



Risk Assessment

Issue Assessed: COVID-19 RA

Course: All

Date of Assessment/Review: 02 June 2020

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Issue Description:

UK government advice has set out 5 Alert levels in response to COVID-19; it has also allowed Scotland and Wales to move at a different speed. This Risk Assessment looks at how to operate within England under the current alert levels, and where Scotland and Wales legislation allows (n.b. care is taken to separate guidance and legislation) this can then follow the UK guidance following the Alert Level Scales.

COVID Alert Levels:

Level 5 – No CTT sanctioned events can take place

Level 4 – Preparation for CTT sanctioned events; using this RA to prepare.

Level 3 & 2 – It is within these levels that the scope of this RA is centred.

Level 1 – Social distancing is no longer required; any legislation would need to be reviewed and only some elements of this RA be implemented.

History:

COVID-19 is a new and emerging biological threat; the science is constantly evolving and as such so does the guidance. It is essential that one point of truth be centred around, as while having a wide range of information is useful for personal knowledge, for setting strategy and moving forward, it is essential to use the same sources that the national strategy is based around to enable the sport to be agile and compliant with the strategy, yet not paralysed.

Key Identified Risks

Risk No.	Summary of Location/Rol e/Area	Identified Significant Risk/Hazards	Level of Risk Low/Med/ High	Measures to reduce Risk (if applicable)	New Level of Risk Low/Med/ High
1	Tier 1 members of public - those with a PHE/NHS letter suggesting that they currently shield.	High Risk individual who could come into contact with COVID-19 virus in sufficient quantities to be of a serious risk of the virus to themselves.	High	All documentation and risk assessments should state that none of these people should be involved in the on the day running of an event or participate as a competitor. They can obviously complete the paperwork on the run up and send out correspondence from home.	Low
2	Those of a current age banding that government advice suggests should limit social contact/shield/practice social distancing with extreme care	Age can be a factor in the risk to health from COVID-19 to the individual, however the guidance also makes reference to the disparity of health conditions by using age ranges solely.	High	CTT strongly suggests that those over current government age guidelines do not participate or volunteer for any CTT events. However, an absolute ban should not be considered for specific age bands as they can be in hugely different states of health and as and when the government's position on age moves and shifts, then CTT should harmonise with it. There are a number of mitigation methods detailed below that provide a significant protection that if a relevant person is no longer shielding/practising social distancing, with extreme care they could be a part of a CTT event. Where roles are allocated, the roles with the least likelihood of any social distancing concerns (e.g. solo marshal, or finish circuit TK in a 12 hour) should be preferred. Those in risk age groups should not be involved in the management of the HQ or in applying the social distancing discipline to others.	. Low risk if all aspects are strictly controlled to minimise risk.

3	Signs	Contamination risk due to handling of signs.	Medium	When collecting the sign(s) for subsequent erection it is suggested that that nitrile gloves* are used. The same individual who erects a particular sign should take down the same sign. After use, all signs should be washed by that same individual using hot soapy water.	Low
4	Marshal Duties	The risk of coming into close contact with other individuals who may have COVID-19 and infect them. The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.	Medium	Marshals are outside; this reduces the risk substantially. Where more than one marshal is at a junction, they are easily able to maintain government social distancing guidelines. Marshals should not be briefed at or visit the HQ; they should be briefed before the day via phone, video or documentation; and should bring own Hi-Viz or one dropped off in advance by organiser (washed and cleaned before and after). Consideration be given to provision of hand sanitiser as running water is unlikely to be available should hand washing be required. Marshals should phone organiser when leaving home to confirm their attendance and again to confirm when in position. Organiser should contact marshals when event complete or alternatively marshal should phone organiser when marshal intends to leave their station.	Low
5	Pusher Off Official at start (to check competitor has correct start number and rear light switched on and working) “Catcher” (hill climbs)	The risk of coming into close contact with other individuals who may have COVID-19 and infect them. The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.	Medium Medium Medium	This is not essential and under Level 3 or 2 on the Covid Alert scale should not be included. On level 1 the pusher can be re-introduced, but it may be good practice to provide a box of nitrile gloves*, but again this is not essential, as under level 1 social distancing is no longer required. Official should place themselves in excess of the distance currently advised by government guidance. For hill climbs, there should not be a ‘catcher’ for competitors as they finish the event.	Risk eliminated Low Risk eliminated
6	Start Area	The risk of coming into close contact with other individuals who may have COVID-19 and infect them. The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.	Medium	Organiser to assess space based on current social distancing guidance, ensure the space given is from rear of bike to front of next bike and mark. In pre-race information riders told not to arrive earlier than the amount of spaces available (e.g. 3 minutes before if only 3 spaces available).	Low

