approach. Detailed guidance on the management implications of the Act is available from the Disability Rights Commission (see where you can get more help section).
- If using any indoor facilities, guidance on the design of sports facilities can be obtained from Sport England guidance note 'Access for Disabled People', (see further information section).

More help is available from:-

**The English Federation of Disability Sport - [www.efds.co.uk](http://www.efds.co.uk)**

The umbrella organisation which co-ordinates and develops sport for disabled people in England

English Federation Of Disability Sport  
Manchester Metropolitan University  
Alsager Campus  
Hassall Road  
Alsager  
Stoke on Trent  
ST7 2HL  
General Number 0161 247 5294  
Fax Number 0161 247 6895  
Minicom Number 0161 247 5644  
Email [federation@efds.co.uk](mailto:federation@efds.co.uk)

**Sport England – [www.sportengland.org](http://www.sportengland.org)**

The organisation that provides strategic lead for sport in England.

3rd Floor Victoria House  
Bloomsbury Square  
London  
WC1B 4SE  
Tel 08458 508 508  
Monday-Friday, 8am to 6pm  
Fax: 020 7383 5740  
Email: [info@sportengland.org](mailto:info@sportengland.org)

**Disability Rights Commission-[www.drc-gb.org](http://www.drc-gb.org)**

The Disability Rights Commission (DRC) is an independent body established in April 2000 by Act of Parliament to stop discrimination and promote equality of opportunity for disabled people.

FREEPOST MID02164  
Stratford upon Avon  
CV37 9BR  
Telephone: 08457 622 633  
Text phone: 08457 622 644  
Fax: 08457 778 878

**National Register of Access Consultants-[www.nrac.org.uk](http://www.nrac.org.uk)**

The NRAC provides details of accredited individuals free of charge to clients. The NRAC comprises appropriately qualified and experienced access consultants and auditors who have demonstrated their expertise in access matters to the satisfaction of the NRAC's Admissions Panel.

70 South Lambeth Road,  
London  
SW8 1RL

Tel: 020 7735 7845  
textphone: 020 7840 0125  
fax: 020 7840 5811

email: [info@nrac.org.uk](mailto:info@nrac.org.uk)

**The Centre for Accessible Environments-[www.cae.org.uk](http://www.cae.org.uk)**

The Centre for Accessible Environments (CAE) is an information provider and a forum for collaborative dialogue between providers and users on how the built environment can best be made or modified to achieve inclusion by design.

Centre for Accessible Environments  
70 South Lambeth Road  
London SW8 1RL  
UK

Tel/textphone:(+44) 020 7840 0125  
Fax:(+44) 020 7840 5811  
email: [info@cae.org.uk](mailto:info@cae.org.uk)

The Central Council of Physical Recreation-[www.ccpr.org.uk](http://www.ccpr.org.uk)  
Is the umbrella organisation for the national governing and representative bodies of sport and recreation in the UK  
Francis House  
Francis Street  
London  
SW1P 1DE  
phone 020 7854 8500  
fax 020 7854 8501  
or email [info@ccpr.org.uk](mailto:info@ccpr.org.uk)

## Resources / Further Information

### Access for Disabled People Guidance Note

This guidance note, produced by Sport England, addresses the requirement to provide people with disabilities with full access to all sports facilities. While it cannot provide exhaustive advice, the guidance is intended to indicate what is reasonable provision in a modern sports facility. The checklists in the pocket at the end of the document are for use in conjunction with the access audits and audit methodology information in the section on Adapting and Improving Existing Buildings.

Available from [www.sportengland.org](http://www.sportengland.org) as a pdf document.

### Disability Discrimination Act 1995 Code of Practice on Rights of Access, Goods, Facilities and Services.

Produced by the Disability Rights Commission this document provides comprehensive guidance on the provision of goods, facilities and services to disabled people and is available from [www.drc.gov.uk](http://www.drc.gov.uk).  
Tel: 08457 622 633

### Organising Accessible Events

Produced by the Disability Rights Commission this publication advises event organisers on how to comply with Part 3 of the Disability Discrimination Act and is available from [www.drc.gov.uk](http://www.drc.gov.uk).

Event Management, Guidelines for organisers of events for or including, disabled people.

Produced by and available from Disability Sport Events. 0161 953 2499.

## APPENDIX SEVEN FURTHER INFORMATION

Information available from the Health and Safety Executive	
<p><b>All publications are available from the HSE by phone, 01787 881165, Fax 01787 313995, Post to HSE Books, P.O. Box 1999, Sudbury, Suffolk, CO10 2WA, or E mail to <a href="mailto:hsebooks@prolog.uk.com">hsebooks@prolog.uk.com</a> or online at <a href="http://www.hsebooks.co.uk">www.hsebooks.co.uk</a></b></p>	
Title	HSE Code
Riddor Explained	HSE 31
Employers Liability(Compulsory Insurance) Act	HSE 40
Health and Safety at Motor Sports Events	HSG 112
Working together on Firework Displays	HSG 123
Giving your own Firework Display	HSG 124
The Charity and Voluntary Workers Guide	HSG 192
The Event Safety Guide	HSG 195
Managing crowds safely	HSG154
Managing crowds safely	INDG 142L
Manual Handling	INDG 143
Reversing Vehicles	INDG 148
Five steps to risk assessment	INDG 163
Personal Protective Equipment Regulations	INDG 174
First Aid at Work .Your questions answered	INDG 214
Electrical Safety for Entertainers	INDG 247
An introduction to Health and Safety	INDG 259
The Safe use of Gas Cylinders	INDG 308
Small scale use of LPG in cylinders	CHIS 5
Basic Advice on first aid at work	INDG 347
The Noise at Work Regulations	INDG 75
Working at height	Heightsafe leaflet
The safe use and operation of play inflatables including bouncy castles	ITIS 7
First Aid at Work Regulations	L74

The Guide to the Safety at Sports Grounds (The Green Guide) was published by the then Department of National Heritage and the Scottish Office and is available from the Stationery Office