

Venue Name:

Venue ID:

Hillingdon

C106



Address:

Minet Park, Springfield Road, Hayes, Middlesex

Postcode:

UB4 0LP

Description of facility:

Dedicated purpose built circuit located within a public space.
Additional parking for events is available in the nearby football centre

Summary

Track Length:	1.6KM	Track Surface:	Tarmac	Café	No
Track Width:	6.5M(Min)	Toilets / Showers	Yes	Car Park Capacity	30

Category	National	Regional	Youth
Permissible Numbers (maximum):	80	80	60
Concurrent Racing (maximum):	100 (max 60 in 1 race)	100 (max 60 in 1 race)	80 max 50 in 1 race)

For National events, a separate application must be made to the National Events Team for an increase to the listed numbers

Local A&E

Ealing Hospital
Uxbridge Road, Southall,
Middlesex, UB1 3LH

Venue Owners / Operators:

Hillingdon Cycle Circuit Users Group /
Hillingdon Council

Emergency Vehicle access points

Grid Reference

TQ 11108 80286

What 3 Words Location

fans.dwell.shrimp

Event Specific Details (to be completed in full):

Event Organiser (name, telephone):

Hosting Club:

Event Date:

First Aid Provider

Safety Measures

	Marshal with Red Flag	7
	'Cycle Event' Sign	11

	Padding	7

In all cases ensure a copy of this risk assessment is uploaded to the event page on the Event Management System prior to the event.

RISK ASSESSMENT ADMINISTRATION

Course ID:

C106

Initial Assessment Completed:

Date: 01/02/2016

By: Richard Hemsley

Job Title: Cycle Sport Risk Assessor

Checked:

Date: 29/03/2016

By: Kevin Brown

Job Title: Cycle Sport Risk Assessor

Approved:

Date: 18/04/2016

By: Nigel Cowell-Clark

Job Title: Cycle Sport Risk Manager


Revisions


Date:	By:	Outcomes
24/10/2016	Richard Hemsley	New cut through section added to RA FoP. Field size for concurrent racing added to permissible numbers.
07/01/2017	Gareth Bufton	New Logo applied / AMS statement amended on route page / Contact details Updated.
12/02/2020	Richard Hemsley	New Logo applied / Statements amended on RA FOP page / Contact details removed
18/07/2022	Gareth Bufton	<p>Front Cover - changed Logo, increase in Marshal numbers/Cycle Event signs.</p> <p>Revision - Amendments recorded.</p> <p>RA FOP - additional Marshal added at .22Km from Start, new iD4 and subsequent iD's renumbered, iD8 Access Gates - increase in 'Level of Risk', new imges added, additional text in 'Description & Controls .</p> <p>Route Map - new iD4 Marshal & Cycle Event sign added, subsequent iD's re-numbered.</p>