7(a)	2up + TTTs + tandems	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	High	<p>Whilst social distancing guidance is in effect this risk cannot be mitigated. As such 2-up time trials, team time trials and tandems cannot take place until social distancing is relaxed or government guidance can feasibly allow people to meet without social distancing from different households.</p>	Risk eliminated
7(b)	Specifically in relation to tandems			<p>Competitors riding a tandem can be allowed provided both competitors are from the same household or social bubble as defined by government guidance.</p> <p>To avoid misuse of the social bubble scheme, social bubbles are to be notified by email to stewart.smith@cyclingtimetrials.org.uk</p> <p>Each competitor will need to provide their name, CTT ID number and riding partner. That competitor will receive confirmation of registration to be sent to race organiser to confirm eligibility to ride outside of household.</p>	Low
8	Time Keeper/Starter/Finish TK/Finish Circuit TKs	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium	<p>The start TK should use their own personal vehicle. The window on the driver's side should be closed, the heater/blower set to recirculating air or off. The opposing passenger window should be closed but can be open a crack if essential. The TK can tap on the window to get the riders attention and count down visually by hand.</p> <p>The protection offered by a physical barrier in an open air environment makes this Low risk.</p> <p>Where a car cannot be used the TK should place themselves in excess of the distance currently advised by government guidance and as far as possible, this is NOT the preferred option.</p> <p>Competitors must not leave any personal possessions with the time keeper.</p> <p>For finish line TKs and circuit TKs the vehicle requirement is less essential. Instead all competitors must be advised NOT to stop at the finish and continue on; the TK should be the distance currently advised by government advice from the road side as if social distancing from an individual.</p>	Low

9	Competitors	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium	<p>Competitors on entering should be informed that they should not attend if they feel ill in ANY way especially if they or family members have any symptoms.</p> <p>They should be told that an elevated resting heart rate or exceptionally quick to react heart rate during warm up can suggest an underlying asymptomatic illness of ANY kind, and that they should DNS and leave immediately and not go to the start line if they feel this is the case.</p> <p>It is preferable for all warm ups to be conducted independently and ideally competitors should warm up on the road individually. At the discretion of the organiser the use of turbo trainers can be considered if warming up is carried out independently away from the event HQ, or where the HQ has a sufficiently large car park so to allow an absolute minimum of 2 metres social distancing from all others to include those walking past eg. any thoroughfare or common route.</p> <p>Competitors on finishing should not stop at the finish and should not loiter at the HQ/car park. Upon completion of their ride all competitors should sign out promptly and having done so then pack away and leave immediately.</p> <p>Unless using a skinsuit with transparent pockets all competitors must bring their own safety pins to secure their number.</p>	Low
10	Spectators	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium for Hill Climbs Low for other events	<p>The risk of groups gathering and social distancing being maintained is higher at high profile events, particularly hill climbs. As such all documentation should point out that those not competing should not be encouraged to attend.</p> <p>For hill climbs, where road closures are implemented; all access, pedestrian and vehicular should be restricted to competitors and officials only.</p>	Low

11	Support Crews for 100 Mile/12 Hour TT's	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium	<p>Support crews should consist of the same household or if not from the same household as few as possible. (As current rules allow) each support vehicle must ensure when stopped it has sufficient space to provide the government advised social distancing space in all directions so that each support crew will be minimum of twice the distance from the next this is to ensure that people remain in a 'safe box' to conduct hand-ups.</p> <p>Bottles should ONLY be retrieved by support crew; it is suggested that where that person does not live in the same household that nitrile gloves* are used and the dropped bottles are deposited in a bucket of hot soapy water and NOT reused during the event.</p> <p>This should be the responsibility of the supporter/competitor and not the organiser. The supporter is advised to change gloves after retrieving/completing a hand-up.</p> <p>All rubbish must be collected afterwards.</p> <p>Alternatively if current government guidance does not support the above, riders may be self-supported, not allowed support crews, and have an allocated area for storing any spare food and drink.</p>	<p>Low</p> <p>Or Risk eliminated if self-supported.</p>
12	Event HQ - Changing Facilities	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium	<p>Should not be provided whilst under Level 2 & 3 as not essential; the lack of changing facilities should be documented in any pre-race information.</p>	<p>Risk eliminated</p>

13	Event HQ - Parking	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium	<p>People should be reminded that they should NOT be socialising with others in the car park and should upon leaving their car, get their bike out and go straight out onto the road to warm up; a large collection of people has a negative perception and should be avoided.</p> <p>Consideration for taping off/coning every other bay (or covering it in pre-race information) to allow social distancing measures to be easily maintained.</p> <p>Car parks need to be sufficiently large for number of entrants; this may reduce maximum field size. Organisers should be mindful of the number of entrants and the car park size of any venue.</p> <p>Where this is not possible, it may be helpful to use a range of parking areas and identify their location which should be stated on the race information.</p>	Low
14	Event HQ - Sign on/out sheets	The contamination risk of infected material transferring via the sign on sheet	Low	<p>Provide hand sanitiser prior to sign on and post sign on. PHE signs visible to show how to wash hands with hand sanitiser.</p> <p>Pre-race information to inform riders to bring own pen. No pens provided.</p> <p>Competitors to queue individually at distance as currently advised by government advice for signing on/out and for collection of number.</p>	Low
15	Event HQ – Prize giving/Results Board	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Medium	All competitors informed no results on site, and no prizes supplied on the day. Results posted online as soon as practicable.	Risk eliminated

