

Venue Name:

**Hartlepool**

Venue ID:

**NE162**



Address:

Summerhill Country Park, Summerhill Lane, Hartlepool

Postcode:

**TS25 4LL**

**Description of facility:**

A purpose built cycle facility. The full 900m circuit has numerous 'cut through' sections. The 'cut through' options can be used to create alternative / shorter circuits, as detailed in the circuit options shown in the route maps. If one of these alternative options is used for racing, the maximum rider limit must be reduced (as specified below under 'Permissible Numbers'). Additionally barriers or training cones must be used to mark the route.  
For youth events, the organiser must ensure that the selected circuit format is suitable for the age categories and numbers participating. Each circuit can only be used in the direction shown below.

**Summary**

Track Surface:	Tarmac	Café	Yes	Total Length	900m
Toilets / Showers	Toilets	Car Park Capacity	Ample	Width	6m

Individual Circuits	Direction of Use	Length	Permissible Numbers		
			National	Regional	Youth
A	Both	705m	40	40	40
B	Anti-Clockwise only	420m	30	30	30
C	Both	415m	30	30	30
D	Both	575m	35	35	35
E	Both	405m	30	30	30
F	Both	525m	35	35	35
G	Anti-Clockwise only	390m	30	30	30
H	Anti-Clockwise only	420m	30	30	30
I	Both	505m	35	35	35
J	Both	560m	35	35	35
K	Both	709m	40	40	40
L	Anti-Clockwise only	755m	40	40	40
M	Both	240 / 323	20/20	20/20	20/20

**Local A&E**

North Tees hospital.  
Hardwick Rd, Hardwick,  
Stockton-on-Tees, TS19 8PE

**Venue Owners / Operators:**

Hartlepool Borough Council, Civic Centre,  
Victoria Road Hartlepool, TS24 8AY  
01429 266522

**Emergency Vehicle Access Points:**

Grid Reference

**Main Access: NZ 48975 31686**  
**Secondary Access: NZ 48879 31679**

What 3 Words Location

**Main Access: pink.bench.camera**  
**Secondary Access: jokes.pots.brick**

**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	4
	'Cycle Event' Sign	2
	Arrows - for direction	0

	Padding	0
	Barriers	As Required
		0

**Risk Assessment:**

Are all control measures in place:

Yes / No

If No, have changes been recorded on Dynamic Risk Assessment:

Yes / No

**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:

NE162

### Initial Assessment Completed:

Date:  By:

Job Title:

### Checked:

Date:  By:

Job Title:

### Approved:

Date:  By:

Job Title:

## Revisions

Date:

By:

