



CYCLING IRELAND

Event Safety Code

Cycling Ireland is  
committed to  
safeguarding the  
well being of its  
members.

# 1. Safety Code and General Guidelines

## SAFETY CODE

- Cycling Ireland require that all events run under its regulations take place in an environment that is safe for participants, event personnel and general public. It is recognised that owing to the nature of events run under its regulations (e.g., road races, downhill races, non-competitive events etc.) it is extremely difficult to eliminate all risks. Safety is the responsibility of event organisers, event personnel and participants and everyone has a role to play in ensuring we adequately manage risks that cannot be eliminated.
- This Safety Code applies to events run under the auspices of a Cycling Ireland affiliated club, Commission, Provincial Executive or Sub-committee.

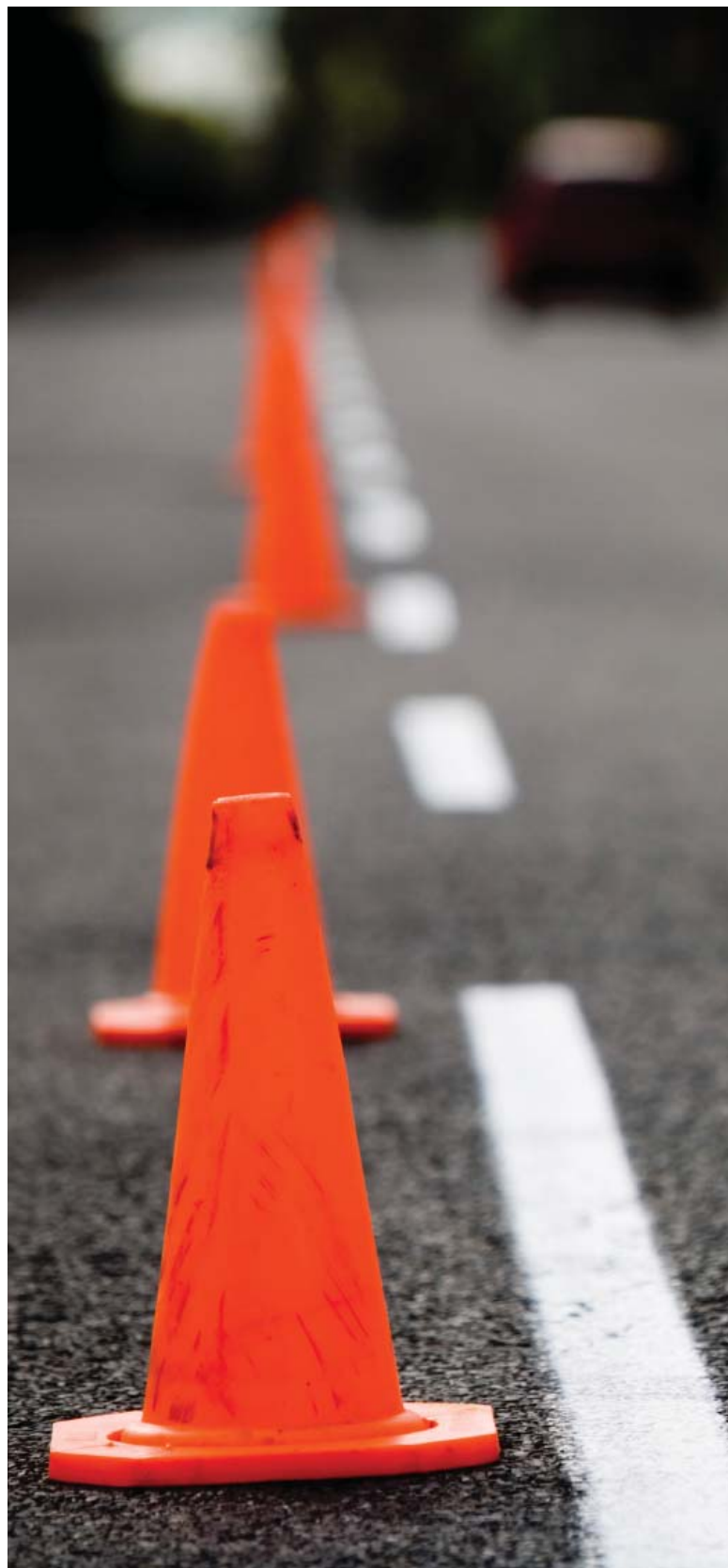
## GENERAL GUIDELINES

- 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) inexperienced cyclists and a club race of 30 experienced cyclists.
- 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.

