



Event Safety Code

Garryowen FC In Association with Milford Hospice 70k Cycle

1. GENERAL GUIDELINES

- An Event Organiser must appoint a Safety Officer, the Event Organiser may also be the Safety Officer. The Safety Officer should be selected based on experience, competence, control, cooperation and communication.
- The Event Organiser is responsible for appointing a Safety Officer and for the implementation of this Safety Code. The Safety Officer should:
 - Be present at planning meetings;
 - Assist in the preparation of the Risk Assessment;
 - Act in an advisory capacity on safety issues;
 - Implement safety measures to reduce identified risks and be in attendance at event itself;
 - Liaise as necessary with relevant authorities.
- In applying this Safety Code Event Organisers/Safety Officers must recognise that the degree of risk involved will vary depending on factors such as the number of participants, experience of participants, nature of route, whether the event is of a competitive nature etc. For example there is a large difference between a mass-participation event of 4,000 (relatively)
- Marshals are to be made aware of their role and responsibilities as outlined in the Cycling Ireland sign-on sheet (".... function of the marshal is only to indicate direction") and any special requirements recognised in the Risk Assessment.
- A pre-event briefing, which may be verbal and/or written, must be provided to participants. The pre-event briefing should cover (as applicable)
 - The requirement for participants to abide by the rules of the road;
 - Responsibility of participants to be mindful of their own safety and the safety of others;
 - An outline of the course and any particular hazards such as junctions, descents, poor surfaces, etc.;
 - The distance, number of laps to be covered, prime locations etc.
- A Risk Assessment (see appendix 2 as an example) must be completed by the Safety Officer. The purpose of a Risk Assessment is to identify hazards and measures that reduce the risk posed by hazards to an acceptable level.

2. Traffic/Course Safety

Traffic and course hazards probably pose the greatest risks

and Event Organisers must put in place steps to minimise the risk and inconvenience to traffic which may encounter the event and also to minimise the risk posed by the course itself. Steps to be considered include:

- Local authorities to be advised, as per local authority requirements, in advance of road usage - provide route maps, dates, times, likely number of participants, number of separate events etc.;
- Garda/P.S.N.I. to be informed in line with required regulations (it is advised to notify Garda/P.S.N.I.) at least twelve weeks prior to the event;
- Lead vehicle(s) (sufficient to cover breaks that may form) with appropriate signage and lighting to warn oncoming traffic of the event, road user's should be warned where there are sizeable groups;
- Consider appointment of motorbike marshals to aid the safe passage of participants;
- The course must be reconnoitred and marshals appointed at appropriate locations;
- Only those deemed competent by the Safety Officer are to be appointed as marshals;
- Each marshal point must be contactable by mobile phone/two-way radio;
- Marshals should be equipped with a hi-vis vest, whistle and flag;
- Warning signs placed as appropriate advising the general public an event is in progress;
- Warning signs placed as appropriate advising participants of particular hazards;
- Directional arrows to be provided warning of junctions;
- Advance warning to local residents through the use of signs, local newspapers, local radio;
- Particular consideration should be given to start/finish areas;
- A Risk Assessment for the course must be completed and any additional controls identified put in place - see example attached as appendix 2;
- For off-road events particular attention should be paid to reducing the risk posed by steep drops, wooden surfaces, tree-trunks, gate-posts, roots, stumps, rocks etc.;

- The Safety Officer should review the Risk Assessment and satisfy themselves that all safety measures are in place.

3. First Aid/Medical Cover

All open events (as per Cycling Ireland's General Administrative and Technical Regulations - "A race open to holders of full licences and/or restricted licences where appropriate and/or one day licences (excluding holders of club licences) which have been approved by the Cycling Ireland") require, as a minimum, first aid personnel to be in attendance. The Safety Officer must assess the level of first aid required, steps to be considered include:

- Is an ambulance required or are trained First Aiders sufficient;
- Is it best for the ambulance/First Aiders to follow the participants or be placed at strategic locations?;
- Brief first aid personnel (a First Aider is a person over 18 years old who holds a first aid certificate) on route details, likely hazards, event duration;
- Ensure that first aid crew are easily contactable and test communications prior to the event start;
- For mass-participation events ensure that participants are issued a "helpline" number;
- Advise local hospitals of the event;
- participant numbers, nature of the event etc.;
- Ensure all marshals are aware of the first aid/emergency contact number;
- Ensure that contact numbers for local hospitals, ambulance support crews are to hand.

4. Participants and Event Personnel

- Participants must:
 - Have a bicycle that is in good working order (which complies with relevant Technical Regulations);
 - Wear a hard-shell helmet;
 - Be mindful of the need to act in a manner that takes account of their own safety and the safety of others;
 - Ensure their fitness level is appropriate given the nature of the event;
 - Ensure their nutritional requirements can be met;
 - Be conversant with and obey the rules of the road;
 - Familiarise themselves with the event route;
 - "Sign-on" for the event;
 - Be aware that marshals are not empowered to stop traffic;
 - For downhill, BMX events wear full personal protection equipment - full-face helmets are compulsory;
- Commissaires are responsible for the general sporting organisation of a race and not for safety, however a Commissaire may, if dissatisfied on any matter of safety, take action as they deem appropriate;
- Event personnel should:
 - Be of a responsible age;
 - Be appropriately briefed and clear as to their role;
 - Wear any PPE (e.g., hi-vis vest) as identified in the Risk Assessment;
 - Remain at their post until informed that they are no longer required;
 - "Sign-on" for the event.

5. Pre- Calendar Deadline

Apply to Cycling Ireland for a calendar date as per the instructions issued by Cycling Ireland.

6. Four Months Before

Go over the course and identify any changes since the completion (if any) of the previous Risk Assessment and complete a preliminary Risk Assessment;
Identify and book race headquarters (ideally with changing and shower facilities), for off-road events confirm with landowner; Book first aid cover;
Notify (and provide required information to) relevant local authorities and Garda/P.S.N.I.;
Book other equipment as required - photo-finish, PA system, finish podium, barriers, race radios, catering, media coverage, signage, lead vehicles, neutral support, cars;

7. Preceding Week and On the Day

Finalise the Risk Assessment;
Check that there have been no late hazards - road-works, sweep any identified loose debris if practicable, etc.; Have directional signs to the race HQ in place;
Ensure that warning signs are in place;
Cash float for sign-on desk, pins, stationery (sign-on sheets etc.); Place route markers on route;
Display route details, information on particular hazards; Brief all personnel and participants;
Submit results to Cycling Ireland; Pay expenses to Commissaires etc.;
Note details of any incidents (time, place, contact details for those involved, nature of incident and any injuries suffered) and advise Cycling Ireland of details;
Clean the start/finish areas, race route and race HQ; Check all participants for valid licences.

8. Aftermath

Send letters of thanks as appropriate to local authorities, Garda, sponsors, first aiders etc.; Note any improvements for future events;
Remove any signs, barriers etc. erected for the event.