



## **PROFORMA FOR RISK MANAGEMENT AT ACU PERMITTED TRIAL EVENTS.**

2008.1

### **INTRODUCTION**

The assessment of risks associated with the sporting element of Trial events has been undertaken by the ACU Trial & Enduro Committee, and is reviewed annually.

The steps required to be taken by event organisers are included in the ACU Handbook which is published annually.

This Risk Management Form is a simple proforma which allows organisers to check that they have put in place all of the necessary requirements, and to demonstrate to public bodies if required that a proper risk assessment for the event has been undertaken.

The only exception to this is at item 1, Start layout, where organisers are required to assess the risks associated with the location and layout of their own venue.

A blank space is provided at the end of this form to allow clubs to undertake their own risk assessment for items which are not covered by the ACU's annual publications. (eg. Beer Tents or Children's Entertainments)

For large events, the ACU will provide a template to assist with the "event management

### **Description of Columns.**

- **Heading** – Identifies each area where risk is identified.
- **Column 1.** – Potential Risk in each area.
- **Column 2.** – Level of Risk (H - high, M – medium, L – low) this is a combination of the likelihood of an incident and the consequence.
- **Column 3.** – Action to Manage Risk (fencing, classes etc)
- **Column 4.** – Is Action in Place, to be completed by organising club. (Y – yes, N – no)
- **Column 5.** – If Answer is No, Identify The Reason.

1	2	3	4	5
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**1. Start Layout.**

*This will depend on location of start (assessment of traffic flow on roads adjacent to the site entrance) and size of event and considerations for Column 3 may be Warning signs, marshals, roped areas*

Danger entering or leaving the site				
Segregation of officials, competitors and spectators.				
Access to the circuit for emergency vehicles.				

**2. Course.**

Suitability for type of event.		TSR20 Course/Route Event details in Supp. Reg's		
Suitable for all levels of competitors entered.		TSR38 Joint Adult/ Youth Events		
Number of competitors.		Individual starting times		
Any parts of the Course with exceptional difficulty.		C of C to produce sections to suit skill level of expected Entry.		
Any parts of the Course requiring safety barriers.				

**3. Spectators.**

*This section will only apply where more than 100 spectators are anticipated to attend.*

Numbers expected.				
Separation of Spectators and competitors.				
Protection from debris.				

#### **4. Paddock Area.**

*This section to be addressed where a separate Riders Paddock is established.*

Control of spectator entry.				
Major incident plan to deal with evacuation.				
Major incident plan to deal with casualties.				

#### **5. Officials.**

Adequate numbers:-		In accordance with ACU Trials Official requirements		
Adequate briefing.		In accordance with 6.03 of Sporting Code		
Ease of identification.		Not an issue for Trials		
Risk of hearing damage		Not an issue with the machines catered for.		

#### **6. Competitors.**

Competitors able to handle level of Sections.		TSR1. Age Groups Ability Classes		
Compatibility of competitive equipment.		TSR1. Age Groups and capacity classes		
Risk of danger to officials and spectators.		Minimal but to be reviewed by T&E Committee		
Risk of injury in accident.		TSR12 Cut out buttons TSR13 Chainguards TSR15 Clothing TSR33 Medical Services		

**7. Event Control.**

System for starting event.		Riders are started individually.		
System for stopping event.		No time limit. ** Adequate time allowance **		

**8. First Aid / Rescue Services.**

Adequacy of provision.		Local hospital identified and location displayed		
Fire Hazard.		Fire extinguisher present at Start Area.		

**9. Electricity.**

Shock. Fatality. Fire.		No electricity used **		
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**10. Falls. (Spectator and Officials areas)**

*This section will only apply where spectators' area is established.*

Falls from less than 2 metres.				
Falls from more than 2 metres.				

**11. Liquid Storage.**

Spillage leading to contamination or slip hazard.		Not Applicable		
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**Assessment of Additional Event Specific Activities**  
**To be undertaken by Organiser.**  
**(if none, indicate none below)**


Name of Club/Organisation: .....

Venue: ..... Permit No. ....

I confirm that, to the best of my knowledge, the information provided above was correct at the time of completion.

Signed. \_\_\_\_\_ Name. \_\_\_\_\_

Position within organisation. \_\_\_\_\_

Date. \_\_\_\_\_ Time . \_\_\_\_\_