# Appendix 1

## Timetable for Event Organisers

### Pre- Calendar Deadline

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

### 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;

### 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.

### 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.





## Appendix 2

### EVENT DETAILS

Name of Event:
Event Organiser and Contact Details:
Event Safety and Contact Details:
Event Date(s):
Type of Event (road race, leisure spin, downhill, etc.)

### RISK ASSESSMENT

Risk/Hazard	Suggested measures to mitigate risk	Mitigating actions taken
<b>TRAFFIC SAFETY CODE</b>		
Not a lawful event - relevant authorities (Garda, P.S.N.I., local authorities, landowners) not notified	<ul style="list-style-type: none"> <li>Notify local authorities Garda, P.S.N.I., landowners as appropriate</li> </ul>	
Conflict with other events in locality	<ul style="list-style-type: none"> <li>Enquire with local authorities</li> <li>Arrange for additional cover as required through towns, junctions etc.</li> </ul>	
Residents unaware of event	<ul style="list-style-type: none"> <li>Provide advance warning of event</li> </ul>	
Unexpected hazards (e.g. roadworks, adverse weather conditions etc.)	<ul style="list-style-type: none"> <li>Arrange for roadworks to be rectified, alternative route</li> <li>Pre-race inspectors and sweep hazardous loose debris</li> <li>Additional marshals</li> </ul>	
No route Risk Assessment performed	<ul style="list-style-type: none"> <li>Perform route Risk Assessment - see appendix 3 as an example and appendix 4 as template</li> </ul>	
Unexpected late hazards (e.g. roadworks etc.)	<ul style="list-style-type: none"> <li>Conduct route inspection as close as practical to event start and sweep hazardous loose debris</li> <li>Deploy additional marshals</li> <li>Carry out deviation</li> </ul>	
General public unaware of event	<ul style="list-style-type: none"> <li>Lead car(s) with flashing lights</li> <li>Motorbike marshals</li> <li>Signage</li> <li>Marshals in place wearing vis vests</li> </ul>	