		R = Rider / O = Organisers or Volunteer / P = General Public		H = High / M = Medium / L = Low		
Description of the Risk		Who is at Risk	Level of risk	Controls to reduce the Risk		
Registration	Registration officials unfamiliar with 'sign on' procedure	R	●	H	Sign on officials to be briefed by organiser and provided with copy of 'sign on' quick guide	
	Riders fail to sign official sign on sheets, or provide emergency contact details	O	●	M	Sign on sheets to be checked before rider numbers are handed over	
	Non BC members / ineligible riders being allowed to participate in the event	P	●	L	●	Identify and prevent riders, who will be uninsured (by BC) being able to participate
Car Parking	Insufficient / unsuitable parking spaces available for the event	R	●	H	Additional parking available in nearby football centre	
	Participants and public walking through car park area being struck by moving vehicles	O	●	M	Additional marshal to be provided should a large number of participants be expected	
		P	●	L	●	
Hazards on the course	Failure to recognise and advise participants about the location and nature of any hazards	R	●	H	Road surface examined and advice given to riders during briefing of any relevant issues, including the description and location of any permanent and fixed hazards	
	Riders not being aware of hazards which prevail on day of event	O	●	M	●	Riders briefed about the existence of any other course hazards, which are found to be present on the day of event
	Participants not being given the opportunity to physically appraise the circuit, pre-race race	P	●	L		Riders provided with 'warm up' time, so that they can familiarise themselves with the circuit
Adverse weather conditions	Race is undertaken in adverse and unsafe weather	R	●	H	Officials able to shorten or halt the race having regard to the conditions	
	Participants being inappropriately attired / equipped for prevailing weather conditions	O	●	M	●	Riders advised of consequences of extreme weather at briefing
	Road surface is being made unsafe by weather conditions	P	●	L		Marshal to report adverse changes to the road surface via radio
Accidental collision of riders	Risk of accident during race, due to rider/s being unfamiliar with layout / nature of circuit	R	●	H	Riders allowed sufficient warm up and familiarisation	
	Race has a mix of experienced participants and those that lack racing experience	O	●	M	●	All riders briefed regarding the course and format of race (including primes, handicapping, etc.)
	Injured rider not being provided with prompt medical response	P	●	L		Red flag marshals located at points around the course to assist riders / stop racing in the event of an accident.
Officials & Marshals	Being struck by a participant	R	●	H	Officials and marshals to be provided with suitable hi vis vest or jackets, and to be briefed by safety officer or chief commissaire	
	Being adversely affected by poor weather conditions.	O	●	M	All personnel assisting with the event to be advised in advance of the predicted weather forecast and advised to be dressed appropriately	
	Marshals not in position before event commences	P	●	L	●	Time schedule for event to be published and circulated in advance, including time and location of any mandatory safety briefings
First Aid Provision	Inappropriately qualified First Aid provision	R	●	H	Ensure that the First Aid provider fulfils the criteria required by British Cycling Technical Regulations	
	Designated first response medic / first aid personnel fail to arrive at HQ	O	●	M	●	Accurate location of HQ and contact details of organiser is provided to Medic, in advance of event. Ensure direct contact details for medic is obtained
	Riders or event personnel require first aid treatment at HQ	P	●	L		Designated first aider, equipped with appropriate kit, to be at HQ before others arrive to ensure there is a first aid presence at all times (this is in addition to the race first aid cover).
Emergency services response	Emergency Access / Exit blocked or obstructed	R	●	H	Marshal positioned at main access point to ensure area is kept clear and assist emergency vehicles	
	Lack of ability within venue to coordinate response of First Aid / Emergency services	O	●	M	●	All officials to be provided with contact details of event First Aid, Race Organiser & other key officials
	Failing to obtain from, or furnish information to, relatives / friends of a casualty	P	●	L		Nominate suitable official to establish effective and prompt liaison with Medic / Emergency Services
Race Equipment & Signage	Personnel assigned to install circuit signage struck by other users	R	●	H	Signage personnel to be provided with suitable hi vis vest or jacket, and to work in teams of two, in case of an accident.	
		O	●	M		
		P	●	L	●	
Toilet & Changing Facilities	Inadequate / unsuitable toilet / changing areas	R	●	H	Organiser to ensure toilet / changing facilities are suitable when booking HQ	
	Unclean / poorly maintained toilet and changing areas	O	●	M	Organiser to report any maintenance issues to HQ owners	
	Wet floors - post race, if event is held adverse conditions	P	●	L	●	Areas to be inspected on a regular basis, and wet areas cleaned up.
Slips / Trips	Uneven and wet ground creating potential for slips and trips causing injury	R	●	H	Waymarked pedestrian routes - traveling over level ground. Monitor surface condition throughout the day. Recommend where required that suitable footwear be worn.	
	Event equipment / cables being placed in a manner which creates a risk the potential of slip or trip	O	●	M	Equipment clearly visible / marked. Cables to kept tidy and taped / secured to floors, if required	
	Floors become wet if event is held in adverse weather conditions	P	●	L	●	All areas to be inspected on a regular basis, and wet areas cleaned up.
Pedestrians crossing circuit	Pedestrians being unaware of where and to cross over the race circuit	R	●	H	●	Crossings established at points where visibility is good. Cycle event signage to be displayed at crossing points
	Pedestrians being unaware of when to cross the race circuit	O	●	M		Marshals (with whistles) deployed to provide early warning of approaching riders, and regulate when pedestrians can use the crossing point
	Marshal is experiencing problems with controlling crossing point	P	●	L		Radio contact between, Marshal, Chief Marshal (if applicable) and Race Organiser




General Conditions	Debris to Road Surface	Loose debris should be removed from the surface, when safe and appropriate.
	Potholes / deformed carriageway	Organisers are required to report all surface defects to the owner / operator he venue in advance of the event. Defects on the day of the event are to be recorded in the dynamic risk assessment, listing all control measures implemented.
	First Aid Provision	The first aid provision must be in accordance with the British Cycling Medical Guidelines. Where required further guidance and recommendations must also be sought from the Medical service provider for adequacy of provision.
	Multiple / Alternative Course options	The course layout may offer variations, which facilitate, for example, the use of a full or shortened circuit; separated circuits; or can be operated either clockwise / anticlockwise. A summary of the course options, permitted under this specific Risk Assessment, at this particular venue, are described under 'Description of Facility'. The 'Risk Specific Conditions' will highlight any additional measures which apply to the use of the permitted alternative circuits, if necessary.