Outcomes









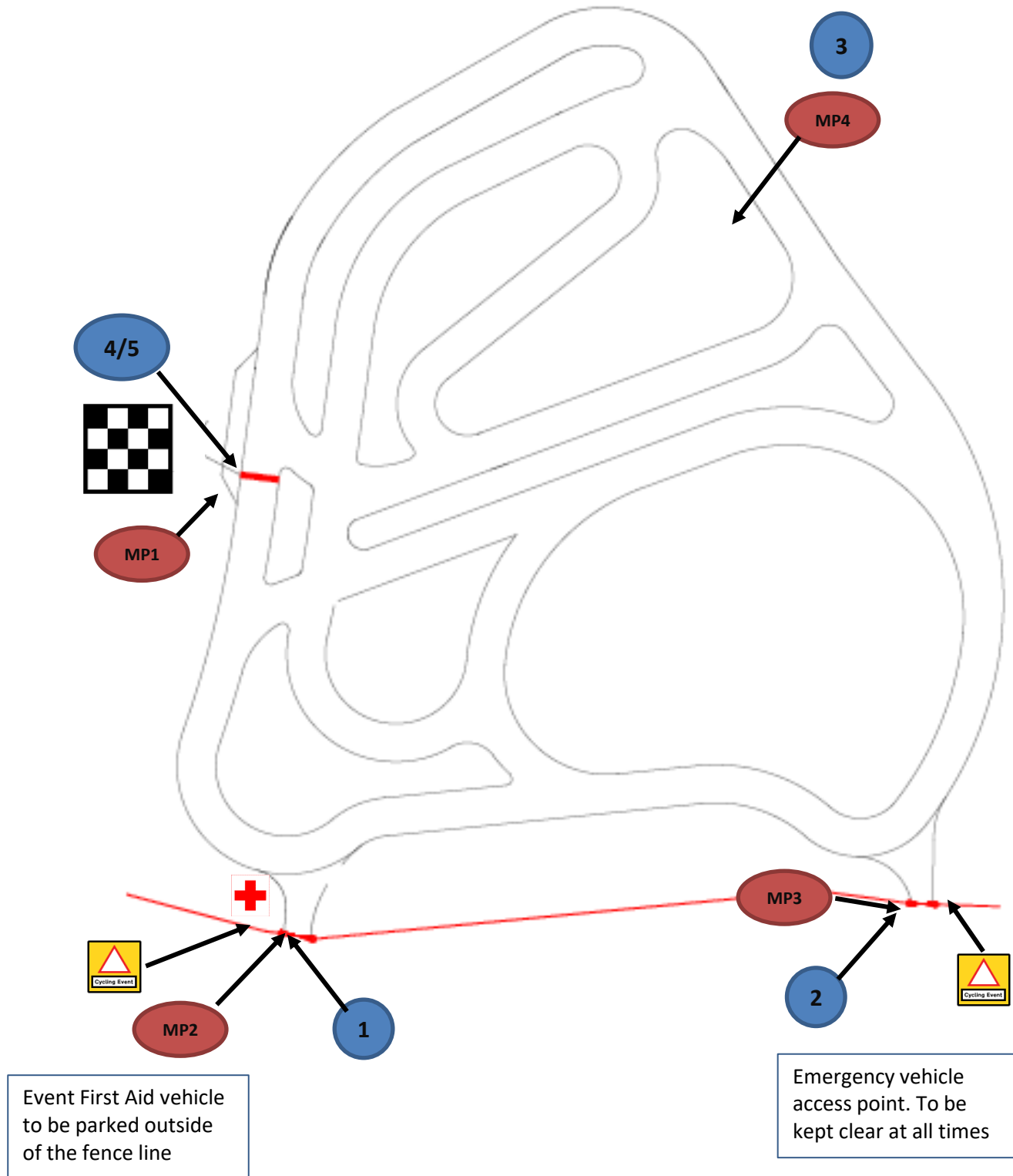

	Description of the Risk	Who is at Risk			Level of risk			Controls to reduce the Risk
		C	O	P	H	M	L	
	C = Competitor / O = Organisers or Volunteer / P = General Public							H = High / M = Medium / L = Low
Registration	Registration officials unfamiliar with 'sign on' procedure	●	●				●	Sign on officials to be briefed by organiser and provided with copy of 'sign on' quick guide
	Riders fail to sign official sign on sheets, or provide emergency contact details	●	●				●	Sign on sheets to be checked before rider numbers are handed over
	Non BC members / ineligible riders being allowed to participate in the event	●	●				●	Identify and prevent riders, who will be uninsured (by BC) being able to participate
Car Parking	Insufficient / unsuitable parking spaces available for the event	●	●	●			●	Parking provision for competitors is ample
	Participants and public walking through car park area being struck by moving vehicles	●	●	●			●	Parking is in purpose-built car park. Field size dictates that car numbers will be low.
	Congestion caused by event and non-event traffic not being provided with direction	●	●	●			●	Marshals prevent unauthorised vehicles from parking on the premises.
Hazards on the course	Failure to recognise and advise participants about the location and nature of any hazards	●				●		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	●				●		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	●				●		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	●				●		Officials able to shorten or halt the race having regard to the conditions
	Participants being inappropriately attired / equipped for prevailing weather conditions	●				●		Riders advised of consequences of extreme weather at briefing
	Road surface is being made unsafe by weather conditions	●				●		Marshal to report adverse changes to the road surface via radio

