| No. | Hazard Description | Event organisers | Riders & Teams | Others | Security Vehicle Driver | Scouts | Bands | Activity organisers | Probability | Impact | Ranking | Mitigation / Response |
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| 1 | General Duty of Crudwell 24 Hour Bike Ride Organisers, the Participants and Others. | X | X | X | | | | | L | H | 6 | • All participants sign a Rider Registration Form stating that they are aware of the risks connected with the event and in the event of an occurrence have no claim against the 24 Hour Bike Ride organisers. |
| 2 | Children - general duty | X | X | X | | | | | M | H | 6 | • Continue assessments from previous years.<br>• Full notification of requirements for children regarding age, riding on a public highway, riding at night are included within the participants Instructions and Rules issued by the Event administration and enforced by Event organisers<br>• together with the Saturday morning briefing to the team captains. |
| 3 | Children - cycling on the Public Highway | X | X | X | | | | | M | H | 6 | • see comments above Item 2 |
| 4 | Children - cycling on the Public Highway at night. | X | X | X | | | | | M | H | 6 | • see comments above Item 2 |
| 5 | Participants - Code of conduct, clothing, helmet etc. | X | X | X | | | | | M | H | 6 | • Is the responsibility of the cyclist or Guardian of the cyclist taking part in the Event and enforced by the Event organisers.<br>• Marshals are required to report any cyclists not operating to the cycle ride rules to the control caravan for action using their provided radios. |
| 6 | Participants - cycling at night. | X | X | X | | | | | M | H | 6 | • see comments above 2 and 5 |
| 7 | Participants – wearing of earphones/plugs whilst cycling | X | X | X | | | | | M | H | 6 | • The wearing of earphones / earplugs, which limit the rider's awareness of hazards, is not permitted whilst cycling as detailed in the Event Rules and enforced by the Event organisers. |
| 8 | Overall control of the Event. | X | X | X | | | | | M | H | 6 | • Control Caravan. The Event is controlled from the caravan, positioned at the car park at the Village Hall, by a team working in shifts when the bike ride is held over a 24 hour period.<br>• The caravan is linked to all marshals by 2-way radios.<br>• A security vehicle patrols the course approximately every 45 minutes or more often if required.<br>• The security vehicle is connected to the caravan by 2-way radio. The 2-way radios are sound checked every half hour. |

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| 9 | Control on the circuit at night- Marshal points | X | X | X | | | | | M | H | 6 | • During the hours of darkness the Marshal points are lit by electric task lighting powered from local residents properties, generators or batteries (that are set back off the road) to assist the riders.<br>• The Marshals' duties include notifying the Control Caravan of any problems on the Circuit. At night this can include riders without lights, sometimes the result of flat batteries. Warning riders of the occasional vehicle moving against the flow of the riders, help and advice when taking the corners at night. Helping any rider who has a problem, puncture for instance and making sure the riders follow the circuit.<br>• Also communicate with car drivers who have seen the signs and wonder what is happening, if they stop and ask. |
| 10 | General public driving their vehicles on the circuit at night | X | X | X | | | | | M | H | 6 | • If a driver stops to ask a Marshal what is happening it gives the Marshal the opportunity to explain about the Event.<br>• If the driver does not stop the Marshall notifies the Control Caravan of the car on the circuit and this information is passed to all the marshals who can then warn the riders of the situation. |
| 11 | Control on the circuit at night - security vehicle | | | | X | | | | L | M | 2 | • In conjunction with the Control Caravan and the marshals the Security vehicle is used to maintain the lighting and 2-way radios during the event.<br>• It will also assist riders who have problems with their bikes, e.g. punctures and check out riders who have no lights.<br>• By circuiting frequently it helps maintain the circuit and communication with the marshals. |
| 12 | Control on the circuit at night -lights | X | X | X | | | | | M | M | 4 | • there is a rota of three people on duty at the start /finish area logging in and out the cyclists on to the circuit, for the 24 hours.<br>• At night this team also checks that the cyclist has lights otherwise the rider cannot enter the circuit.<br>• marshals are also instructed to report any rider not adhering to the rules to the Control caravan using their provided radios. |