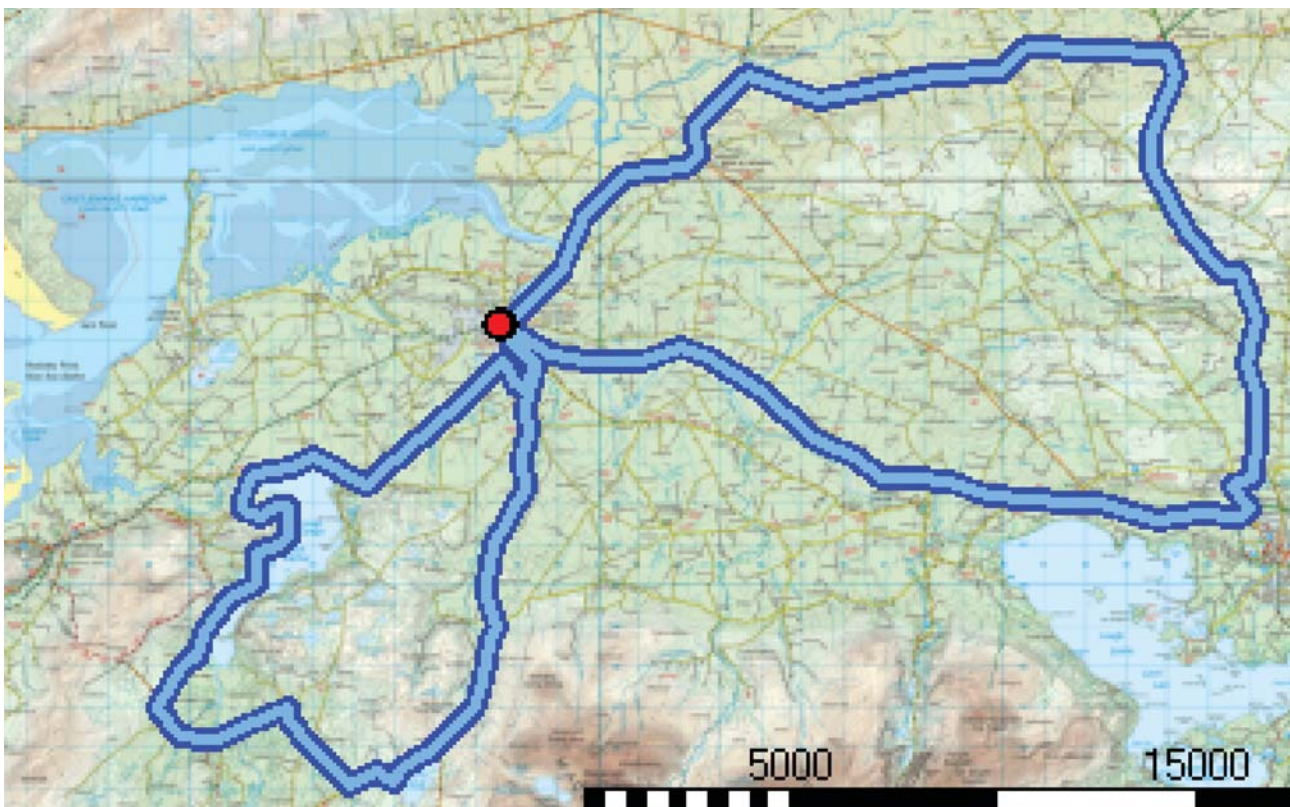
Start/finish area	<ul style="list-style-type: none"> <li>• Clearly defined start/finish areas</li> <li>• Safe location for start/finish areas (on a straight section of road, good surface etc.)</li> <li>• Adequate stewarding</li> <li>• Parking restrictions</li> <li>• Barriers as required</li> <li>• Presentation podium placed so as not to present a traffic hazard</li> </ul>	
Off-road hazards	<ul style="list-style-type: none"> <li>• Use of netting, fluorescent paint (biodegradable), straw bales</li> <li>• Marshals</li> </ul>	
<b>FIRST AID/MEDICAL COVER</b>		
Inadequate first aid/medical cover	<ul style="list-style-type: none"> <li>• Appoint competent, and sufficient for size of event, first aid/medical personnel as required</li> <li>• Advise local hospitals of event</li> <li>• Ensure relevant contact numbers are to hand</li> </ul>	
Inability to communicate	<ul style="list-style-type: none"> <li>• Ensure all key marshals, Safety Officer and First Aid are contactable by radio and/or cell phone (see appendix 6)</li> </ul>	
<b>PARTICIPANTS</b>		
Participants not following route	<ul style="list-style-type: none"> <li>• Route map available</li> <li>• Directional arrows</li> <li>• General awareness of route</li> <li>• Provide a contact number in the event that participants are in difficulty</li> </ul>	
Dehydration/exhaustion	<ul style="list-style-type: none"> <li>• Provide refreshment points</li> <li>• Provide a contact number in the event that participants are in difficulty</li> </ul>	
Injuries resulting from crashes	<ul style="list-style-type: none"> <li>• Hazards reduced through route risk assessment</li> <li>• Compulsory wearing of helmets</li> <li>• Deployment of first aid/medical support</li> </ul>	
Mechanical breakdowns	<ul style="list-style-type: none"> <li>• Provide mechanical support</li> <li>• Provide a contact number in the event that participants are in difficulty</li> </ul>	
Participants not insured	<ul style="list-style-type: none"> <li>• Event to be sanctioned by Cycling Ireland and therefore fall under Cycling Ireland's insurance scheme</li> <li>• All participants to 'sign-on'</li> </ul>	



OTHER HAZARDS		
Scalding from hot water	<ul style="list-style-type: none"> <li>Hot water to be kept in a segregated area, canteen personnel to exercise caution</li> </ul>	
Slips, trips and falls	<ul style="list-style-type: none"> <li>All areas to be kept free of clutter</li> <li>Adequate number of refuse bins</li> </ul>	
Use of generator - manual handling, fire, noise	<ul style="list-style-type: none"> <li>Competent, trained personnel only to operate generator</li> <li>Barrier around generator</li> <li>Generator inspected periodically</li> <li>Caution exercised when filling with fuel - gloves worn, in well-ventilated area</li> <li>Fire-fighting instructions provided along with fire-fighting material</li> <li>Noise kept to a minimum</li> </ul>	
Overcrowding	<ul style="list-style-type: none"> <li>Ensure there are adequate number of marshals</li> </ul>	