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Accidental collision of riders	Risk of accident during race, due to rider/s being unfamiliar with layout / nature of circuit	●				●		Riders allowed sufficient warm up and familiarisation
	Race has a mix of experienced participants and those that lack racing experience	●				●		All riders briefed regarding the course and format of race (including primes, handicapping, etc.)
	Injured rider not being provided with prompt medical response	●				●		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 moving vehicle or participant	●	●				●	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.	●	●				●	All personnel assisting with the event to be advised in advance of the predicted weather forecast and advised to be dressed appropriately
	Marshals not in position before event commences	●	●				●	Time schedule for event to be published and circulated in advance, including time and location of any mandatory safety briefings
First Aid Provision	Inappropriately qualified 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.
	Designated first response medic / first aid personnel fail to arrive at HQ	●	●	●		●		Accurate location of HQ and contact details of organiser is provided to Medic, in advance of event. Ensure direct contact details for medic is obtained
	Riders or event personnel require first aid treatment at HQ	●	●	●			●	Designated first aider, equipped with appropriate kit, to be at HQ before others arrive to ensure there is a first aid presence at all times (this is in addition to the race first aid cover).
Emergency services response	Emergency Access / Exit blocked or obstructed	●	●	●	●			Access / Exit points to be clearly identified and controlled to ensure these are clear at all times. Nominated person to assist Emergency services, if required
	Lack of ability within venue to coordinate response of First Aid / Emergency services	●	●	●	●			All officials to be provided with contact details of event First Aid, Race Organiser & other key officials
	Failing to obtain from, or furnish information to, relatives / friends of a casualty	●	●	●			●	Nominate suitable official to establish effective and prompt liaison with Medic / Emergency Services

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Race Equipment & Signage	Trip / fall on poorly organised equipment	•	•	•			•	Designated area, away from main access points, to be provided for organising race equipment
Access	Vehicular access to the venue is prevented	•	•	•			•	All gates closed to prevent vehicular access
	Members of the public walk into race venue unaware of the nature of the event, walk into the path of riders.	•	•	•			•	Marshals in place to monitor and control pedestrian access points to prevent pedestrian access to the site.
Unauthorised entry onto circuit by public / spectators	Potential for safety & integrity of event compromised by failing to react & control unauthorised access	•	•	•			•	Radio contact provided between, Marshal, Chief Marshal and Race Organiser
	Public / spectators being in close proximity of circuit whilst race is underway	•	•	•			•	Designated spectator area. No uncontrolled spectator access to the race circuit.
Toilet & Changing Facilities	Inadequate / unsuitable toilet / changing areas	•	•	•			•	Organiser to ensure toilet / changing facilities are suitable when booking HQ
	Unclean / poorly maintained toilet and changing areas	•	•	•			•	Organiser to report any maintenance issues to HQ owners
	Wet floors - post race, if event is held adverse conditions	•	•	•			•	Areas to be inspected on a regular basis, and wet areas cleaned up.
Slips / Trips	Uneven and wet ground creating potential for slips and trips causing injury	•	•	•			•	Waymarked pedestrian routes - 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	•	•	•			•	Equipment clearly visible / marked. Cables to kept tidy and taped / secured to floors, if required
Pedestrians crossing circuit	Pedestrians being unaware of where and to cross over the race circuit	•	•	•			•	Secured circuit with marshals positioned to monitor and control as required any unauthorised access to the circuit