| 13 | Control on the circuit - identification | X | X | X | | | | | L | M | 2 | • All riders when riding their circuit must wear a reflective high viz. vest which has on the back the number given to their team. This helps with the recognition of a particular rider.<br>• Each rider also wears a wristband which has a particular number printed on it specific to that rider linking back to their registration details in the case of an emergency. |
| 14 | General public driving their vehicles on the circuit during the event (24 hours). | X | X | X | | | | | M | M | 2 | • All residents who live on the circuit receive a written notification of when the event is taking place.<br>• There is considerable cyclist focused signage on the circuit which indicates to the public that the Event is taking place.<br>• Where a driver stops to ask for information, the Marshall may talk to the driver and explain what is going on.<br>• If a driver blatantly ignores all the signs the Marshall notifies the Control Caravan to issue a warning to the other marshals about this vehicle.<br>• At the Team Captains briefing on the Saturday morning, the possibility of other vehicles being on the road is discussed, with safety being paramount and correct road usage requested. |

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| 15 | Parking - access and egress from designated parking area. | X | X | X | | | | | L | M | 2 | • Entrance and exit signage to be prominently displayed at the event itself.<br>• The parking site is adjacent to the event and does not inhibit the running of the event as the flow of cyclists is in a different direction.<br>• predominantly once cars are parked they remain unused until the conclusion of the event due to the Le-Mans approach.<br>• Use of additional marshals is considered at peak times.<br>• An additional Marshall may be positioned at the Village Hall marshalling point for the first hour of the Event to help deal with the initial flow of participants and traffic. |
| 16 | Access and egress to and from Playing Field | X | X | X | | | | | L | M | 2 | • Safe access and egress to the Playing Field to be at designated times.<br>• Designated routes will be controlled by the organisation staff with the help of additional marshalling if required.<br>• Particular care to be taken if children are within the vicinity of the entrance routes<br>• Segregated or protected routes to be erected with correct signage and regular monitoring as to adequacy. |
| 17 | Participants, Public - delivery and removal of materials/goods from playing field. | X | X | X | | | | | M | M | 4 | • see comments Item 17 |
| 18 | First aid for all members of the public attending the Event including the Organising teams. | X | | | | | | | L | M | 2 | • Qualified medical staff and ambulance are on site for the full 24 hours. They are positioned at the start/finish in sight of the Control caravan to ensure immediate response if an incident is notified by radio from the course. |
| 19 | Temporary equipment, plant and office accommodation used by the organising staff at the start area. | X | | X | | | | | L | M | 2 | • Members of the public to be separated from the designated area by barriers as required. |
| 20 | Breakdown of participants bicycles, out on the course, during the Event . | X | | | | | | | L | L | 1 | • A security car will circuit the course at regular intervals to assist riders who need to return to the starting area as a result of mechanical problems, punctures etc.<br>• The car is connected to the Control Caravan by 2-way radio. |
| 21 | Use of Village Hall for administration purposes for the duration of the Event. Fire plan etc. | X | | | | | | | M | M | 4 | • Induct the Event staff in the Health and Safety procedures in the Village Hall |
| 22 | Public - Control of public on the adjoining roads | X | | X | | | | | M | M | 4 | • Attention to be paid, particularly at peak times.<br>• Liaison with the public who are not taking part in the Event is part of the Organisers, marshals responsibilities. |
| 23 | Public - Control of the behaviour of participants and friends during the night. | X | X | X | | | | | M | L | 2 | • In the Captain and Rider Instructions, the Event rules set out the policy for behaviour of the participants and others for the duration of the Bike Ride.<br>• Regular monitoring during the event will be required. |
| 24 | Organisers, Participants, Others - Accident, dangerous occurrence | X | X | X | | | | | M | M | 4 | • An " Emergency Procedures " plan has been issued to all Organisers, Marshals and Team Captains.<br>• A separate 'Emergency Procedures ' will be issued to all Team Captains for the riders. |

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| 25 | Scouts food tent or use of village hall for catering | | | | | X | | | M | M | **4** | • The scouts should produce a risk analysis, particularly if they are deep frying.<br>• Maintain hall in clean condition, particularly floor if wet weather and risk of slips |