## Appendix 3

### Example of Route Assessment



## STAGE 1: MILLTOWN AND GLENCAR

Start Killorglin at 3:30pm, 2nd April 2010							Estimated time of arrival at:		
							32.5KPH 20MPH	39KPH 24 MPH	45KPH 28 MPH
KM	MILES	LOCATION	RISK	INSTRUCTION	STEPS TO REDUCE RISK	RACEPLAN	15:30	15:30	15:30
0.0	0.0	The Square, Killorglin	L	Race start			15:30	15:30	15:30
0.3	0.2	Roundabout	M	3rd exit dir. Killarney	Moto Marshal		15:30	15:30	15:30
0.3	0.2	Roundabout	M	3rd exit dir. Killarney	Moto Marshal		15:30	15:30	15:30
0.3	0.2	Roundabout	M	3rd exit dir. Killarney	Moto Marshal		15:30	15:30	15:30
0.8	0.5	60km sign	L	End of control zone. Race Start	Chief Commissaire/Timekeeper		15:31	15:31	15:31
5.2	3.2	Blind junction LHS	H	Straight ahead	Moto Marshals		15:39	15:38	15:36
12.0	7.4	Beaufort Bridge	M	Straight ahead	Moto Marshals		15:52	15:48	15:45
12.2	7.5	Lahard X LHS	L	Straight ahead	Moto Marshals		15:52	15:48	15:46
12.7	7.8	Blind junction LHS	M	Straight ahead	Moto Marshals		15:53	15:49	15:46
16.4	10.1	Golden Nugget	L	Straight ahead	Moto Marshals		16:00	15:55	15:51
17.9	11.0	Golf Club Entrances LHS + RHS	L		Moto Marshals		16:03	15:57	15:53
19.8	12.2	Roundabout	M	1st exit dir. Tralee	Static Marshals/ Moto Marshals/Gardaí	Garda Arrows Straight ahead	16:06	16:00	15:56
20.5	12.6	Roundabout	M	1st exit dir. Tralee	Static Marshals/Moto Marshals/Gardai	Garda Arrows Left	16:07	16:01	15:57
21.3	13.1	100km sign	L	Straight ahead			16:09	16:02	15:58
26.0	16.0	Lawlors X	L	Straight ahead	Moto Marshals		16:18	16:10	16:04
28.9	17.8	Start of KOH Opposite the garage at bottom of hill	L	Straight ahead		Start of KOH Sign Opposite the garage at bottom of hill	16:23	16:14	16:08
30.4	18.7	KOH primeline	L	Straight ahead	KOH Judge	KOH sign	16:26	16:16	16:10
33.6	20.7	50km sign Farrenfore	L	Straight ahead			16:32	16:21	16:14
34.1	21.0	Center Farrenfore	M	Turn left onto R561	4 x Static Marshals, Moto Marshals, Garda	Garda Arrows Left	16:33	16:22	16:15
35.4	21.8	Level Crossing	L	Straight ahead			16:35	16:24	16:16
37.1	22.8	Traffic Island	M	Straight ahead	2 x Static Marshals with flags and whistles	Caution signs			
37.5	23.1	Firies Village Caution Sharp Left	H	Turn left	Static Marshals at junction from Church, 1 from the houses across from pub and 1 at bridge, Moto Marshals	Arrows Left Caution signs	16:39	16:27	16:19
38.2	23.5	HolyCross	L	Keep left	Moto Marshals to cover junction on bend				
45.3	27.9	Junction	M	Keep right	Moto Marshals to cover junction on bend				
48.1	29.6	Brackhill X	L	Straight ahead	Moto Marshals	Arrows straight ahead	16:53	16:39	16:29
48.1	29.6	Milltown Centre	M	Turn left and then turn right	Static Marshals: 1@ Killarney side of junction, 1@ Killorglin side of junction	Garda/Arrows right/ Caution signs	16:58	16:44	16:33
48.3	29.7	Milltown Bridge Start of KOH	L	Straight ahead		Start of KOH Sign On the bridge	16:59	16:44	16:33
48.8	30.0	100km sign KOH Prime Line Cat 4	L	Straight ahead	KOH Judge		17:00	16:45	16:34
52.2	32.1	Kennedys X	L	Straight ahead	Moto Marshals	KOH Sign	17:06	16:50	16:38
53.1	32.7	Junction LHS	L		Moto Marshals		17:08	16:51	16:40
53.6	33.0	Bansha X junction LHS	L	Straight ahead	Moto Marshals		17:09	16:52	16:40
54.0	33.2	60km sign	L	Straight ahead			17:09	16:53	16:41
55.1	33.9	Roundabout: Caution Traffic Island Centre of road	M	3rd exit dir. Killorglin	1 x Static Marshals @traffic Island, Gardaí @ roundabout	Garda (if available) Arrows Right! Caution signs starting before Chubs Corner	17:11	16:54	16:42
55.3	34.0	Bianconi X	M	Turn Right	Gardaí and 2 x Static Marshals	Garda Arrows Right	17:12	16:55	16:42
55.4	34.1	Church Corner/Market Street junction	M		1 Static Marshal at Church corner and 1 at Market Street junction	Garda			
55.7	34.3	Roundabout	M	1st exit dir Cahersiveen	Gardaí and 2 x marshals	Garda Arrows Straight ahead	17:12	16:55	16:43
56.7	34.9	100km sign	L				17:14	16:57	16:44
64.0	39.4	Red Fox Bar	L	Straight ahead	Moto marshals	Arrows Left from the pub to the junction	17:28	17:08	16:54
64.2	39.5	Quaybawn X, Caution: very sharp turn	M	Turn left Very acute turn	2 x Static Marshals/Moto Marshals	Arrows Left Caution Signs	17:28	17:08	16:54
64.4	39.6	Caution Sharp right + sharp Left	M	Old level crossing	Moto Marshals	! Caution signs	17:28	17:09	16:54