General Conditions	<b>Debris to Road Surface</b>	Loose debris should be removed from the surface, when safe and appropriate,
	<b>Potholes / deformed carriageway</b>	Organisers are required to report all surface defects to the owner / operator of the 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.
	<b>First Aid Provision</b>	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.
	<b>Multiple / Alternative Course options</b>	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.
	<b>Vehicles</b>	<b>Timing Vehicle</b> - If Chip Timing is being used and a 'Timing Vehicle' is required for that purpose during the period of racing on this closed circuit, then the positioning of that vehicle MUST be located on the outside of the fence line. No timing vehicle is to be located within the perimeter fence of the circuit. <b>Medic / First Aid vehicle</b> - The medical provision vehicle is to be parked outside of the fence line of the circuit adjacent to the emergency access gates. Only on instruction of the Chief Commissaire may the vehicle enter the circuit to attend an incident. <b>Emergency vehicles</b> - If a vehicle is required to enter the closed circuit to respond to an emergency incident, then such access MUST be safely managed by the Chief Commissaire. <b>Other vehicles</b> - No other vehicles are permitted to enter or remain within the closed circuit during the period of racing
Risk Specific Conditions	1	This risk assessment follows the 'full' 900m course in a 'anti-clockwise' direction.
	2	If any of the 'cut through' sections are used to create a shorter race circuit, then any diversions must be clear, and markers used to ensure safe route passage for competing riders.
	3	The configuration of the designated circuit being used for racing should be displayed for checking by riders during 'sign on'.
	4	The event timetable must allow time, before each race, for riders to warm up and become familiar with the layout of the circuit.
	5	Public or spectators are not allowed to enter through the perimeter fencing, into the confines of the circuit, at any time
	6	All access points / gates to the circuit must be securely closed and monitored to ensure that there is no unauthorised entry whilst racing is underway.
	7	All marshals should have radio contact with each other and the event organiser or safety officer in case of any incident. Full set of flags should also be used by officials to signal to participants. Marshals should engage with any spectators around the course to ensure they do not enter on to the circuit at any time. Spectators should remain on the circuit perimeter.
	8	Suitable barriers or cones should be placed across any cut through sections not in use, to ensure riders only use the designated circuit. All barriers or cones should be placed back from the racing line.
	9	No racing to take place if parked cars are blocking either of the emergency vehicle access gates.

Venue iD		Level			Persons at risk			Management						
		H = High / M = Medium / L = Low			C = Competitor O = Official P = Public									
ID	Key	Description	H	M	L	C	O	P	Control	Marshal	CE Sign	Arrow	Padding	Barrier
1		Rider access and Event First Aid Gate:		●		●	●	●	Gate to be marshalled for the duration of the event controlling rider and helper access and egress under the direction of the commissaire team  First aid vehicle to remain outside of the gate until access permitted by the chief commissaire. Gate only opened in the case of an emergency for first aid or as controlled by race officials.	1	1			
2		Emergency vehicle Access Gate:		●		●	●	●	Marshal with radio to monitor racing and surrounding areas. Gate to be marshalled for the duration of the event. Marshal to prevent vehicles parking in front of gate. Position cycle event signage to alert facility visitors and users that events are taking place	1	1			
3		High Point of circuit with limited visibility for the commissaire team			●	●			Marshal with radio to monitor racing and surrounding areas. Ensure no public or spectator access to the circuit Marshal position to be adjusted dependant on the circuit in use at the time	1				
4		<b>Start area.</b> Riders brought to the line for pre-race briefing. Race officials and rider helpers risk being struck by riders.	●			●	●		Marshal to warn riders to slow down whilst approaching line following warm up. Commissaires to ensure that all rider helpers have left the circuit before starting race	1				
5		<b>Finish Area:</b> Riders collide / crash sprinting at finish, or collide with spectators.	●			●	●		Riders warned in briefing to apply caution during race finish. Marshal to ensure spectators do not encroach on to circuit at finish					
6		<b>All cut-through sections:</b> Riders go in wrong direction whilst racing, and take cut through, colliding with other riders when re-entering circuit.			●	●	●		Barriers to be placed across any cut through sections not in use during the event. Barriers to be positioned at least 1m back from the racing line					as required





All circuits are to be used in the direction specified on the cover page.