Risk Specific Conditions	<p>Circuit can be used in either a clockwise or anticlockwise direction. If the cut through is used then the circuit can only be used in a clockwise direction.</p> <p>For concurrent racing it is recommended that an agreed procedure is put in place for using the cut through, and that all events at the circuit use the same procedure to ensure consistency.</p> <p>Access Gates to circuit - whilst Racing is underway these Gates are to remain in th Open position.</p> <p>Additional marshals may be required depending on the size of event and the anticipated number of participants & spectators.</p> <p>All marshals should be equipped with radios to ensure they can communicate with the safety officer & first aider / medic.</p>
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Risk Area		Description	Controls														
Distance or Ref:	1	<p>Circuit start area</p> <p>Riders brought to the line for pre race briefing.</p> <p>Race officials and riders risk being struck by riders finishing warm up lap.</p>	<p>Marshal to be positioned at start area to ensure riders slow down when approaching the start line.</p> <p>Riders briefed on any specific hazards or issues relating their event</p>														
			<p style="text-align: center;">Level of Risk</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>High</td> <td>Medium</td> <td>Low</td> <td>Competitors</td> <td>Officials</td> <td>Public</td> </tr> <tr> <td></td> <td></td> <td style="color: green;">●</td> <td style="text-align: center;">●</td> <td style="text-align: center;">●</td> <td style="text-align: center;">●</td> </tr> </table>			High	Medium	Low	Competitors	Officials	Public			●	●	●	●
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Distance or Ref:	2	<p>Circuit cut through section</p> <p>Riders in events using the full circuit use the cut through causing collision when re-joining the circuit.</p> <p>Riders in events that have concurrent racing use the cut through to avoid groups merging on the circuit. Riders collide with others when re-joining the circuit. Riders fail to use the cut through when instructed to do so, causing collision.</p>	<p><u>Events using the full circuit</u> - Riders to be briefed to use full circuit only and not use cut through whilst racing.</p> <p>Suitable cones or barrier to placed across the cut through, away from the racing line, to prevent riders using it as a short cut.</p> <p><u>Events with concurrent racing</u> - Riders briefed that if one group is catching another, then one group will take a short lap using the cut through. Briefing also to include details of an agreed protocol of how the use of the cut through will be communicated to the riders during the event. Cut through can only be used for events that use the circuit in a clockwise direction.</p>														
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Risk Area		Description	Controls		
Distance or Ref:	3	Pedestrian access point Public using the park enter on to the circuit and collide with riders	Cycle event warning sign to be displayed next to footpath Marshal to be positioned in the area to ensure they can warn public,		
			Level of Risk		
			High	Medium	Low
Distance or Ref:	4	Pedestrian access point - approx. .22Km from Start/Finish area Public using the park entering on to the circuit and collide with riders	Cycle event warning signs to be displayed next to footpath on both sides of the circuit Marshal to be positioned in the area to ensure they can warn public.		
			Level of Risk		
			High	Medium	Low
Distance or Ref:	5	Section of circuit that is out of sight from other areas of the circuit Riders crash and are left unattended on the circuit	Marshal in Ref 4 to be able to access area		
			Level of Risk		
			High	Medium	Low
Distance or Ref:	6	End of Fence Riders lose control of bike and collide with post	Suitable padding to be securely attached to post		
			Level of Risk		
			High	Medium	Low
Distance or Ref:	7	Pedestrian access point Public using the park enter on to the circuit and collide with riders	Cycle event warning signs to be displayed next to footpath on both sides of the circuit Marshal to be positioned in the area to ensure they can warn public.		
			Level of Risk		
			High	Medium	Low

Risk Area		Description	Controls				
Distance or Ref: 8		<p>Access Gates to circuit. Emergency / general access point / pedestrian access point. Emergency vehicles / other facility users / public enter the circuit or park and collide with riders. Rider(s) collide with closed Gates / Gate posts or adjacent uprights.</p>	<p>Cycle event warning signs to be displayed at access point and next to footpath on inside of the circuit. Gates must remain open whilst racing is underway - as per 2nd image. Gate posts to be padded as shown and adjacent uprights also to be padded. Gate way to have Hazard Tape across opening to highlight to Riders access restricted. Marshal with Red Flag to be positioned at Gateway to warn other users / public and highlight hazard to Riders.</p>				
		At Risk					
		High	Medium	Low	Competitors	Officials	Public
		●			●		●
Distance or Ref: 9		<p>Pedestrian access point from facility HQ. Other facility users enter on to the circuit and collide with riders</p>	<p>Marshals in Ref 6 & 8 to warn other facility users</p>				
		Level of Risk			At Risk		
		High	Medium	Low	Competitors	Officials	Public
				●	●		●
Distance or Ref: 10		<p>Pedestrian access point Public using the park enter on to the circuit and collide with riders</p>	<p>Cycle event warning signs to be displayed next to footpath on both sides of the circuit Marshal to be positioned in the area to ensure they can warn public.</p>				
		Level of Risk			At Risk		
		High	Medium	Low	Competitors	Officials	Public
				●	●		●

Risk Area		Description	Controls				
Distance or Ref:	11	Pedestrian access point & Finish area Public using the park enter on to the circuit and collide with riders. Riders sprinting for finish crash / collide with other riders or spectators	Cycle event warning signs to be displayed next to footpath on both sides of the circuit Marshal in Ref 1 to be positioned in the area to ensure they can warn public & spectators and to ensure spectators do not encroach on to circuit.				
			Level of Risk				
			High	Medium	Low	Competitors	Officials
			●		●		●
Distance or Ref:	12	Metal gantry posts either side of the circuit at finish line Riders lose control of bike and collide with posts	Suitable padding to be securely attached to post				
			Level of Risk				
			High	Medium	Low	Competitors	Officials
			●		●		