							Estimated time of arrival at:		
							32.5KPH 20MPH	39KPH 24 MPH	45KPH 28 MPH
KM	MILES	LOCATION	RISK	INSTRUCTION	STEPS TO REDUCE RISK	RACEPLAN	15:30	15:30	15:30
64.8	39.9	Bowlers X	H	Turn Right	2 x Static Marshals/ Moto Marshals hold all traffic here until the race passes through	Arrows Right	17:29	17:09	16:55
72.3	44.5	Start of KOH	L			Start of KOH Sign	17:43	17:21	17:05
73.6	45.3	KOH Prime line Cat 3 Peach coloured bungalow RHS	L		KOH Judge	KOH Sign	17:45	17:23	17:07
75.1	46.2	Caution Sharp right + sharp Left over narrow bridge	H	Caution	1 x Static Marshal with flag and whistle	! Caution signs	17:48	17:25	17:09
76.7	47.2	Blackstones Bridge	M		2 x Static Marshals		17:51	17:28	17:11
		Holding place Blackstones Bridge	M		2 Moto Marshals to move well ahead of the race on the climb to the KOH. And move to the far side of Blackstones Bridge. Hold all cars here until the race has passed through				
75.1	46.2	Junction on bend Caution lots of fast but narrow bends for 0.5 miles	H	Keep right	Lots of arrows	Arrows Right ! Caution signs	17:48	17:25	17:09
79.5	48.9	The Rowan Tree Bar X Traffic Holding	M	Straight ahead	Note to Moto Marshals: all traffic is to be held at a wide point on the road until the main bunch passes		17:56	17:32	17:14
80.9	49.8	T - Junction	L	Turn left	2 x Static Marshals/ Moto Marshals	Arrows Left	17:59	17:34	17:16
82.4	50.7	Holding place Road widens near the lake	M		Note to Moto Marshals: all traffic is to be held at a wide point on the road until the main bunch passes		18:02	17:36	17:18
84.2	51.8	Holding place Old Quarry	M		Note to Moto Marshals: all traffic is to be held at a wide point on the road until the main bunch passes		18:05	17:39	17:21
85.6	52.7	Holding Place Space at the road side RHS	M		Note to Moto Marshals: all traffic is to be held at a wide point on the road until the main bunch passes		18:08	17:41	17:22
90.4	55.6	Humpback bridge	H	Straight ahead	2 x Static Marshals	! Caution signs	18:16	17:49	17:29
93.1	57.3	Owenagarry X	L	Straight ahead	Moto Marshals		18:21	17:53	17:32
93.9	57.8	Gormons X	L	Straight ahead	Moto Marshals		18:23	17:54	17:33
94.7	58.3	T junction to Annadale Road	L	Turn left	2 x Static Marshals	Arrows Left	18:24	17:55	17:34
0.0	59.0	Bianconi X	M	Turn left	Gardaí and 2 x Static Marshals	Garda Arrows Left	18:27	17:57	17:36
96.2	59.2	Finish The Square Killorglin	L				18:27	17:58	17:36



# Appendix 5 Event Safety Checklist

EVENT: _____		DATE: _____	
Total Distance: _____ KM	LAPS OF: _____	_____ KM	_____ KM
EVENT OFFICIALS			
Race Director			
Safety Officer			
Chief Marshal			
Commissaire 1			
Commissaire 2			
Commissaire 3			
EMERGENCY SERVICES			
Ambulance			
First Aid			
General			
Doctor 1 On Call			
Doctor 2 On Call			
Hospital 1 On Call			
Hospital 2 On Call			
Fire Brigade (RTA)			
Local Garda/P.S.N.I.			
OTHER MEASURES			
Circuit Traffic & Traffic Management			
Stop/go system if required			
Lead cars - signs on car, lights on etc			
Course inspected			
Course markings - directional and warnings			
Start/Finish - barriers, crowd control etc			
Gardai/P.S.N.I. in Attendance			
Marshals (static and mobile) - hi-vis vests flags and whistles			
Race communication - radios in place and tested, mobile numbers			
Briefings given to participants and officials			
Riders support - neutral service, broom wagon			









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