| 26 | Music - local bands | X | | | | | X | | L | L | **1** | • Risk assessments to be prepared by the bands/in conjunction with the Organisers to cover the major hazards e.g. electrical power, weather protection.<br>• Further duty implied to the Organisers may result depending on the age of the band members. |
| 27 | Children's activities, during the course of the Bike Ride, organised on the Playing Field. | | | | | | | X | L | L | **1** | • Risk assessments to be prepared by the Activity organisers of the activity concerned. Such activities are not the responsibility of the organisers. |
| 28 | Horses, close proximity of stables and the exercising of horses on the roads used by the 24 hour bike ride. Also the use of transport to move horses during the 24 hours period. | X | | | | | | | L | M | **2** | • Notification by the committee to each stable of the duration and impact of the Bike Ride.<br>• Further clarification to be given to the Team Captains at the briefing on the morning of the Bike Ride. |
| 29 | Roads | X | | | | | | | M | M | **4** | • The roads are local country back roads which are maintained by the relevant Highways Authority.<br>• Each year the Bike Ride committee notify the Highways Authority of the dates that the Bike Ride will take place, asking them to clean and repair the roads.<br>• The Bike Ride committee cannot instruct the Highways Authority to carry out more repair works than the H.A. are willing to sanction.<br>• Participating riders must accept the condition of the roads as they find them. |
| 30 | Dehydration of riders, when riding in hot weather. | X | | | | | | | L | L | **1** | • Bottled water will be available at various Marshal locations on the circuit. |
| 31 | Grass verges - on various sections of the circuit the grass verges are in a bad state. If a cyclist is required to pull off the road to allow a car / lorry to pass, this manoeuvre must be carried out with great care. | X | | | | | | | L | M | **2** | • Wiltshire and Gloucestershire Councils have been informed of the situation with a request to repair the worst sections. Hopefully the Councils will support the event and repair the roads to a suitable condition.<br>• The Bike Ride course committee inspect the road the evening before and the morning of the event and will make every effort to inform cyclists of any potential dangerous sections of the road way at the morning briefing to team captains. |
| 32 | How do the general public know that they are entering the Bike Ride route. | X | | | | | | | M | M | **4** | • Signs are erected on the verges prior to the connection with the circuit to warn drivers that they are entering the 24 Hour Bike Ride circuit<br>• The Village hall where the event is based is well lit during the night time hours.<br>• At each junction where this takes place there is a Marshal Point to offer information and guidance should the drivers request it.<br>• At night each Marshal Point on road junctions is lit up providing the driver further evidence that an event is taking place. |

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| 33 | How do the riders follow the circuit. | X | | M | H | 6 | • Throughout the seven mile circuit there are numerous signs giving the riders information as to where they are and also how far they have cycled<br>• Cyclist directional signs, Mile markers and Information signs all give the riders reassurance.<br>• Also with a minimum of eight marshal points on the route situated where there is a change in direction the riders have the opportunity to ask for advice or help as required. |
| 35 | Bad weather | X | | L | M | 2 | • In the event of bad weather the Control Caravan takes advice from the Marshal Points as to the situation on the circuit<br>• and if necessary closes the event if the situation is considered by the course committee too dangerous to safely conduct the event.<br>• The decision is issued via the Marshals to the cyclists still on the circuit and by the PA system to the Organisers, Team Captains, riders and general public at the Village Hall.<br>• The Security Car makes a tour of the circuit to check for any cyclists in difficulties. |
| 36 | As previously experienced, other events may be organised in the vicinity that may cause additional implications to the safe running of the event | X | X | H | H | 6 | • Early notification to residents/businesses along the course will specifically request information related to events and activities that could potentially impact the safety of the event.<br>• The organising committee will undertake a detailed review of each event that has been notified and develop a suitable risk assessment to aid decisions and associated mitigating actions. |