16	Event HQ – Toilet Facilities	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	High	<p>Signs showing one in one out, correct distances for taped lines outside the HQ/toilet building.</p> <p>Queue outside the premises not inside, a simple one way system where feasible.</p> <p>Toilets with multiple cubicles can be used where there is sufficient social distance between. This may require marking some urinals or cubicles as 'Out Of Order' to facilitate this, eg. the middle cubicle of a set of three.</p> <p>Hand washing signs, directed to wash hands before and after.</p> <p>If there are windows in the toilet open fully. If there is a door into the toilet area (not cubicle) keep open unless it is a fire door.</p> <p>Well signed. No changing signs up, PHE hand washing signs.</p> <p>Briefed in start sheet.</p>	Low
17	Event HQ – Race Numbers	The contamination risk of infected material transferring via the race number	Low	<p>For Type A events, use disposable numbers and post to competitor; alternatively, pre-cleaned numbers (i.e. use approved disinfectant wipes (not baby wipes) or submerge and wash with hot soapy water) should be made available alongside where competitors sign on. When washing it is suggested that that nitrile gloves* are used.</p> <p>Competitors to queue individually at distance as currently advised by government advice for signing on/out and for collection of number.</p> <p>Competitor to deposit number in bucket of hot soapy water after finishing event and in doing so maintain social distancing at distance as currently advised by government advice.</p> <p>For Type B club events, consider giving a competitor one number for the competitor to retain and to be used for all such club events for the duration of the season.</p>	Low
18	Event HQ – Entries on the day (Type B)	The contamination risk of infected material transferring via cash.	Low	<p>Where possible use Paypal, bank transfer or similar services.</p> <p>Competitors can be asked to pay in advance.</p> <p>Volunteers handling cash to be provided with handwashing facilities; where this is not possible, consider hand sanitiser or nitrile gloves*.</p>	<p>Risk eliminated if no cash used.</p> <p>Low Risk</p>

19	Use of nitrile gloves (See boxes 3, 5, 11, 17 and 18)	The risk of contamination if not used correctly.	Medium	Use in accordance with instruction attached. Nitrile gloves to be changed for any new activity, e.g. when wiping numbers, all numbers can be washed using one pair, such gloves then to be removed after task completed and discarded. Gloves to be discarded in waste bin or if no bin available, into a plastic bag and subsequently disposed of.	Low
20	Event HQ – Venue	The risk of coming into close contact with other individuals who may have COVID-19 and infect them. The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.	Medium	No refreshments offered or supplied. The internal venue is not to be used, all sign on activities to be conducted outside, consider a gazebo (with open sides – air flow is key) for potential adverse weather/extreme direct sunshine. Sign-on to be unstaffed; and all instructions to be by pre-race information and signage. Where no toilet facilities are required (eg Type B Events) consideration should be given to dispensing with an HQ building entirely, and creating an “HQ Area” in open space.	Low
21	Interior spaces/areas where social distancing cannot be applied	The risk of coming into close contact with other individuals who may have COVID-19 and infect them. The risk of coming into close contact with others, whilst they have COVID-19 and infecting others	High	If however some internal facilities are required, (this would be unusual – see item 20 above) whilst inside or face to face at less than one metre for more than 60 seconds, or less than two metres for more than 15 minutes, should consider the use of a face covering, as defined by current government guidance; this is NOT PPE for the wearer but to reduce any asymptomatic person infecting others. nb. social distancing over two metres or a physical barrier is a preferred option.	Low

22	Local lockdown	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	High	Organisers can continue to organise and plan for the event. However, if the restrictions are still in place 5 days prior to the event, to allow sufficient notice, the event should be postponed or cancelled.	Low
	(a) Restrictions in place in course area				
	(b) Competitors from affected areas	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	High	<p>Where any local lockdowns are in place the pre-race information should state that any competitor who resides in an affected area should inform the organiser and such competitor should not start the event.</p> <p>Any competitor with a home address situated within an affected area to inform the organiser and such competitor should not start the event. The onus is on such competitor to inform the organiser.</p>	Low
23	Race Format	<p>The risk of coming into close contact with other individuals who may have COVID-19 and infect them.</p> <p>The risk of coming into close contact with others, whilst they have COVID-19 and infecting others.</p>	Low	By its very nature time trialling lends itself to reviving competition prior to other forms of sport.	Low

Risks based on advice and scientific direction of SAGE/PHE/Government. Other sources are not considered in this risk assessment.